



# **Optralimage**

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## **Setup and User's Guide**

**September 1999**

## **First Edition (September 1999)**

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# OptraImage

## Setup and User's Guide

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For use with the following models:

OptraImage 212/222  
OptraImage 312/322  
OptraImage 514/524  
OptraImage 715/725  
OptraImage Color 1200r  
OptraImage Color 1200p  
OptraImage W810s  
OptraImage W810p  
OptraImage T612s  
OptraImage T612p




# Contents

<b>Safety Information</b>	<b>vii</b>
<b>Product Overview</b>	<b>1</b>
<b>Chapter 1: Setup</b>	<b>7</b>
<b>Chapter 2: Copying</b>	<b>33</b>
<b>Chapter 3: Faxing</b>	<b>45</b>
<b>Chapter 4: Network Scanning</b>	<b>53</b>
<b>Appendix A: Network Printing</b>	<b>61</b>
<b>Appendix B: Job Accounting</b>	<b>73</b>
<b>Appendix C: Scan Unit Support</b>	<b>77</b>
<b>Appendix D: Notices</b>	<b>99</b>
<b>Customer Support</b>	<b>107</b>



# Safety Information

Always follow all safety precautions when installing or using telephone equipment to reduce the risk of fire, electric shock and injury to persons, including the following:

- If your product is NOT marked with this symbol , it MUST be connected to an electrical outlet that is properly grounded.
- The power supply must be connected to an electrical outlet that is near the product and easily accessible.
- Refer service or repairs, other than those described in the operating instructions, to a professional service person.
- 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.

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## Fax/Telephone Safety Instructions

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- When installing the MarkNet N2501e print server containing the fax modem port, follow all safety precautions of any equipment into which the card is being installed.
- Do not perform the setup procedures in this guide during a lightning storm.
- Never install or use this equipment in wet locations.
- Before attempting to access the printer compartment where the option card is installed, you must remove the fax phone line cable first from the wall outlet, and then from the fax modem port of the MarkNet print server.

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## Consignes de sécurité importantes

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Respectez toujours les consignes de sécurité lorsque vous installez ou utilisez des appareils téléphoniques afin de limiter les risques d'incendie, de choc électrique et de dommages corporels:

- Si le symbole  n'apparaît PAS sur votre produit, ce dernier DOIT être branché sur une prise de courant mise à la terre.
- Le câble d'alimentation doit être connecté à une prise de courant placée près du produit et facilement accessible.
- Reportez les opérations de réparation ou d'entretien autres que celles décrites dans les instructions d'utilisation à un technicien qualifié.
- Ce produit a été conçu, testé et approuvé pour respecter les normes strictes de sécurité globale lors de l'utilisation de composants Lexmark spécifiques. Les caractéristiques de sécurité de certains éléments ne sont pas toujours évidentes. Lexmark ne peut être tenu responsable de l'utilisation d'autres pièces de rechange.

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## Télécopie/Téléphone: instructions relatives à la sécurité

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- Respectez toutes les consignes de sécurité de tout appareil dans lequel ce produit est installé.
- N'installez jamais de câbles téléphoniques en cas de foudre.
- N'utilisez jamais d'équipements ni n'installez de prises téléphoniques à proximité d'eau ou dans des emplacements humides à moins que la prise ne soit spécialement conçue pour des emplacements humides.
- Retirez le câble téléphonique du télécopieur du port du fax modem du MarkNet N2501e avant d'accéder au compartiment de l'imprimante dans lequel est installée la carte.



# Product Overview

About the product - - - - -	2
Supported printers- - - - -	2
Guide to models and functions - - - - -	3
OptraImage multifunction options - - - - -	-3
OptraImage multifunction solutions - - - - -	-3
Control panel guide - - - - -	4
Control panel function modes - - - - -	6

# About the product

The OptraImage™ multifunction solution lets you:

- ❑ ***Use your printer as a network printer*** -- Install the MarkNet N2501e or N2401e print server and set up your printer on a network.
- ❑ ***Use your printer as a copier*** -- Send copies from the scan unit to your printer using the OptraImage control panel.
- ❑ ***Send and receive faxes*** -- Configure the fax modem port on the MarkNet N2501e to fax a scanned document using the scan unit and the OptraImage control panel.
- ❑ ***Scan to your network*** -- Send scanned documents as files back to your PC, to an FTP server, or as e-mail.

## Supported printers

- Optra™ S, Se (xxx5)
- Optra K
- Optra Color 45
- Optra T
- Optra SC
- Optra Color 1200
- Optra W810
- Optra M410

# Guide to models and functions

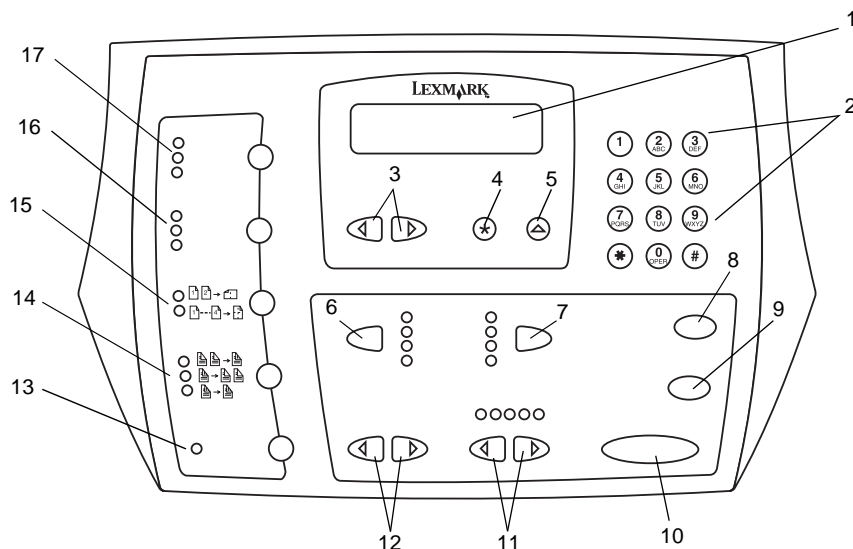
## OptraImage multifunction options

Model number	Copy function	Fax function	Scan to network function
OptraImage 212	X		X
OptraImage 222	X	X	X
OptraImage 312	X		X
OptraImage 322	X	X	X
OptraImage 514	X		X
OptraImage 524	X	X	X
OptraImage 715	X		X
OptraImage 725	X	X	X

## OptraImage multifunction solutions

Model number	Copy function	Fax function	Scan to network function
OptraImage Color 1200r	X	X	X
OptraImage Color 1200p	X		X
OptraImage W810s	X	X	X
OptraImage W810p	X		X
OptraImage T612s	X	X	X
OptraImage T612p	X		X

# Control panel guide



Key	Function in copy mode	Function in fax mode	Function in scan to network mode
1	Control panel status displays for copying and a Ready message	Control panel status displays for faxing and a prompt to Enter Number.	Control panel status displays for scanning and current scan to network destination.
2	Keypad for entering number of copies to be made.	Keypad for entering outgoing fax phone numbers.	Keypad for entering numbers to let you move around in destination lists.
3	<b>Menu</b> > and < <b>Menu</b> moves you forward and backward in copy menus.	<b>Menu</b> > does not apply to fax mode. <b>Backspace</b> (< <b>Menu</b> ) lets you move backward to reenter information.	<b>Menu</b> > and < <b>Menu</b> moves you forward and backward in destination lists.
4	<b>Select</b> makes your choice active and saves your setting.	<b>Pause</b> lets you insert a two second dial out pause in a outgoing fax phone number.	<b>Select</b> makes your choice active and saves your setting.
5	<b>Return</b> takes you back to previous menu choice.	<b>Redial</b> sets the fax modem to redial the outgoing fax phone number	<b>Return</b> takes you back to previous menu choice
6	<b>Original Size</b> defines the size of the original (letter, legal, A4, other).	<b>Original Size</b> defines the size of the original (letter, legal, A4, other).	<b>Original Size</b> defines the size of the original (letter, legal, A4, other).

Key	Function in copy mode	Function in fax mode	Function in scan to network mode
7	<b>Copy Size</b> specifies the size of the copy (letter, legal, A4, other).	<b>Copy Size</b> does not apply to fax mode.	<b>Copy Size</b> changes the size setting for the scanned file (letter, legal, A4, other).
8	<b>Fax/Scan Mode</b> displays a Ready status message indicating you are in copy mode. This is the control panel default mode.	<b>Fax/Scan Mode</b> displays an Enter Number prompt in fax mode. See "Control panel function modes" on page 6.	<b>Fax/Scan Mode</b> displays your custom scan profile name or a list of e-mail and FTP destinations. See "Control panel function modes" on page 6.
9	<b>Stop/Clear</b> clears the number of copies so you can start over or cancels the copy job being sent.	<b>Stop/Clear</b> stops a fax from being sent or cancels a fax that is already being sent. Control panel returns to copy mode.	<b>Stop/Clear</b> stops the scan job and returns the control panel to copy mode. Scan jobs must be resubmitted.
10	<b>Go/Send</b> starts the process of scanning an original and sending the copy to the printer.	<b>Go/Send</b> activates the fax dial out process.	<b>Go/Send</b> starts the process of scanning a document and sending it to a file, as an e-mail, or to a designated FTP server
11	<b>&lt;Lighter or Darker&gt;</b> adjusts the darkness of the copy being made. For more information, see "Change the brightness" on page 37.	<b>&lt;Lighter or Darker&gt;</b> adjusts the darkness of the fax being sent.	<b>&lt;Lighter or Darker&gt;</b> adjusts the darkness of the copy being made. See "Change the brightness" on page 37.
12	<b>&lt;Reduce or Enlarge&gt;</b> adjusts the size of the copy being made. For more information, see "Set the copy size" on page 37.	<b>&lt;Reduce or Enlarge&gt;</b> does not apply to fax mode.	<b>&lt;Reduce or Enlarge&gt;</b> does not apply to scan to network mode.
13	<b>Collation/Finishing</b> collates the copies being made. For additional information, see "Set Collation/Finishing features" on page 40.	<b>Collation/Finishing</b> does not apply to fax mode.	<b>Collation/Finishing</b> does not apply to scan to network mode.
14	<b>Duplex</b> specifies the type of duplex copies being made. For more information, see "Set the duplex option" on page 39.	<b>Duplex</b> does not apply to fax mode, unless you have duplex capabilities on your scan unit.	<b>Duplex</b> does not apply to scan to network mode, unless you have duplex capabilities on your scan unit.
15	<b>Paper Saver</b> lets you print copies 2-up or 4-up in order to save paper. For more information, see "Save paper when you print" on page 40.	<b>Paper Saver</b> does not apply to fax mode.	<b>Paper Saver</b> specifies the orientation (portrait or landscape) of your original documents (applies only to PDFs).
16	<b>Copy Media</b> specifies the type of media for your printed copies (plain paper, transparencies, other).	<b>Fax Resolution</b> specifies the resolution of your fax (standard, fine, super fine, ultra fine). <b>Standard</b> is the default (no lights).	<b>Fax Resolution</b> specifies the resolution and JPEG quality of your scan to network job (standard, fine, super fine, ultra fine). <b>Standard</b> is the default (no lights).
17	<b>Content</b> lets you specify the content of your original being copied (text, mixed, photo).	<b>Content</b> lets you specify the content of your outgoing fax (text, mixed, photo).	<b>Content</b> lets you specify the content of the original being scanned (text, mixed, photo). See "Custom Scan to PC settings" on page 57.

# Control panel function modes

Control panel mode	When it appears on the control panel	Message displayed
<b>Copy</b>	Default mode (you do not need to press <b>Fax/Scan Mode</b> ) In copy mode, you can make a copy simply by placing the document in the scan unit and pressing <b>Go/Send</b> on the OptraImage control panel.	Ready
<b>Fax</b>	If you have a MarkNet N2501e print server and set the basic fax information during setup, press <b>Fax/Scan Mode</b> once to move the control panel into this mode. In fax mode, enter the fax phone number of the recipient using the numeric keypad on the OptraImage control panel, and then press <b>Go/Send</b> to send the fax.	Enter number
<b>Scan to Profile (back to PC or to an e-mail)</b>	For your scan profiles to appear on the OptraImage control panel, you must define your Scan to PC and/or Scan to e-mail job profiles using the MarkNet resident web server. In Scan to Profile mode to see your profiles, you must press <b>Fax/Scan Mode</b> repeatedly until you see Scan → Profile, and then <b>Menu</b> > to advance through your profile names.	Scan → Profile
<b>Scan to e-mail (permanent destinations)</b>	For a list of permanent e-mail destinations to appear on the OptraImage control panel, you must set up each e-mail recipient using the MarkNet resident web server. In Scan to e-mail mode to see your e-mail destination list, you must press <b>Fax/Scan Mode</b> repeatedly until you see Scan → e-mail, and then <b>Menu</b> > to advance through your permanent destinations.	Scan → e-mail
<b>Scan to FTP (FTP servers)</b>	For a list of Scan to FTP servers to appear on the control panel, you must set up the FTP servers using the MarkNet resident web server. In Scan to FTP mode to see a list of your configured FTP servers, you must press <b>Fax/Scan Mode</b> repeatedly until you see Scan → FTP, and then <b>Menu</b> > to advance through your FTP servers. <b>Note:</b> You can create multiple FTP servers, but you can only scan to one server at a time.	Scan → FTP

# Chapter 1:

## Setup

Prerequisites - - - - -	8
Set up and configure - - - - -	9
Install the MarkNet print server in the printer - - - - -	9
Attach the control panel overlays- - - - -	10
Check control panel and scan unit switch settings - - - - -	10
Choose a location for the control panel - - - - -	11
Remove scan unit shipping retainer or carrier bracket - - - - -	12
Install the ADF on your scan unit- - - - -	14
Attach all the cables- - - - -	16
Attach all the power cords and power up - - - - -	17
Print a network setup page - - - - -	18
Set an IP address in the MarkNet print server - - - - -	18
Set required fax information - - - - -	20
Configure scan to network functions - - - - -	23
Restrict OptraImage usage - - - - -	28
Verify the setup - - - - -	30
Solve setup problems - - - - -	31

# Prerequisites



## Set up your printer

- 1 Follow the hardware setup instructions in the documentation that shipped with your printer. This includes setting up all bins and trays, duplex hardware, and any other options you may have purchased.
- 2 If you attach your printer to a network during printer setup, save your network setup page because you will use the information contained on it during the OptraImage setup.
- 3 When you have finished, verify the printer hardware setup by printing the menu settings page. Instructions for printing this page are included in your printer setup documentation.



## IMPORTANT: Turn All Power Off

Before and during the OptraImage setup, all equipment should be turned off. All power cords, fax/phone cables, and network cables should be unplugged from their wall outlets. This includes all cords and cables attached to the PC, printer, MarkNet print server, OptraImage control panel, scan unit, and any other peripherals powered from a wall outlet.

Following setup, all equipment may be plugged into properly grounded or fax/phone wall outlets and turned on.



# Set up and configure

1

## Install the MarkNet print server in the printer

- ❑ *If your printer shipped with the MarkNet N2501e or N2401e print server already installed, or if you installed one of these print servers during your printer setup, skip to the next step.*

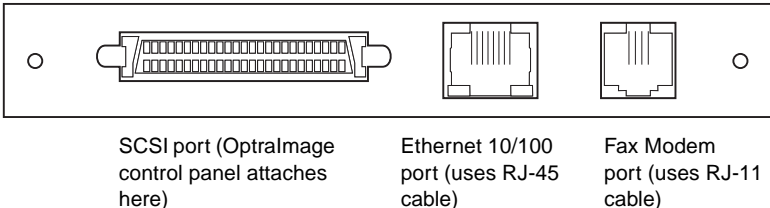
See “Safety Information” on page v for additional cautions and warnings.

MarkNet internal print servers are sometimes called printer option cards.

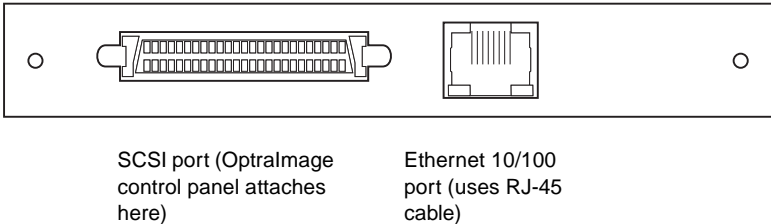
**Caution:** Before installing the MarkNet N2501e print server in your printer, make sure the fax/phone cable is not plugged into the card or the wall outlet. Make sure your printer is unplugged.

Install the MarkNet N2501e or N2401e print server in an available optional card slot inside your printer. For detailed instructions about installing your print server, refer to your printer setup documentation about installing option cards.

MarkNet N2501e print server ports



MarkNet N2401e print server ports



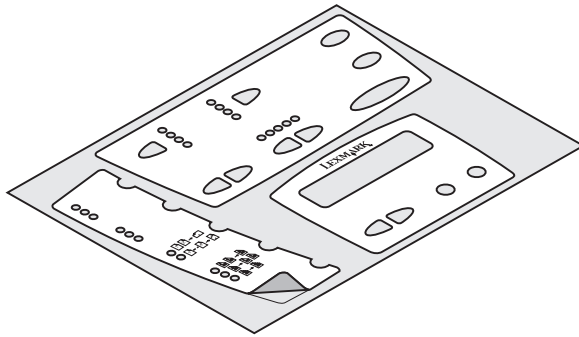
## 2

## Attach the control panel overlays

- ❑ *If you received a control panel with overlays already applied, skip to the next step.*

- 1 Choose the overlays in your language.
- 2 Peel each section from the backing, and then press it firmly on the OptraImage control panel.

**Important:** Because the indicator lights need to shine through the overlay, carefully align the edges and the holes.



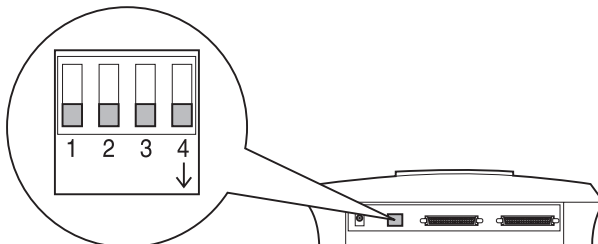
*Some control panels are shipped with the English overlays already attached. Some are shipped without any overlays attached.*

## 3

## Check control panel and scan unit switch settings

### Control panel switch settings

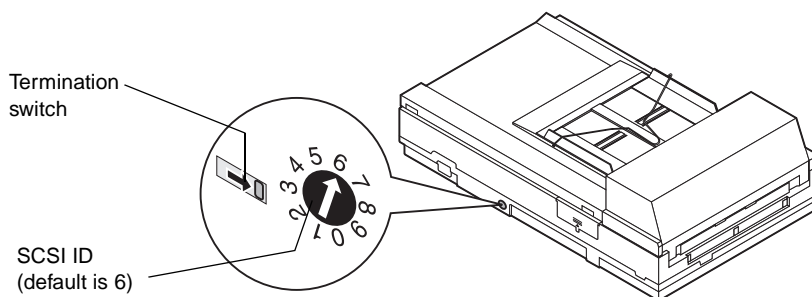
Before connecting the OptraImage control panel to the other hardware, check the dip switch settings. Make sure all switches are in the down position (on). Switch 4 determines the SCSI bus termination setting of the control panel.



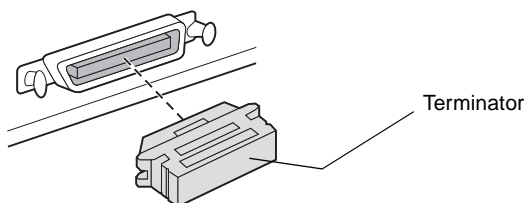
If you purchased an OptraImage 514/524, refer to the documents that shipped with your scan unit for information about default switch and termination settings.

## Scan unit SCSI ID and termination settings

**If you purchased an OptraImage 212/222, 312/322, Color 1200r, Color 1200p, T612s, or T612p,** make sure the SCSI ID is set to 6 and the termination switch is pushed all the way to the right.



**If you purchased an OptraImage 715/725, W810s, or W810p,** make sure the terminator is still installed on one the SCSI ports of the scan unit.

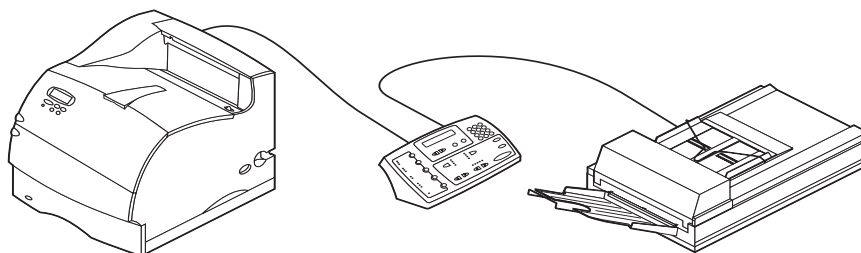


## 4

## Choose a location for the control panel

Before assembling the system and connecting the cables, choose a good location for the control panel. Normally, a location near the scan unit works best.

The following illustration is the recommended OptraImage setup.



## Remove scan unit shipping retainer or carrier bracket

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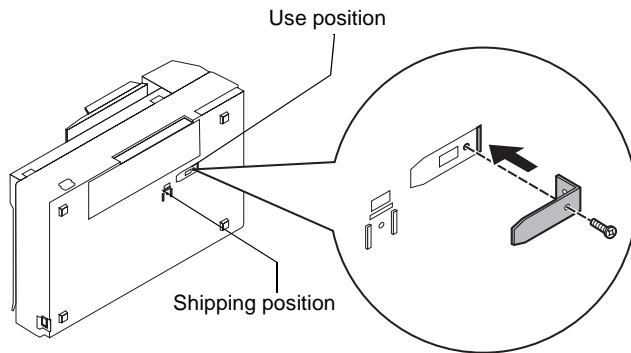
### OptraImage 212/222, 312/322, Color 1200, T612

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Remove the shipping retainer before using the scan unit.

- 1 Place the scanner on its side.
- 2 Remove the retainer screw.
- 3 Pull out the shipping retainer, and put it in the “use” position.



*Return the shipping retainer to its original position before moving the scan unit. For more information, see “Moving the scan unit” on page 83.*

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### OptraImage 514/524

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For information about the scan unit you purchased with your OptraImage 514/524, refer to the documentation that shipped with the scan unit.

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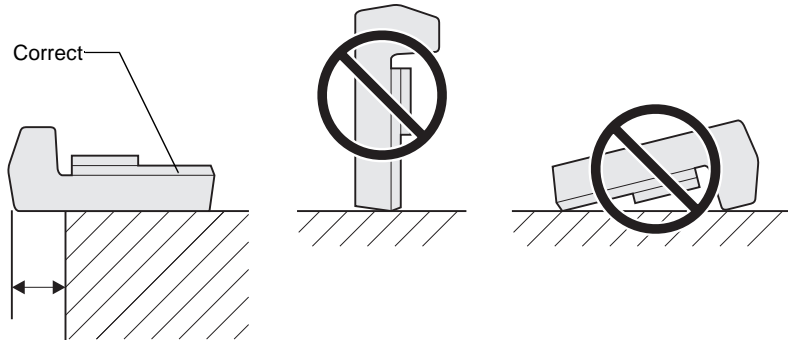
## Optralimage 715/725 and W810

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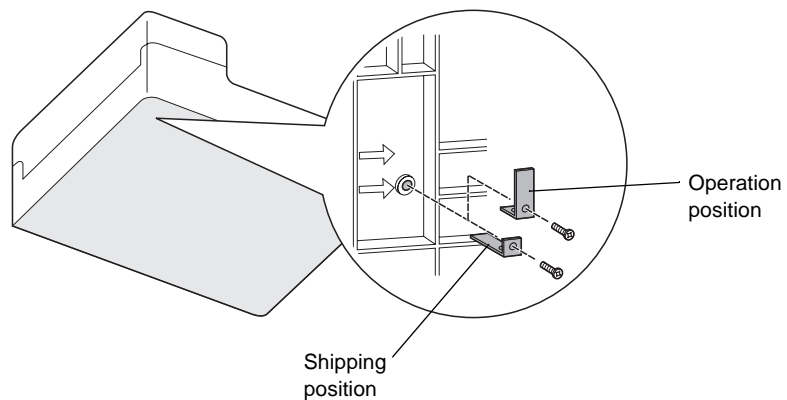
Remove the carrier bracket before using the scan unit.

- 1 Place the scan unit on the edge of a flat surface with its left side extended over the edge.

**Caution:** Do not turn the scan unit upside down or on its side.



- 2 Move the carrier bracket from its shipping position to the operation position.



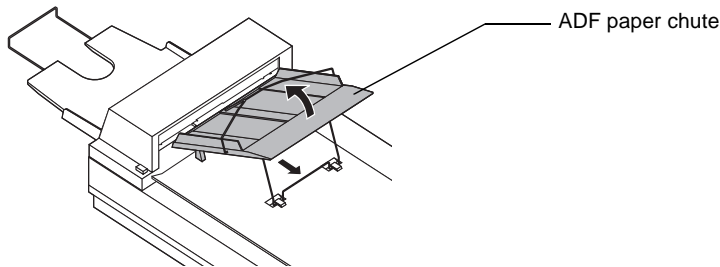
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### OptraImage 212/222, 312/322, Color 1200, T612

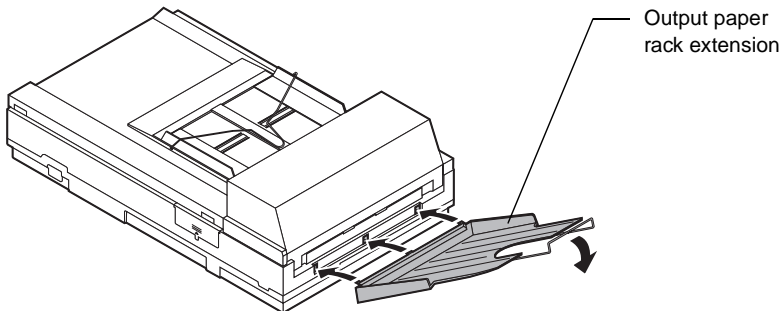
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*The ADF is the Automatic Document Feeder.*

- 1 Raise the document cover to about 45 degrees.
- 2 Place the ADF paper chute to about 45 degrees. Insert the ADF paper chute to auto feeder holes on the document cover as shown.



- 3 Pull out the wire leg under the paper chute and snap it into place.
- 4 Pull out the paper chute extension to the length you want.
- 5 Hold the output paper rack to about 30 degrees.



- 6 Insert the three clasp-joints on the output paper rack into the ADF.
- 7 Release the paper rack gently. Make sure the rack is firmly attached to the ADF.
- 8 Pull out the output paper rack extension to the length you want.

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## OptraImage 514/524

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For information about installing the ADF of your OptraImage 514/524 scan unit, refer to the documentation that shipped with the scan unit.

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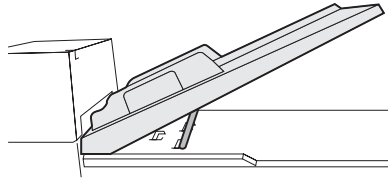
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## OptraImage 715/725 and W810

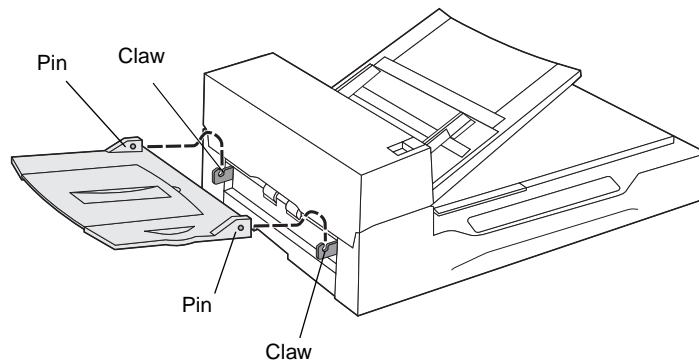
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- 1** Raise the ADF and secure it with the metal leg attached.
- 2** Extend the paper chute enough to accommodate the length of your originals according to the paper guide settings on the chute.



- 3** Install the ADF output stacker. Hook the pins in the claws on the scan unit.



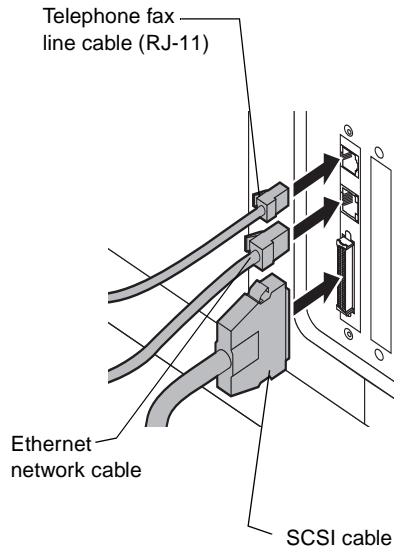
## Attach all the cables

### Telephone fax line cable

To send or receive faxes, you must plug the RJ-11 telephone fax line cable into the fax modem port of the back on the MarkNet N2501e print server installed in your printer.

You may have received a telephone adapter with this product, one specifically designed for use in your country. Attach the telephone adapter to the telephone fax line cable.

**However, do not plug the fax telephone cable into the wall outlet yet.**



### Network cable

If you want to be able to send network print jobs to your printer, plug the Ethernet cable into the Ethernet network port on the back of the MarkNet print server installed in your printer.

### SCSI cables

The SCSI cables connect your scan unit, control panel, and printer to each other.

**Important:** Hook up the SCSI cables in this step, but **do not connect the power cords or turn the power on yet. This will be done in the next step.**

*Use only the German TAE type F adapter (P/N 14B5123) shipped with this product because it contains a billing tone filter. The adapter is designed only for the F connector of the German wall outlet. This must be the only device attached to the NFN wall receptacle.*

*Use only the Switzerland adapter (P/N 14B5109) shipped with this product because it contains a billing tone filter.*

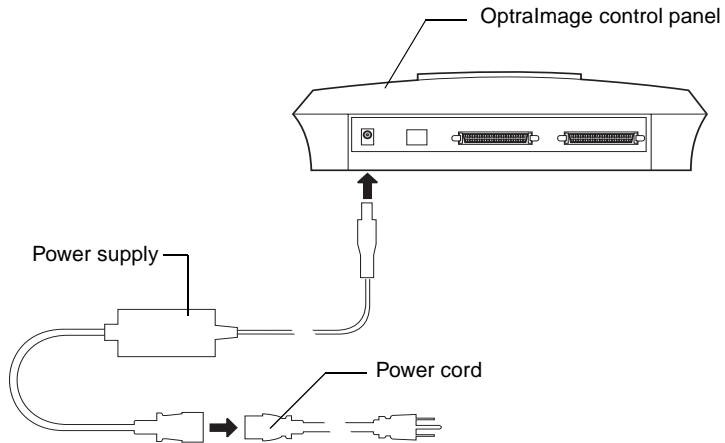


## 8

## Attach all the power cords and power up

**Important:** The control panel does not have an ON/OFF switch. Be sure to follow the preferred order of powering on: first the scan unit, and then the printer.

- a Make sure the printer power is turned off and the printer power cord is unplugged.
- b Using the diagram as a guide, connect the power supply to the control panel.



- c Connect the power supply to the power cord, but do not plug the power cord into the wall yet.
- d Connect the power supply of the scan unit.
- e If you purchased a MarkNet N2501e, plug the telephone fax line cable into the phone line wall outlet.
- f Plug each of the power cords into a properly grounded electrical outlet. *The control panel power comes on automatically.*
- g Plug the printer power cord back in.
- h Turn the scan unit on.
- i Turn on the printer.

## 9

## Print a network setup page

- ❑ *If your printer is not attached to a network, skip to step 11.*
- ❑ *If you completed your network setup during step 1 and already have your network setup page, skip to step 11.*

Use the printer operator panel to print a network setup page (*Network Menu/Network Option x/Network x Setup/Print/Print Setup Page*). Save this page because you will use it in the next step.

*For more information about using the printer operator panel, refer to your printer documentation.*

## 10

## Set an IP address in the MarkNet print server

- ❑ *If you do not have a TCP/IP environment, skip to the next step and use the OptraImage control panel method of configuring to set up your fax function.*

Assign an IP address, netmask and gateway for other network devices to find the printer on the network.

*For instructions about other ways to set the IP address, look on the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link.*

*Some OptraImage functions, like scanning to your network, cannot be configured using the control panel and require that you use the MarkNet resident web server.*

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## Networks using DHCP

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If you have DHCP, the proper address values are automatically assigned. Look for the information on your network setup page. Once you find the address, go to step 11.

**Note:** Some networks take several minutes to communicate with other devices on the network. If the network setup page doesn't contain the information you think it should, such as an automatically assigned IP address, and then wait a few minutes and try printing the page again.

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## Networks not using DHCP

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If you don't have DHCP, there are other methods you can use to **manually** assign address values, such as the printer operator panel, static ARP and telnet, RARP and telnet, BOOTP, MarkVision™ or other Lexmark utility. Two of these methods follow.

**Warning:** Manually setting an IP address is a task generally performed by a network administrator and can affect other network settings. Do not attempt to manually assign an address unless you are sure it is appropriate to do so.

### Method 1: Print server TCP/IP setup utility

You can use this simple utility to initialize the IP address if your workstation is running Windows 95, Windows 98, Windows NT, or Windows 2000. You need to know the 12-digit physical address (UAA) of the print server to use this method. The UAA is on the network setup page you printed earlier.

To install the utility, launch the Drivers, MarkVision and Utilities CD that shipped with your hardware, do a custom install to add network support, and then select Print Server TCP/IP Setup Utility. Follow the instructions on the screen.

### Method 2: Printer operator panel

A simple way to set the IP address inside the MarkNet print server is to use the printer operator panel. You need to be standing at the printer to use this method.

- 1 On the printer operator panel, select Network Menu, Network Option X, Network X Setup, TCP/IP, and then Set IP Address. (*Hint: Press Menu> repeatedly until you see the menu item, and then press Select.*)
- 2 When the current IP address is displayed (default is zeros), use the buttons to change the address. (*Hint: Pressing Select advances to the next segment in the address. Pressing Menu> increases the number by one. <Menu decreases the number by one.*)
- 3 When you finish setting the IP address, press **Select** repeatedly until the word SAVED appears briefly.
- 4 Print a new network setup page to verify the information was entered as you intended.

*It doesn't matter which form of the UAA you use (MSB or canonical).*

*Information on installing, using and troubleshooting the utility resides on the CD.*

*"X" designates which option card slot in the printer is being used. For example, if you install the MarkNet print server in option slot 2, the printer operator panel displays: Network Option 2.*

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax unless the message clearly contains the following information 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
- ☐ an identification of the business or other entity, or other individual sending the message
- ☐ the telephone number of the sending machine or business, other entity, or individual

See “Emission Notices” on page 100 and “Telecommunications Notices” on page 101 for more FCC information.

*The FCC is the Federal Communications Commission.*

## Two ways to set required fax information

There are two ways to set the required fax information required by the FCC.

- ☐ MarkNet resident web server (recommended) -- ***If your printer is attached to a TCP/IP network***, type the IP address in the URL field of your browser to access the MarkNet resident web server stored on the print server and set the required fax information.
- ☐ OptraImage control panel -- ***If your printer is not attached to a TCP/IP network***, the required fax information is set using the numeric keypad, buttons, and menus on the OptraImage control panel. Use this method if your printer is locally-attached, or if your printer is attached to a network not running TCP/IP.

*Configuration is a task usually performed by a network administrator or other system support person. If you are prompted for a password, see your support person for help.*

*During printer power up the MarkNet print server searches your network for a Network Time Protocol (NTP) time server. If it finds a NTP time server, and then the current date and time are provided by the time server. However, you must set the country and time zone to get the correct time.*

*A list of these shortcuts can be viewed and printed. See "Print the shortcut list" on page 60.*

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## Use the MarkNet resident web server (IP only)

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After the IP address is set (using any method), use your browser to set the required fax information.

- 1** Type the IP address of the MarkNet print server in the URL field of your browser (for example, `http://192.168.236.24`), and then press **Enter**.
- 2** Click **Configuration**.
- 3** Under the OptraImage heading, click **FAX Setup**.
- 4** Enter the required FCC information:
  - **Date and Time** (change to current date and time)
  - **Station Name** (your personal name or company name)
  - **Station Number** (your fax phone number)
- 5** Select the Country and Time Zone, such as USA/Can. Eastern (USA and Canada, Eastern Standard Time). This sets the required information.
- 6** Set or change any additional fax settings you want. For detailed information about these additional settings, see "Chapter 3: Faxing" on page 45.
- 7** After entering the information, click **Submit**.

## Create a fax destination list

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. All you need to do to send a fax is press #, and then enter the assigned shortcut number on the numeric keypad of the OptraImage control panel.

- 1** Click **Configuration**.
- 2** Click **Manage Destinations**.
- 3** Click **FAX Destinations Setup**.
- 4** Enter a unique name for the fax recipient and specify their fax number.
- 5** Assign a shortcut number (1-89). If you enter a number already in use, you are prompted to select another number.
- 6** Click **Submit**.

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## Use the Optralimage control panel

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If you have purchased a MarkNet N2501e print server, during power up a message displays in the control panel asking you to Please Set Time. This is the prompt to begin the required fax setup.

### Special tips for setting fax information:

- When entering characters or numbers, repeatedly pressing each number on the numeric keypad changes it from a number, and then to the uppercase character, and then to the lowercase character, and then to the next character.
- When entering a specific character or number, pressing **Menu**> or <**Menu** scrolls through all choices. This also offers you additional characters not found on the numeric keypad, such as left and right parenthesis, dashes, quotes, and so on.
- Press the **Copy Size** button to move to the next field or the **Original Size** button to move to the previous field.

**1** On the control panel, press **Menu**> repeatedly until you see Fax Quick Setup, and then press **Select**.

**2** When Country/Zone appears, use **Menu**> to find your country and time zone (for example, US/Can Eastern), and then press **Select** to save your choice.

**3** Set the current date and time:

- If the correct date and time appear on the display, press **Return** to go to the next menu item.
- If the default date and time appear (1900-01-01 15:35) on the display, use the numeric keypad to change the numbers in each field. After the date and time are set, the next menu item appears.

**4** When you see Station Name, enter your name or company name using the numeric keypad on the panel.

**5** Press **Return** when you have finished entering your Station Name. SAVED briefly appears.

**6** When you see Station Number, enter your fax phone number using the numeric keypad on the panel.

**7** Press **Return** after entering your Station Number. SAVED briefly appears.

After the last menu item has been entered, Setup Complete appears.

For additional help in understanding the control panel, see the “Control panel guide” on page 4.



## 12 Configure scan to network functions

- ❑ *If you do not want to add scan to network functions, skip to the next step.*

In addition to making copies and sending faxes, OptraImage lets you scan documents and send them to destinations on your network.

There are three scan to network modes:

- Scan to Profile (for single use scan jobs)
- Scan to e-mail (to a permanent destination)
- Scan to FTP (to an FTP server)

For the control panel to display menus for Scan → Profile, Scan → e-mail, or Scan → FTP, you must configure each of these scan to network modes using the MarkNet resident web server.

*For more information, see “Control panel guide” on page 4 and “Control panel function modes” on page 6.*

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### Scan to network general setup

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#### Configure default scan job settings

You can configure some default scan job settings that preset the OptraImage control panel formats for all Scan to e-mail and Scan to FTP jobs.

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Under the OptraImage heading, click **Scan to Network General Setup**.
- 4 Set your default scan job settings. Base these settings on the most common types of originals you will be scanning. However, these are just defaults and can be overridden by changing the control panel before you begin scanning.
- 5 Click **Submit**.

*After you create a list of permanent destinations, it becomes available in the OptraImage control panel, these default settings are active choices for your typical scan job.*

## Limit the available scan to network functions

You can limit the scan to network functions available on a particular OptraImage control panel. You can disable one, two, or all three functions.

- Disabling Scan to Profile prevents anyone from creating a profile, plus the function is not visible in the OptraImage control panel.
- Disabling Scan to e-mail or Scan to FTP lets you create or add permanent destinations but the mode is not visible in the control panel so the scan job cannot be sent.
- Disabling the multipage TIFF function places each page of a scan job in a individual TIFF file rather than placing all pages in a single, multipage TIFF file.

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Under the OptraImage heading, click **Scan to Network General Setup**.
- 4 Remove the check mark from any function you want to disable. You can disable any scan to network mode without affecting the others. You can also disable the ability to scan to a multi-page TIFF file.
- 5 Click **Submit**.

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## Configure Scan to E-mail

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### Specify SMTP gateway and other E-mail settings

In addition to identifying your SMTP gateway, you can also enter a generic subject and message that will be included on all Scan to e-mail jobs.

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Under the OptraImage heading, click **Scan to E-mail General Setup**.
- 4 Specify the SMTP gateway of your network or internet service provider, plus your e-mail address for the reply line of the message.
- 5 Enter a subject (descriptive name) and a generic message suitable for use on all Scan to e-mail jobs. This information appears on all jobs scanned to permanent e-mail destinations.
- 6 To store scanned documents on a Web site and send only a web link in the e-mail, complete the **Web Link** section.
- 7 After entering your choices, click **Submit**.



## Create permanent E-mail destinations

When creating an e-mail destination, decide what kind of e-mail the recipient will receive. You can send a document scanned to e-mail as an:

- Attachment -- a copy of the scanned document is sent attached to the e-mail message to the recipient
- Web Link -- the scanned document is sent to a storage area on a Web site and a only a Web Link to that site is sent to the e-mail recipient

Create a separate recipient entry for each e-mail type and give them unique names easily identified in the e-mail destinations list.

- 1 Click **Configuration**.
- 2 Click **Manage Destinations**.
- 3 Click **E-mail Destinations Setup**.
- 4 Enter a unique name for the e-mail recipient and specify the e-mail address.
- 5 Select which type of Scan to e-mail you want to send. **Attachment** is the most common choice, but you can avoid sending large scanned images as e-mail if you use a **Web Link**.

Here is an example of one recipient with two unique names:

Name	Address	Type	Shortcut #
-----	-----	-----	-----
Smith, Jane	smith@mailgw.anywhere.com	Attachment	5
Smith, Jane2	smith@mailgw.anywhere.com	Web Link	6

- 6 Enter a shortcut number (1-89) to identify the recipient (optional).
- 7 Click **Add/Modify** to add the name to the available list of e-mail addresses. This new recipient is now visible in the e-mail destination list (and the entry is also available for selection from the OptraImage control panel menu).

*Before you create a destination, check the list at the bottom of the Web page. Make sure your recipient is not already listed.*

*You can rapidly find your e-mail recipient by pressing # and entering the shortcut number on the OptraImage control panel.*

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# Configure Scan to FTP

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## Create FTP server destinations

You can configure Scan to FTP and create a permanent list of FTP destinations. Afterward, you can take your original documents to the OptraImage and use the control panel to scan a job to one of these FTP server destinations.

**Note:** Although you can create multiple FTP server destinations, a scan job can only be sent to one destination at a time.

- 1** Browse to the MarkNet resident web server.
- 2** Click **Configuration**.
- 3** Click **Manage Destinations**.
- 4** Click **FTP Destinations Setup**.
- 5** Assign a name to the FTP server destination. This is the name that will appear in the OptraImage control panel.
- 6** Find the address you want to modify in the FTP destination list, and then click on the name of the recipient. This displays the current address information in the setup dialog boxes.
- 7** Make any necessary changes, and then click **Add/Modify** to update the address information.
- 8** After entering your choices, click **Submit**.

*You can rapidly find your FTP destination by pressing # and entering the Shortcut number on the OptraImage control panel.*

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## Specify an external destinations file

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Instead of creating individual e-mail, FTP, or fax destinations one at a time, you can create multiple destinations and store them in an external ASCII text file.

The ability to specify an external file lets you store a large list of addresses in a good location on your network, rather than storing them as permanent destinations in the OptraImage hardware.

The external list is refreshed every 24 hours or during power up.

*Type=1 entries are e-mail Attachments. Type=2 are set up to be Web Links. Short=0 means no shortcut number has been assigned.*

## Create an external file

A file of permanent destinations (e-mail and FTP) can be created manually in any text editor using the following entries as guides:

% Permanent Destinations List From 192.168.236.24

```
DESTEMAILADD 1 "NAME=Smith, Jane;ADDR=janes@mailgw.businessname.com;TYPE=1;SHORT=1;"
DESTEMAILADD 1 "NAME=Robb;ADDR=robb@mailgw.businessname.com;TYPE=1;SHORT=50;"
DESTEMAILADD 1 "NAME=Doe, John;ADDR=doe@businessname.com;TYPE=1;SHORT=0;"
DESTEMAILADD 1 "NAME=Doe, John2;ADDR=doe@businessname.com;TYPE=2;SHORT=0;"
DESTFTPADD 1
"NAME=smith;SERVER=smith.com;LOGIN=bob;PASS1=sno;PASS2=sno;FN=scan;SHORT=20;"
DESTFAXADD 1 "NAME=Sheila;NUMBER=5544;SHORT=88;"
```

This file can be saved with any name and stored anywhere on the network to be accessed whenever necessary.

## Specify the external file

- 1** Click *Configuration*.
- 2** Click *Manage Destinations*.
- 3** Click *Specify External Destinations File*.
- 4** Specify the server where the file is being stored, plus the login and password necessary to gain access to the server. Specify the full path and filename of the file.
- 5** Click *Submit*. The file is accessed from the server location. The e-mail and FTP destinations stored in the external file are added to the current list of permanent destinations.
- 6** Check that the process worked by clicking *Back* on the Browser menu until you see one of the destinations setup links, such as *E-mail Destinations Setup*.
- 7** Click *E-mail Destinations Setup*. The e-mail destinations stored in the file now appear in the e-mail destination list. You may have to scroll through the list to find them.

**Note:** The process works the same for FTP and fax entries.

## 13 Restrict OptraImage usage

- ❑ ***Setting these restrictions require OptraImage users to enter an account number before they can scan a document. If you don't want to restrict usage, skip to the next step.***

*Restrictions can be configured later using the information contained in this step.*

OptraImage Job Accounting can require OptraImage users to enter a Job Account number in the control panel or choose a valid Job Account name from a list before they scan documents.

There are two necessary parts of this configuration:

- Job Accounts need to be created for each authorized OptraImage user.
- Each user must be notified to enter the assigned Job Account number on the control panel in order to scan.

### Create or add a Job Account

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Click **OptraImage Job Accounting**.
- 4 Click **Manage Job Accounts**.
- 5 Enter a name for the Job Account and assign an account number.
- 6 Click **Add/Modify**. The new Job Account appears in the list.

### Protect the Job Account list

To prevent the Job Account list from being modified by unauthorized individuals, set a password to protect the information stored on the print server.

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Under the **Other** heading, click **Security**.
- 4 Type a password. You must type it a second time for verification.
- 5 Click **Submit**.

*The default mode is Off.*

## Require all scan jobs to be validated

The highest level of security for the OptraImage control panel requires a valid Job Account number to be entered. This account number is checked against the master Job Account list before the OptraImage control panel accepts a scan job.

- 1** Browse to the MarkNet resident web server.
- 2** Click **Configuration**.
- 3** Click **OptraImage Job Accounting**.
- 4** Select **Validation** as the Job Accounting mode.
- 5** Specify a timeout. The timeout is the amount of time that passes after a scan job is complete before the control panel is relocked.
- 6** Click **Submit**.

After the Validation mode has taken affect, the OptraImage control panel displays an Enter Account # prompt.

To unlock the control panel, a user must enter a valid account number using the keypad on the control panel, and then press **Select**.

## Use a Courtesy tracking mode to restrict usage

There are other Job Accounting modes used primarily for tracking OptraImage usage, which may be used to minimize the restrictions placed on authorized users.

To use one of these modes for this purpose, see “Select a Courtesy tracking mode” on page 75.

## 14 Verify the setup

### Make a test copy

Copy mode is the default setting of the control panel.

- 1 Make sure the Ready status message is displayed.
- 2 Place your original in the scan unit.
- 3 Press **Go/Send** to send a copy to your printer.

See “Solve setup problems” on page 31 if the printer does not print a copy.

### Send a test fax

Send a one page test fax to someone and ask for feedback.

- 1 Press **Fax/Scan Mode** repeatedly until the Enter Number prompt appears.
- 2 Use the numeric keypad on the control panel and enter the phone number of the person receiving the fax.
- 3 Place your original in the scan unit.
- 4 Press **Go/Send** to send a fax.

*Press Stop/Clear to stop a fax from being sent or cancel a fax that is already being sent. The control panel resets to copy mode.*

### Test your scan functions

Test your scan to network functions by creating Scan Profiles or scanning to permanent destinations. Detailed instructions for using the scan to network functions can be found in “Chapter 4: Network Scanning” on page 53.

**Important:** You can only test the scan to network functions that you added during setup. For example, to test Scan to e-mail function, you must have created at least one permanent e-mail destination. Otherwise, Scan → e-mail does not appear as a scan to network mode in the OptraImage control panel.

# Solve setup problems

*If your problem is not in the table, see the documentation that shipped with your printer.*

Problem	Solution
Ready is not displayed on the control panel display.	<p>The control panel and the printer are not talking to each other, or the printer may be turned off.</p> <ul style="list-style-type: none"> <li>• Turn printer off, and then back on.</li> <li>• Turn printer and scan unit off. Check that everything is correctly connected, and then power up in the correct order. First turn on the scan unit, and then the printer.</li> </ul>
A copy of my test document did not print.	<ul style="list-style-type: none"> <li>• Verify each electrical outlet has power.</li> <li>• Make sure all cables and line cords are properly seated.</li> </ul>
The control panel does not respond to any button presses.	Make sure the printer is turned on.
I can't move to next selection when setting time and date.	Press <b>Copy Size</b> to move to the next selection, or <b>Original Size</b> to go back. Press <b>Return</b> when completed.
The scan unit isn't working.	Turn printer and scan unit off. Check that everything is correctly connected, and then power up in the correct order. First turn on the scan unit, and then the printer.
I am unable to send or receive faxes.	<ul style="list-style-type: none"> <li>• Check hardware setup. Make sure the telephone fax line cable is properly connected to the fax modem port on the MarkNet N2501e and to the fax phone wall outlet.</li> <li>• The required information may not be set correctly. Repeat the fax setup. See "Set required fax information" on page 20.</li> <li>• For more troubleshooting information about sending or receiving faxes, see "Solve fax problems" on page 50.</li> </ul>
Scan → Profile, Scan → e-mail, and/or Scan → FTP doesn't appear in the control panel as modes.	<p>Scan to network modes must be configured in order to show up in the OptralImage control panel.</p> <p>See "Configure scan to network functions" on page 23.</p>





# Chapter 2:

## Copying

Make copies - - - - -	34
Simple copies - - - - -	34
Examples of typical jobs - - - - -	34
Job 1: single copy - - - - -	34
Job 2: mixed content - - - - -	35
Job 3: use 2-up to save paper - - - - -	35
Job 4: duplex copies - - - - -	35
Job 5: enlarge copies - - - - -	36
Job 6: document with color - - - - -	36
Adjust copy settings - - - - -	37
Solve copy problems - - - - -	43

# Make copies

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## Simple copies

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- 1 Make sure you are in copy mode and the Ready status message is displayed. If necessary, press **Stop/Clear** to cancel all other jobs.
- 2 Place your originals in the ADF of the scan unit, or use the flatbed of the scanner if you want.
- 3 Enter the number of copies you want to make using the numeric keypad.
- 4 Press **Go/Send** on the control panel to send the copies to your printer.

**Note:** If you are using the flatbed of the scan unit, watch the control panel for messages. When prompted to Place next or stop, press **Go/Send** to scan multiple pages or press **Stop/Clear** to end the scan job.

For additional help in understanding the control panel, see the “Control panel guide” on page 4.

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## Examples of typical jobs

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The following examples explain how to change the settings on the control panel to perform specific copying jobs. Each of the examples assumes the necessary features (duplex, color, and so on) are installed on the scan unit and printer.

Make sure you are in copy mode and the Ready status message is displayed. If necessary, press **Stop/Clear** to cancel all other jobs and reset the control panel.

### Job 1: single copy

Make a single copy of a letter-size document.

- 1 Place your original in the scan unit.
- 2 Check to see that the display shows 1 as the copy count. If it does not, press **Reset** to restore the count to one.
- 3 Press **Go/Send**.

*If your scan unit and printer support duplex, you could also choose Duplex to save paper.*

## Job 2: mixed content

Make three copies of a two-page, letter-size document containing one drawing within the text.

- 1 Place your originals in the scan unit.
- 2 Press **Collation/Finishing** until you see Collate displayed in the control panel.
- 3 Press **Content** until the **mixed** light comes on.
- 4 Press 3 on the keypad, and then press **Go/Send**.


## Job 3: use 2-up to save paper

Make eight copies of a four-page document which has some text in color, but minimize paper usage.

- 1 Place your originals in the scan unit.
- 2 Press 8 on the keypad.
- 3 Press **Paper Saver** until the **2-up** light comes on.
- 4 Press **Collation/Finishing** until you see Collate displayed in the control panel.
- 5 Press **Content** until the **mixed** light comes on, and then press **Go/Send**.

## Job 4: duplex copies

Make a legal-size, two-page document fit on a duplexed, letter-size page for insertion in a standard-size notebook. The originals contain several color photographs as well as some text.

- 1 Place your originals in the scan unit.
- 2 Press **Content** until the **mixed** light is on.
- 3 Press **Duplex** until the  light is on.
- 4 Press **Original Size** until the **legal** light is on.
- 5 Press **Copy Size** until the **letter** light is on.
- 6 Press **Go/Send**.

## Job 5: enlarge copies

Enlarge a black-and-white drawing so you can see it better and make annotations.

- 1 Place your original in the scan unit.
- 2 Press **Enlarge**. Hold down the button to rapidly increase the scaling factor.
- 3 Release the button when **125%** appears on the display.
- 4 Press **Go/Send**.

*If the scaling factor goes beyond 125%, use the Reduce and Enlarge buttons to change the scaling factor.*

*Experiment with the Reduce and Enlarge buttons to get the copy just the way you want it.*

## Job 6: document with color

Make copies of a one page letter-size document containing several small, color photographs.

- 1 Place an original page which has a photograph on it in the scan unit.
- 2 Press **Content** until the **photo** light is on, and then press **Go** to print a copy.
- 3 Press **Content** until the **mixed** light comes on, and then press **Go** to print a second copy.
- 4 Compare the two copies to the original, and then decide which setting produces the best quality of the photograph. Reset **Content** to the best choice (**photo** or **mixed**).
- 5 Enter the number of copies you want using the numeric keypad.
- 6 Return the page with the photograph to the scan unit, and then press **Go/Send**.

*Photo mode is intended to be used to copy actual photographs or similar high quality images.*

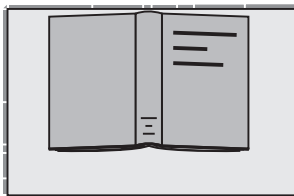
*Photos printed on a printer should be copied using mixed mode.*

# Adjust copy settings

## Change the brightness

Feature	Description
<b><i>Lighter</i></b>	Produces lighter copies.
<b><i>Darker</i></b>	Produces darker copies.

## Set the copy size

Feature	Description
<b><i>Original Size</i></b> -- Letter, Legal, A4	To scroll to different paper sizes for the original. The paper size is shown on the display and the indicator light.
<b><i>Original Size</i></b> -- Other	<ul style="list-style-type: none"><li>• The <b><i>Other</i></b> light comes on for paper sizes other than letter, legal, and A4. Scroll through the choices and make your selection.</li><li>• If your scan unit supports 11 x 17 or A3 size paper, you can copy a book by pressing <b><i>Original Size</i></b> until Book Original appears in the control panel display. Place an open book in the scan unit as illustrated. You can copy both pages without repositioning the book.</li></ul> 
<b><i>Copy Size</i></b>	<ul style="list-style-type: none"><li>• This selects the size of the copy being made from the available paper sizes in the printer.</li><li>• If a particular paper size has not been properly loaded into the printer, no indication appears on the display for that paper size.</li></ul>

# Reduce or enlarge

Feature	Description
<i>Reduce</i>	<p>To decrease the scaling factor by 1%, press once. Hold this button down to rapidly decrease the scaling factor.</p> <ul style="list-style-type: none"><li>• If either <i>Reduce</i> or <i>Enlarge</i> is pressed, the <i>Original Size</i> light is turned off.</li><li>• Automatic scaling between the original and the copy is used if the paper size selections have been set.</li></ul>
<i>Enlarge</i>	<p>To increment the scaling factor by 1%, press once. Hold this button down to rapidly increase the scaling factor.</p> <ul style="list-style-type: none"><li>• If either <i>Reduce</i> or <i>Enlarge</i> is pressed, the <i>Original Size</i> light is turned off.</li><li>• Automatic scaling between the original and the copy is used if the paper size selections have been set.</li></ul>

# Select the content




Content defines what kind of original is being copied. The current selection is indicated by one of the three content lights being on.

One of the content features is always selected.

Feature	Description
<i>text</i>	<p>Select this if the original is composed entirely of text, simple line-art graphics, or a combination of both. This choice is the default.</p> <p>The highest possible speed is used. Copies are black and white only, even if the original is color.</p>
<i>mixed</i>	<p>Select this if your original has a mix of both text and graphics.</p> <p>If both the scan unit and printer are color-capable, this feature can produce color copies.</p>
<i>photo</i>	<p>Select this if your original contains extremely fine details and graphics (actual photographs or similar high quality images).</p> <p>If both the scan unit and printer are color-capable, this feature produces color copies. The highest resolution is used.</p>

Feature	Description
<b><i>mixed mono</i></b> (only available with color scanner/color printer combinations)	Select if the original contains a mix of both text and graphics. Copies are black-and-white only, even if the original is color.
<b><i>mixed image</i></b> (only available with color scanners)	Select if your original has a mix of both text and graphics, but image quality is the highest priority. If both the scan unit and printer are color-capable, this feature can produce color copies.
<b><i>photo mono</i></b> (only available with color scanner/color printer combinations)	Select if your original is an actual photograph or similar high quality image. Copies are black and white only, even if the original is color. The highest resolution is used.

## Set the duplex option

Duplex option	Description	Display message
	Two single-sided originals are copied to one two-sided copy (long edge or short edge).	1 > 2
		1 > 2 short edge
	One double-sided original is copied to two single-sided copies.	2 > 1 (available only if scan unit supports duplex)
	A double-sided original is copied to a double-sided copy.	2 > 2 (available only if scan unit supports duplex)

**Note:** If you press **Duplex** and no duplex lights come on, no duplex functions can be performed. This response is normally caused by the scan unit or printer not having duplex capabilities.

# Set Collation/Finishing features



**Collation** is turned off by default. To turn Collation on, press **Collation/Finishing** until you see Collate in the control panel display, and then press **Select**.

**Finishing** features (such as stapling or hole punch) are only available if your printer supports finishing functions. If your printer does not support finishing, and then only collation is supported on the control panel.

Turning collation ON produces complete, ordered copies of the original.

## Save paper when you print

There are five choices available in the Paper Saver menu. Press the Paper Saver button until your selection appears in the control panel display.

Feature	Description
Off	<b>N-up</b> copying is turned off (no choices lit). This is the default setting.
	<b>2-up</b> copying transfers two originals to one copy. The two originals are rotated and reduced in size to fit onto a single sheet, as shown.
	<b>2-up Landscape</b> reduces your two originals to fit on a single sheet of paper in landscape mode.
	<b>4-up</b> copying saves even more paper by transferring four originals to one single-sided copy. Your four originals are reduced to fit on a single sheet of paper in portrait mode.
	<b>4-up Landscape</b> reduces your four originals to fit on a single sheet of paper in landscape mode.

This process of saving paper is sometimes referred to as N-up.

Some features share a panel light. For example, the same panel light is on for both 4-up and 4-up Landscape printing.



The printer may be capable of using media types other than plain paper for your copies.

## Select your copy media

Media type describes the kind of material being printed on, such as plain paper, transparencies, card stock, and bond paper.

Feature	Description
<b>Plain paper</b>	If plain paper has been loaded properly into the printer, it is used as the copy media when this light is turned on. <b>Plain paper</b> is the default for copy media type.
<b>Transparency</b>	Choose transparency to draw media from the tray in the printer which has been loaded with transparencies.
<b>Transparency +Separators</b>	Press the <b>Copy Media</b> button until the transparency light is lit, and then press it again until Transparency+Sep appears on the control panel display.  This feature inserts a plain sheet of paper between transparencies. For this to work, you must load the transparencies and paper correctly. The <b>Plain Paper</b> source must be an automatic tray and the size must be set to be the same size as the loaded transparencies.
<b>Other</b>	To select from other possible copy media. By repeatedly pressing the button, each choice is shown on the display.  Only properly loaded media types are presented as choices. Refer to your printer documentation for help in loading paper properly.

## Customize your favorite copy settings

To save time by not having to reenter several button presses, you can customize your control panel default settings for making copies.

- 1 Set **Content**, **Duplex** and all the other settings the way you typically do.
- 2 Press **Menu** > until Copy Menu appears, and then press **Select**.
- 3 Press **Menu** > until Save Settings appears, and then press **Select**.
- 4 Press **Menu** > until =Save appears, and then press **Select**.

Saving Settings appears briefly on the display to confirm that the settings have been entered correctly.

The normal display showing Ready, scaling percentage and number of copies reappears.

## Restore the factory default copy settings

- 1** Press **Menu** > until Copy Menu appears, and then press **Select**.
- 2** Press **Menu** > until you see Factory Defaults displayed, and then press **Select**.
- 3** Press **Menu** > until you see =Restore, and then press **Select**.

Restoring Factory Defaults appears briefly on the display to confirm that the settings have been entered correctly.

The control panel displays the Ready status, scaling percentage and number of copies.

# Solve copy problems

If your problem is not in the table, see the documentation that shipped with your printer.

Problem	Solution
<i>Copy of a color page came out black and white.</i>	This happens if the scan unit or printer (or both) can only produce black and white. If this is not the problem, look in the upper left corner of the control panel and make sure <b>Content</b> is set to mixed or photo (not text), and try again.
<i>Duplex does not work.</i>	This usually means the scan unit or printer (or both) is not capable of duplex.
<i>Duplex lights don't come on.</i>	
<i>Can't select duplex settings.</i>	
<i>Ready is not displayed on the control panel.</i>	The control panel and the printer are not talking to each other or the printer may be turned off. Try turning the printer off and back on.
<i>Copy came out on the wrong kind of paper.</i>	The wrong type of paper is loaded in the tray containing the copy media you selected, or the printer may not be set up for automatically selecting the paper type. Put your special media in the tray, check the paper type setting on the paper menu of the printer and try again.
<i>Control panel does not respond to button presses.</i>	The printer is turned off. Turn the printer back on.
<i>Original Size light goes off when either "Scaling" button is pressed.</i>	This action is correct. Setting the <b>Original Size</b> is done to conveniently select a scaling factor. If this setting is overridden by manually setting a scaling factor, the size of the original is no longer pertinent.

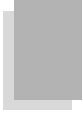
Problem	Solution
<p><b><i>Warning displays on printer operator panel about collation area.</i></b></p> <p><b><i>I pressed “Continue” on the printer operator panel, my copies were not in correct sequence.</i></b></p>	<p>The printer does not have enough memory. You may have to turn collation off and manually sort your copies.</p> <p>Installing additional memory helps alleviate this problem.</p>
<p><b><i>Pages were not copied in the correct order when using Paper Saver mode.</i></b></p>	<p>Rotate the originals a half-turn and try again.</p>
<p><b><i>I set Copy Media to transparency, but when I get A4 size copies (transparency light goes off and the plain paper light comes on).</i></b></p>	<p>The control panel uses the last button pressed as the highest priority. The panel “knows” that the only A4 size paper loaded in the printer’s trays is plain paper.</p> <p>The control panel does not let you select <b><i>Copy Media</i></b> and <b><i>Paper Size</i></b> combinations which do not exist in the printer.</p>
<p><b><i>When flatbed scanning a document, the rotation of my scanned copy is not correct.</i></b></p>	<p>To increase print speeds, some printer models feed paper in a landscape orientation.</p> <p>Place your original in the flatbed of the scan unit in the same orientation that your printer uses (for example, landscape instead of portrait).</p> <p>Automatic sheet feeders make this adjustment for you, but the scan process may take a little longer.</p>

# Chapter 3:

## Faxing

Send faxes - - - - -	46
Send an outgoing fax - - - - -	46
Examples of typical faxes - - - - -	46
Job 1: one original - - - - -	46
Job 2: multiple originals - - - - -	47
Job 3: mixed content - - - - -	47
Job 4: photo (400 x 400 dpi) - - - - -	47
Job 5: colored original (credit card receipt) - - - - -	47
Receive faxes - - - - -	48
Fax receive setup - - - - -	48
Fax log setup - - - - -	49
Solve fax problems - - - - -	50
Adjust the fax defaults - - - - -	50
Problems sending faxes - - - - -	51
Problems receiving faxes - - - - -	52

# Send faxes



## Send an outgoing fax

There are two ways to send an outgoing fax using the keypad on the control panel.

### Enter a fax recipient number

- 1 Place your original document in the scan unit.
- 2 Press **Fax Mode** on the control panel repeatedly until you see Enter Number in the display.
- 3 Enter the telephone number of the person receiving the fax.
- 4 Press **Go/Send**. The fax modem dials the number and sends the fax once the connection is made. Press **Stop/Clear** to cancel sending a fax.

### Use a fax destination shortcut

- 1 Place your original document in the scan unit.
- 2 Press #, and then enter the shortcut number of fax destination on the control panel numeric keypad.
- 3 Press **Go/Send**. The fax modem dials the number and sends the fax once the connection is made.

**Note:** When you cancel a fax, the control panel resets to copy mode.

*When entering the phone number, press Pause to insert a three second delay during dialing.*

*When you cancel a fax, the control panel resets to copy mode. You must restart the fax sending process.*

*Press Stop/Clear to cancel sending a fax.*

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## Examples of typical faxes

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The following examples illustrate how to send a fax using the OptraImage control panel and the scan unit.

### Job 1: one original

- 1 Place your original in the scan unit.
- 2 Press **Fax/Scan Mode** repeatedly until Enter Number appears in the display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Go/Send**.

*Each of the examples assumes the basic fax configuration (date, time, station name and number) has been done.*

*This type fax job can only be done if you have a scan unit with an automatic sheet feeder.*

*The control panel lights indicate the selected choices.*

## Job 2: multiple originals

- 1 Place all your originals in the automatic sheet feeder of the scan unit.
- 2 Press **Fax/Scan Mode** repeatedly until Enter Number appears in the display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Go/Send**.

## Job 3: mixed content

- 1 Place your original in the scan unit.
- 2 Press **Fax/Scan Mode** repeatedly until Enter Number appears in the display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Content** repeatedly until **mixed** is selected.
- 5 Press **Fax Resolution** repeatedly until **fine** is selected.
- 6 Press **Go/Send**.

## Job 4: photo (400 x 400 dpi)

- 1 Place your original in the scan unit.
- 2 Press **Fax/Scan Mode** repeatedly until Enter Number appears in the display.
- 3 Enter the fax recipient phone number on the numeric keypad.
- 4 Press **Content** repeatedly until **photo** is selected.
- 5 Press **Fax Resolution**, and then select **ultra fine**.
- 6 Press **Go/Send**.

## Job 5: colored original (credit card receipt)

- 1 Make a black and white copy of your original. This often produces a document that is more easily faxed and much clearer.
- 2 Place the copy of your original in the scan unit.
- 3 Press **Fax/Scan Mode** repeatedly until Enter Number appears in the display.
- 4 Enter the fax recipient phone number on the numeric keypad.
- 5 Press **Content** repeatedly until **mixed** is selected.
- 6 Press **Fax Resolution**, and then select **fine**.
- 7 Press **Go/Send**.

# Receive faxes

## Fax receive setup

You can configure your OptraImage control panel to route faxes received through the fax modem port on the MarkNet N2501e to an output bin on your printer. The available choices are determined by what your printer supports.

To set the fax receive options:

- 1 Press **Menu**> repeatedly until Fax Menu appears, and then press **Select**.
- 2 Press **Menu**> repeatedly until Fax Receive appears, and then press **Select**.
- 3 Press **Menu**> repeatedly until you see each of the receive fax options.
- 4 After making your choices, press **Select** to set each selection.

*For information about what your printer supports, refer to your printer documentation.*

## Fax receive settings

Option	Description
<b>Fax Storage</b>	Determines whether or not the incoming faxes are stored if they cannot immediately be printed. The settings are ON or OFF. The default setting is ON.
<b>Fax Paper Size</b>	Defines the size of paper on which incoming faxes are to be printed (letter, legal and so on). <b><i>This setting is only used when Fax Paper Type is not available.</i></b>
<b>Fax Paper Type</b>	Defines the type of paper on which incoming faxes are to be printed (plain paper, card stock, and so on).
<b>Output Bin</b>	Defines the output bin where incoming faxes are to be printed (standard bin, bin 1, or bin 2).
<b>Auto Reduction</b>	Sets the printer to fit incoming faxes to the available <b>Fax Paper Size</b> . The choices are Yes and No.
<b>Rings to Answer</b>	Lets you set the number times the phone rings before the fax answers. The default for the fax modem port is to answer incoming calls on the first ring. Other choices range from 1 through 25.

When incoming faxes are sent to your printer, they are documented in a Receive Fax Log. For more information about this log, see “Fax log setup” on page 49.



## Fax log setup

When you send or receive a fax, an entry of the activity is recorded in a file. You can print this file when you want, or specify that it be printed automatically.

To set the fax log options:

- 1 Press **Menu**> repeatedly until Fax Menu appears, and then press **Select**.
- 2 Press **Menu**> repeatedly until Fax Logs appears, and then press **Select**.
- 3 Press **Menu**> repeatedly until you see each of the fax log options.
- 4 After making your choices, press **Select** to set each selection.

## Fax log settings

Option	Description
<b>Print Send Log</b>	Prints a list of faxes sent.
<b>Print Rcv Log</b>	Prints a list of received faxes.
<b>Auto Print Logs</b>	Automatically prints both fax logs when the log is full. The setting must be ON (default). When the setting is OFF, the log is maintained, but not automatically printed. Also, the oldest log entries are dropped off when the log becomes full.
<b>Clear Logs</b>	Removes all entries from the send and receive logs.
<b>Transmission Log</b>	Specifies that when you send a fax, a transmission log will be printed to verify the fax was sent correctly. The settings are Always (default), Never, or Error Only.
<b>Log Paper Size</b>	Selects an output paper size (Letter, Legal and so on) for the log. <b>Log Paper Size</b> is only used if the setting for <b>Log Paper Type</b> is not available. The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.
<b>Log Paper Type</b>	Select an output paper type (Plain, Card stock, and so on) for the log. The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.
<b>Log Output Bin</b>	Selects an output bin (Standard, Bin 1, or Bin 2) for the log. The choices vary from printer to printer. For information about what your printer supports, refer to your printer documentation.

See your printer documentation for supported paper sizes, paper types, and output bins.

# Solve fax problems

## Adjust the fax defaults

- 1 Press **Menu** > repeatedly until Fax Menu appears, and then press **Select**.
- 2 Press **Menu**> repeatedly until Fax Send appears, and then press **Select**.
- 3 Press **Menu**> repeatedly until you see each of the fax send options.
- 4 Make your choices, and then press **Select** after you finish each one.
- 5 Press **Return** to back out of each menu or press **Go/Send** to reset the control panel.

## Fax send settings

Option	Description
<b>Automatic Redial</b>	Sets the number of redial attempts the modem makes if the phone line is busy. This can be set for 0 through 14 attempts. The default is 5 redials.
<b>Redial Frequency</b>	Sets the number of minutes between redial attempts (1 - 200 minutes). The factory default is set redial every three minutes repeatedly until the number of attempts defined in <b>Auto Redial</b> have been made.
<b>Fax Resolution</b>	Adjusts the resolution of the fax being sent. The choices are: <ul style="list-style-type: none"><li>• Standard <b>200 x 100 dpi</b> (204 x 98 metric)</li><li>• Fine <b>200 x 200 dpi</b> (204 x 196 metric)</li><li>• Super Fine <b>300 x 300 dpi</b> (204 x 391 metric)</li><li>• Ultra Fine <b>400 x 400 dpi</b> (408 x 391 metric)</li></ul> Faxes are sent in the specified resolution if that resolution is supported by the receiving fax machine.
<b>Default Content</b>	Defines the content of the original document being faxed. The choices are: <ul style="list-style-type: none"><li>• text</li><li>• mixed</li><li>• photo</li></ul>

Option	Description
<b>Default Darkness</b>	Lightens or darkens the outgoing fax. Press <b>Menu</b> > to darken and < <b>Menu</b> to lighten. (-) . . . . * . . . . (+)
<b>Dialing Mode</b>	Sets the fax modem to dial out using Tone or Pulse The default setting is Tone. Pulse dialing is not available in Europe.

## Problems sending faxes

Problem	Solution
<b>Some pages were not sent</b>	<ul style="list-style-type: none"> <li>Check the transmission log for information about the problem. The status column provides information about the sending problem. The pages column tells you how many pages were sent successfully.</li> <li>Resend the pages that did not get sent, or resend the entire fax job.</li> </ul>
<b>No pages were sent</b>	
<b>No dial tone for the modem</b>	<ul style="list-style-type: none"> <li>Check your fax phone line and the cable hookup to the MarkNet N2501e card.</li> <li>Check the transmission log for information about the problem.</li> <li>Try resending.</li> </ul>
<b>Fax received was not clear</b>	<ul style="list-style-type: none"> <li>Check that the receiving fax unit supports high quality faxes. It may be automatically reducing the resolution.</li> <li>Adjust the resolution and the content setting, then try resending.</li> </ul>
<b>Data was missing</b>	<ul style="list-style-type: none"> <li>If the fax you are sending contains large pages, check that the receiving fax unit has automatic reduction turned on.</li> <li>Try resending.</li> </ul>

## Problems receiving faxes

Problem	Solution
<b><i>Fax was not received</i></b>	<ul style="list-style-type: none"><li>• Have the sender resend the fax.</li><li>• Make sure you have not disabled receiving. If you are attached to a network, browse to the IP address of the MarkNet N2501e and check the setting. (<i>Hint: Setting/Configuration, Advanced Settings, and then check the Enable Receive box.</i>)</li></ul>
<b><i>Fax was printed on two pages</i></b>	Automatic reduction is turned off. Turn automatic reduction on and have the fax resent.
<b><i>Fax quality is poor</i></b>	Have the fax sent at a higher resolution.

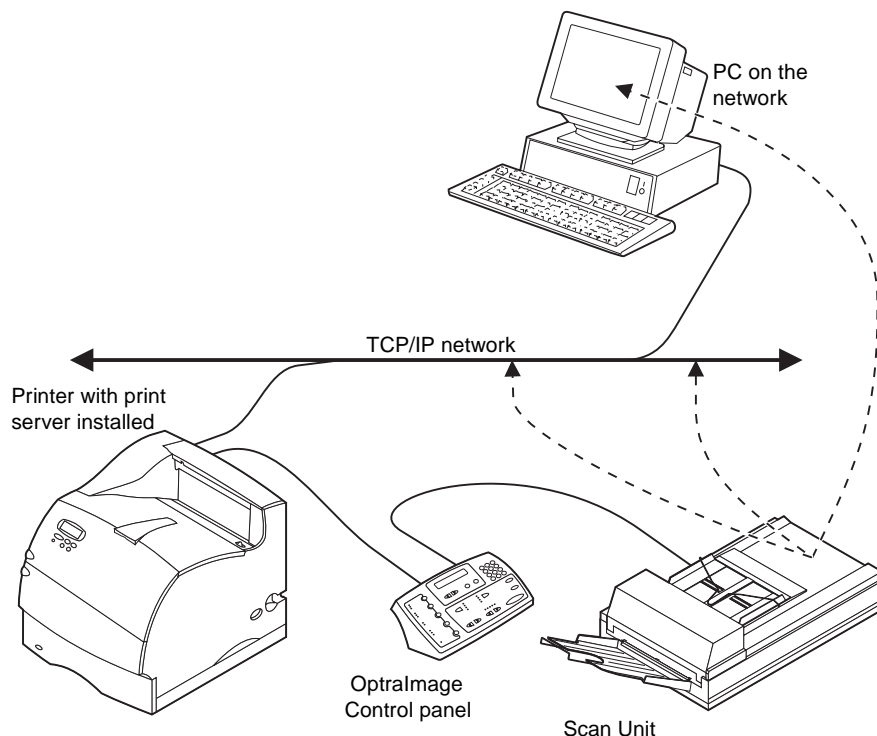
# Chapter 4:

## Network Scanning

Network scanning overview- - - - -	54
Create Scan Profiles - - - - -	55
Scan documents back to your PC - - - - -	55
Custom Scan to PC settings- - - - -	57
Scan documents to e-mail- - - - -	58
Scan documents to permanent destinations - - - - -	59
View the destination lists - - - - -	59
Print the destination lists - - - - -	60
Print the shortcut list- - - - -	60

# Network scanning overview

In addition to copy and fax functions, the OptraImage office solution lets you scan documents back to your PC or to e-mail and FTP destinations on your network.



The easiest method for sending a one-time scan job is to create a scan profile. PC scan profiles let you send scanned documents in a file back to your PC. E-mail scan profiles let you send the scanned documents attached to an e-mail, or store them on a Web site and send only a Web link to the e-mail recipient.

# Create Scan Profiles

Using the MarkNet resident web server, you can create profiles for scan jobs before you leave your workstation. A Scan Profile includes all the necessary information about your originals and presets the OptraImage control panel to those settings.



## Scan documents back to your PC

### Step 1: Set up your PC Scan Profile

- 1** Browse to the MarkNet resident web server.
- 2** Click **Create Scan Profiles**.
- 3** Click **PC Scan Profile**.
- 4** Set your scan job settings. The settings you assign can be overridden by entering new choices on the control panel.
- 5** Click **Next**.

When creating your profile, click the Help button (if available) for more information. Help buttons are only available on some web pages.

*For more explanation about the settings, see "Custom Scan to PC settings" on page 57.*

## Step 2: Select a storage location on your PC

- 1 Specify a path and file name for saving the information somewhere on your PC. For example, you can browse to your desktop, find the appropriate directory, and type in a file name. When you are finished, an entry similar to the following appears in the **Save to** dialog box:  
C:\WINDOWS\DESKTOP\dc\_test.pdf
- 2 Assign a **Profile Name**. This is the name that appears in the Scan → Profile list in the OptraImage control panel.
- 3 Click **Submit**.

A Receiving Image window appears on your desktop indicating that your PC is waiting to receive the scan job. When the job is finished, this window changes to Image Received.

Once the job appears in the list, you can select it and launch an application to open the file.

## Step 3: Scan your original documents

- 1 Locate the network-attached OptraImage you want to use.
- 2 Load your document into the scan unit.
- 3 Find the scan job profile name in the OptraImage control panel. Press **Fax/Scan Mode** repeatedly until you see Scan → Profile, and press **Menu >** repeatedly until you see your job name.
- 4 If you want to override your profile format settings, make those changes now.
- 5 Press **Go/Send to** start scanning.  
**Note:** If you are using the flatbed of the scan unit, watch the control panel for messages. When prompted to Place next or stop, press **Go/Send** to scan multiple pages or press **Stop/Clear** to end the scan job.
- 6 Return to your PC. Your image should be saved in a directory or launched in the application you specified.

*Depending on the settings elected, complex images may take a longer time to scan. Check the Receiving Images dialog on your PC for the status of the scan job.*

*PC Scan Profiles are not stored. Once they are used, they no longer appear in the control panel.*

*This must be the OptraImage using the MarkNet print server. The IP address of the MarkNet print server must be the one you browsed to when you created your scan job profile.*



## Custom Scan to PC settings

Menu	Settings	Description
<b>Quick Setup</b>	Custom	Lets you customize the scan job settings.
	Text Document --BW PDF Text Document -- BW TIFF Mixed Content -- Gray PDF Mixed Content -- Color PDF Photo -- Color JPEG Photo -- Color TIFF Photo -- Gray JPEG Photo -- Gray TIFF	List of preset formats. Lets you only customize the brightness, set the size of your originals, and the orientation of your scan file output. (Color is only available if your scan unit supports color)
<b>Format Type</b>	JPEG, PDF, TIFF	Determines the final output format of the scanned document.
<b>Compression</b>	None, JPEG, ZLib, G4	Determines the compression format used to compress the scanned document output file.
<b>Contrast</b>	Text, Mixed, Photo	Describes the content of the originals being scanned.
<b>Scan Depth</b>	RGB, Gray, BW (Black and White)	Describes the color scale of the originals being scanned.
<b>Resolution</b>	150, 200, 300, 400, 600 dpi	Sets the resolution of the scanned document output file.
<b>Original Size</b>	Letter, Legal, A4	Tells the scan unit the paper size of the originals being scanned.
<b>Orientation</b>	Portrait, Landscape	Determines the orientation of your scanned document output file.
<b>Save to</b>	Type in the path or browse to the location	Location path where scanned file is to be located.
<b>Profile Name</b>	Type in a unique name	Name that appears in the OptraImage control panel. Select this name in the OptraImage control panel to activate the scan profile.



# Scan documents to e-mail

## Step 1: Set up your E-mail Scan Profile

- 1 Browse to the MarkNet resident web server.
- 2 Click **Create Scan Profiles**.
- 3 Click **E-mail Scan Profile**.
- 4 Specify the recipient and the sender. You can assign a subject and add a message to the content of the scan job.
- 5 Select the scan type, resolution, and size of the original. These settings can later be overridden by entering new choices on the control panel.
- 6 Select whether the file is to be sent as an Attachment or as a Web Link.
  - Attachment -- a copy of the scanned document is sent attached to the e-mail message to the recipient
  - Web Link -- the scanned document is sent to a storage area on a Web site and a Web link to that site is sent to the e-mail recipient (can save you from having to attach large scan jobs to email)
- 7 Assign a Profile name. After job is submitted, this name appears in the OptraImage control panel.
- 8 Click **Submit**.

*For more explanation about the various settings, see "Custom Scan to PC settings" on page 57.*

*A maximum of ten profiles can be stored. When the eleventh profile is created, the oldest is discarded.*

## Step 2: Scan your original documents

- 1 Locate the network-attached OptraImage you want to use.
- 2 Load your document into the scan unit.
- 3 Find the scan job profile name in the OptraImage control panel. Press **Fax/Scan Mode** repeatedly until you see Scan → Profile, and then press **Menu** > repeatedly until you see your job name.
- 4 If you want to override your profile format settings, make those changes now.
- 5 Press **Go/Send** to start scanning.

**Note:** If you are using the flatbed of the scan unit, watch the control panel for messages. When prompted to Place next or stop, press **Go/Send** to scan multiple pages or press **Stop/Clear** to end the scan job.

*This must be the OptraImage using the MarkNet print server. The IP address of the MarkNet print server must be the one you browsed to when you created your scan job profile.*

# Scan documents to permanent destinations

*This must be the OptraImage using the MarkNet print server. The IP address of the MarkNet print server must be the one you browsed to when you created your scan job profile.*

Once permanent e-mail and/or FTP destinations have been configured, the list becomes available in the OptraImage control panel.

Take your original documents to the network attached OptraImage you want to use and follow these steps:

- 1** Load your document into the scan unit.
- 2** Find the name of the e-mail recipient or the FTP server destination in the OptraImage control panel:
  - a** Press **Fax/Scan Mode** repeatedly until you see Scan → e-mail or Scan → FTP.
  - b** Press **Menu** > repeatedly until you see the name of your destination.
- 3** To override the default format settings from your Scan to Network General Setup, make those changes on the control panel now.
- 4** Press **Go/Send** to start the Scan to e-mail process.

**Note:** If you are using the flatbed of the scan unit, watch the control panel for messages. When prompted to Place next or stop, press **Go/Send** to scan multiple pages or press **Stop/Clear** to end the scan job.

## View the destination lists

- 1** Browse to the MarkNet resident web server.
- 2** Click **Reports**.
- 3** Under the OptraImage heading, click the link of the list you want to view such as **FTP Destinations List**.

Information about each destination is displayed.

# Print the destination lists

- 1 Locate the OptraImage. This must be the same OptraImage with the IP address where the destination lists were created and stored.
- 2 Press **Menu** > repeatedly until you see DESTINATIONS, and then press **Select**.
- 3 Press **Menu** > repeatedly until you see the list you want to print (for example, Print E-mail List), and then press **Select**.

Information about each destination is contained in the list. The following illustration is an example of one type of list.

E-Mail Destinations			
Name	Address	Type	Shortcut#
Smith, Jane	smith@mailgw.anywhere.com	Attachment	5
Smith, Jane2	smith@mailgw.anywhere.com	Web Link	6
Doe, John	doe@newaddress.com	Web Link	12

# Print the shortcut list

- 1 Locate the OptraImage. This must be the same OptraImage with the IP address where the destination lists were created and stored.
- 2 Press **Menu** > repeatedly until you see SHORTCUTS, and then press **Select**.
- 3 Press **Menu** > repeatedly until you see Print List, and then press **Select**.

This is a numerically ordered list of all permanent destinations with assigned shortcut numbers.

*Posting the shortcut list close to the OptraImage control panel can reduce the time spent searching for destinations in one of the menus.*

# Appendix A:

## Network Printing

MarkNet print server setup - - - - -	62
Print a network setup page - - - - -	62
Configure and print- - - - -	62
TCP/IP - - - - -	63
Novell NetWare - - - - -	67
AppleTalk - - - - -	68
OS/2 Warp Server - - - - -	68
Solve network print problems - - - - -	69
TCP/IP - - - - -	69
Novell NetWare - - - - -	70
Windows NT Server 4.0 - - - - -	71
AppleTalk - - - - -	72
Other network environments - - - - -	72

# MarkNet print server setup

## 1 Print a network setup page

During setup, you connected your printer to a network and assigned an IP address. Verify that the correct TCP/IP and DHCP information is displayed on the network setup page.

Use the printer operator panel to print the network setup page. (Hint: *Network Menu/Network Option x/Network x Setup/Print/Print Setup Page*) This page shows the physical address of the MarkNet print server (UAA) and other important data. Save this page because you will use it later.

- ☐ If the IP address, netmask, and gateway are correct on the MarkNet print server network setup page, skip to “Set up to print” on page 65.
- ☐ If the TCP/IP information on the setup page is not correct, go to the next step and find the complete set of instructions for TCP/IP.
- ☐ To connect the printer to a network other than TCP/IP, go on to the next step and find the configuration for your appropriate network.

*For more information about using the printer operator panel, refer to your printer documentation.*

## 2 Configure and print

Network environment	Page
TCP/IP	63
Novell NetWare	67
AppleTalk	68
OS/2 Warp Server	68

For information about configuring and printing on other networks, refer to the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link, and then find your network information.

For instructions on other ways to set the IP address, look on the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link.

“X” designates which option slot in the printer is being used. For example, if you install the MarkNet print server in option slot 2, the operator panel selection would be: Network Option 2.

## About the Drivers, MarkVision and Utilities CD

You may have more than one version of this CD, received at different times with different Lexmark products. Always use the latest version CD.

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## TCP/IP

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### Set the IP address, netmask and gateway

You must assign an IP address, netmask and gateway to the MarkNet print server for other network devices to find the printer on the network.

- ☐ If you have DHCP, the proper address values are automatically assigned. Look for the information on your MarkNet print server network setup page.
- ☐ If you don't have DHCP, there are other methods you can use to manually assign address values, such as the printer operator panel, static ARP and telnet, RARP and telnet, BOOTP, MarkVision or other Lexmark utility. Instructions for three of these methods follow.

### Printer operator panel

A simple way to set the IP address, netmask and gateway inside the print server is to use the printer operator panel. You need to be standing at the printer to use this method.

- 1** On the printer operator panel, choose Network Menu, Network Option X, Network X Setup, TCP/IP, Set IP Address. (*Hint: Press Menu> until you see the right menu item, and then press Select.*)
- 2** When the current IP address is displayed, use the buttons to change the address. (*Hint: Press Select to advance to the next segment in the address. Press Menu> to increase the number by one. <Menu decreases the number by one.*)
- 3** Repeat steps 1 and 2 to set the netmask and gateway.
- 4** When you finish setting the IP address, press Select until the word SAVED appears briefly. Print a new network setup page to verify the parameters are set as you intended.

## Static ARP and telnet

Use this method from any Windows, OS/2, or UNIX workstation. You need to know the physical address of the MarkNet print server to use this method.

- 1 Find the physical address (UAA) of the MarkNet print server (for example, 00200022012F) on the network setup page you printed earlier. If you have an Ethernet network, use the number in the right column (canonical). If you have a Token-Ring network, use the number in the left column (MSB).
- 2 Set the IP address in your workstation ARP table. At a command prompt, type a command similar to the following, inserting the IP address you want to assign and the UAA:

```
arp -s 192.168.236.24 00-20-00-22-01-2F
```

- 3 Set the IP address, netmask and gateway in the print server. To do this, telnet to port 9000 on the MarkNet print server by typing a command similar to the following:

```
telnet 192.168.236.24 9000
```

- 4 Verify the print server is up and running on the network.

```
ping 192.168.236.24
```

## Print server TCP/IP setup utility

Use this simple utility to initialize the IP address if your workstation is running Windows 95, Windows 98 or Windows NT. You need the 12-digit physical address of the print server to use this method.

To install the utility, launch the Drivers, MarkVision and Utilities CD, do a custom install to add network support, and then select Print Server TCP/IP Setup Utility.

Link to the  
MarkNet  
resident web  
server

Once the IP address has been set (using any method), you can use your browser to remotely view and manage the network printer. Functions include viewing printer status in real time, resetting the printer, changing settings, and so forth. Type the IP address of the MarkNet print server in the URL field of the browser (for example, `http://192.168.236.24`), and then press Enter.

*The UAA is a 12 digit number. The left column is the number given in MSB form and the right is canonical.*

*The workstation and the printer must be on the same subnet.*

*It doesn't matter which form of the UAA you use (MSB or canonical).*

*Information on installing, using and troubleshooting the utility is on the CD.*



*If you are using Windows NT Server 4.0 or later and running TCP/IP, you can use Network Plug and Print to automate your printer setup process.*

## Set up to print

There are many ways to send a print job, including FTP, TFTP, LPR/LPD, point-to-point (LexIP) and various queue-based methods. Instructions for two of the methods follow.

### Print to a queue on a Windows NT server

This section explains the setup for queue-based printing where network users print to a queue defined on a Windows NT server. The MarkNet print server services this queue. To use this method, you must have at least one server running Windows NT Server software and TCP/IP.

The following instructions apply to Windows NT Server versions 4.0 and later.

- 1** Install the TCP/IP software component on the server that contains the print queue. This software is necessary to establish the link between the MarkNet print server and the queue. Look on the Drivers, MarkVision and Utilities CD for the software. (*Hint: Do a custom install to add network support, and select TCP/IP.*)
- 2** Set up a print queue on the server. Do this by creating a printer object.
  - a** Click Start, Settings, Printers, Add Printer.
  - b** When prompted, select My Computer (not Network printer server).
  - c** Click Add Port.
  - d** Select Lexmark Network Port, and then click New Port. Follow the instructions on the screen.
  - e** Share the queue.
- 3** Set up your Windows 95, Windows 98, or Windows NT clients in the usual way. (*Hint: Start, Settings, Printers, Add Printer.*)

## Point-to-point printing (LexIP)

You can print from any Windows 95, Windows 98 or Windows NT workstation directly to a Lexmark printer located anywhere on the IP network. No server is required.

- 1** Install the TCP/IP software component on the workstation. Look on the Drivers, MarkVision and Utilities CD for the software. (*Hint: Do a custom install to add network support, and select TCP/IP.*)
- 2** Create a printer object on the workstation:
  - a** Click Start, Settings, Printers, Add Printer.
  - b** **Windows 95/98:** When prompted, select Local Printer (not Network). This gives you access to the Lexmark Network Printer Monitor later.  
**Windows NT:** When prompted, select My Computer (not Network Printer Server). This gives you access to the Lexmark Network Printer Monitor later.
  - c** Select the correct printer driver.
  - d** Select any port (LPT, COM, or FILE) for the initial setup. Later, you will change the port to a logical port.
  - e** Click Next, and then continue following the instructions on the screen until the printer object has been created.
- 3** Associate the printer object with the physical printer.
  - a** Select the newly created printer object in the printers folder.
  - b** **Windows 95/98:** Click File, Properties, Details, Add Port.  
**Windows NT:** Click File, Properties, Ports, Add Port.
  - c** Click Other, Lexmark Network Printer Monitor, and then click OK. A list of available print servers is shown. If your print server does not appear in the list, click Add Adapter and then follow the instructions on the screen until it appears.
  - d** Find the IP address of your print server in the list, and then select it.
  - e** Specify a logical port name to associate with the printer, and then click OK.
  - f** Verify that the logical port name you assigned to the printer now shows in the box labeled Print to the following port.
  - g** Click OK.

*You can obtain the latest Lexmark printer drivers from our Web site at: [www.lexmark.com](http://www.lexmark.com).*

*You can print from DOS using LexIP if you assign a logical port name of LPT1, LPT2, LPT3 or LPT4.  
c:\>copy FileName LPT3*

*On the Drivers, MarkVision and Utilities CD, look for a subdirectory named NDPS. This subdirectory contains the NDPS gateway files and all supporting documentation (README file and an instructional white paper).*

*The default login name contains the characters !LEX plus the UAA of the MarkNet print server (for example, !LEX00200022012F).*

*For information about choosing PSERVER or RPRINTER mode, look on the CD. Click View Documentation and look for the MarkNet link.*

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## Novell NetWare

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### NDPS (Novell Distributed Print Services)

If you have MarkNet print servers in an NDPS environment, we recommend that you install the Lexmark NDPS IP Gateway. Your printers are integrated with NDPS so you can easily monitor, control and print to them. You can get the gateway plus all support files and installation procedures from the Lexmark Web site ([www.lexmark.com](http://www.lexmark.com)) or from some versions of the Drivers, MarkVision and Utilities CD.

### Non-NDPS (queue-based)

The easiest way to configure the print server for NetWare jobs in a non-NDPS environment is to use MarkVision. MarkVision can automatically create all the necessary NetWare objects (print queue objects, print server objects, and printer objects).

Do the following from a Windows NT workstation running Novell NetWare Client32 software, or from a Windows 95 or Windows 98 workstation running either Novell Client32 or Microsoft Client for NetWare networks.

- 1** Install the NetWare software component on the workstation. Look on the Drivers, MarkVision and Utilities CD for the software. (*Hint: Do a custom install to add network support, and select NetWare.*)
- 2** Launch MarkVision. In the MarkVision main window, find the new network printer. Look for the line item containing your print server's physical address (the MSB form of the print server UAA).
- 3** Double-click the network printer. Configure the MarkNet print server by doing the following:
  - a** Set a unique NetWare login name. This is the name the print server uses to log in to the NetWare server.
  - b** Enable the MarkNet print server port.
  - c** Select PSERVER mode.
    - To manage NDS queues, specify the NDS tree and context where the MarkNet print server is defined. Afterwards, create or select queues to be serviced.
    - To manage bindery queues, specify the file servers. Afterwards, create or select queues to be serviced.
- 4** If prompted to reset the print server, select Yes to immediately begin servicing the queues.

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## AppleTalk

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The MarkNet print server works automatically with AppleTalk networks. You simply connect the power and the network cables. However, if you would like to use a zone and printer name different from the defaults you can use MarkVision for Macintosh to change these settings.

Each Macintosh user on the AppleTalk network should do the following:

- 1** In the Chooser, select the LaserWriter 8 driver.
- 2** If you have a routed network, there is a list of zones you can select from. The new printer is in the default zone for the network. Select this zone. If you don't know which zone to select, look on the network setup page under AppleTalk for Zone.
- 3** Select the new printer. If you don't know which printer to select, look on the network setup page under AppleTalk. The default name of the printer is listed beside Name.
- 4** Click Create.
- 5** If you are prompted to select a PPD (PostScript Printer Description), you need to install the proper PPD from the Drivers, MarkVision and Utilities CD. To do this, launch the CD, click Lexmark Installer, select the appropriate PPD for your printer, and then click Install. Go back to the Chooser and try to create the new printer again.
- 6** Look for an icon to appear in the Chooser next to the printer name. This means you have successfully set up the new printer. A new desktop printer icon is placed on your desktop, too.
- 7** In the Chooser, select the printer you want to use now and close the Chooser window.

*MarkVision for Macintosh resides on the Drivers, MarkVision and Utilities CD.*

*A PPD describes the printer or printer family. For example, the PPD lists which options are valid for the printer.*

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## OS/2 Warp Server

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MarkNet print servers work on OS/2 Warp Server networks. Users can print to the network printer from any client that can successfully attach to the network.

For instructions on configuring the print server for OS/2 networks, look on the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link.

# Solve network print problems

For additional troubleshooting information, look on the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link.

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## TCP/IP

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- 1 Make sure the TCP/IP protocol is turned on (activated) in the print server. To find out, print a network setup page and look under TCP/IP.

- 2 Issue a ping command to the print server.

```
ping 192.168.236.24
```

- 3 Establish an FTP session with the print server.

```
ftp 192.168.236.24
```

- 4 Using the FTP put command, print a file to the network printer.

```
put mytest.ps
```

- 5 Check the port settings on the printer object.

- 6 Check all settings in the print server, using the browser-based utility or MarkVision.

- 7 For non-UNIX networks: Uninstall Lexmark software.

- 8 For non-UNIX networks: Reinstall Lexmark software. During the reinstallation, select only those network protocols you actually use (for example, TCP/IP).

- 9 Try printing again.

- 10 If you are still having trouble, call the Lexmark Customer Support Center. See “Customer Support” on page 107.

*The file you use with FTP can be in PCL or PostScript emulations, PDF, HTML or any other language the printer understands. If the file prints, this confirms the TCP/IP protocol is working properly in the MarkNet print server.*

*To invoke the browser-based utility, type the IP address of the MarkNet print server in the URL field of the browser and press Enter.*

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# Novell NetWare

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## NDPS (Novell Distributed Print Services)

- 1** Make sure the TCP/IP protocol is turned on (activated) in the print server. To find out, print a network setup page and look under TCP/IP.
- 2** Make sure your NetWare file server has TCP/IP support configured and loaded.
- 3** Make sure you are running NDPS version 2.0 or later.
- 4** Make sure you've created and loaded an NDPS Manager.
- 5** Read the online documentation about Lexmark's NDPS support. Look for a README file or a technical white paper either on the Drivers, MarkVision and Utilities CD or in the package you downloaded from Lexmark's Web site.
- 6** If you are still having trouble, contact Lexmark for help. See "Customer Support" on page 107.

## Non-NDPS (queue-based)

- 1** Make sure the NetWare protocol is turned on (activated) in the print server. To find out, print a network setup page and look under NetWare.
- 2** Find out if the print server is servicing your NetWare queue.
- 3** If your queue doesn't appear in the list of queues being serviced, reset the printer, wait a few minutes, and then look for the queue again.
- 4** If your queue still does not appear in the list of queues being serviced, you have a print server setup problem. Reconfigure the MarkNet print server.
- 5** Try printing from some other application. If the job prints from the second application, you've narrowed the problem to the first application. Make sure you are using the current version of the driver for the problem application.
- 6** Place a job in the queue using a Novell utility such as PCONSOLE. If the job doesn't print, contact Lexmark for help. See "Customer Support" on page 107.

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## Windows NT Server 4.0

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*The file you use with FTP can be in PCL or PostScript emulations, PDF, HTML or any other language the printer understands. If the file prints, this confirms the TCP/IP protocol is working properly in the MarkNet print server.*

- 1** Make sure you are using TCP/IP for communications between the Windows server and the MarkNet print server.
- 2** Make sure TCP/IP is turned on (activated) in the print server. To find out, print a network setup page and look under TCP/IP.
- 3** Verify that TCP/IP is installed properly on the Windows server. (*Hint: Start, Settings, Control Panel, Network, Protocols*).
- 4** Issue a ping command to the print server.  

```
ping 192.168.236.24
```
- 5** Establish an FTP session with the print server.  

```
ftp 192.168.236.24
```
- 6** Using the FTP put command, print a file.  

```
put mytest.ps
```
- 7** See if the network printer shows up in MarkVision.
  - If it doesn't, the print server may have downlevel firmware.
  - If it does but you still cannot print, try removing and then re-adding the Lexmark Network Port on the printer object.
- 8** Reset both the print server and the printer.
- 9** If possible, shut down Windows NT Server and restart the server. There could be a spooler problem that requires a restart.
- 10** Uninstall, and then reinstall MarkVision. During the reinstallation, select only the network protocols you actually use (for example, TCP/IP). This also helps MarkVision run faster.
- 11** Try printing again.
- 12** If you are still having trouble, contact Lexmark for help. See "Customer Support" on page 107.

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## AppleTalk

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- 1** Make sure the AppleTalk protocol is turned on (activated) in the print server. To find out, print a network setup page and look under AppleTalk.
- 2** Make sure the status of the MarkNet print server is “connected”. To find out, look on the network setup page for Status.
- 3** Do you see the printer in the Chooser? If not, restart the Macintosh workstation and look again.
- 4** If you still don’t see the printer in the Chooser, make sure AppleTalk is active on the workstation (look in the AppleTalk control panel).
- 5** If the job prints but the print quality is poor, refer to the printing tips provided on the CD. These tips can save you a lot of time. To download the document to your workstation, launch the CD, click Lexmark Installer, select Documentation, and then click Install. Look in the Lexmark Extras folder for the document titled Optimize Lexmark Printer Output.
- 6** If you are still having trouble, contact Lexmark for help. See “Customer Support” on page 107.

*If you're on a non-routed network, you can only see the printer if your workstation connection (LocalTalk, Ethernet or Token-Ring) matches the connection on the printer. For example, if the Macintosh workstation is on LocalTalk, you cannot see a printer on Ethernet unless there is a router on the network.*

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## Other network environments

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For troubleshooting information about other network environments, look on the Drivers, MarkVision and Utilities CD. Click View Documentation and look for the MarkNet link.



# Appendix B:

# Job Accounting

Track OptraImage usage- - - - - 74

    Create accounts and set restrictions- - - - - 74

    Select a Courtesy tracking mode - - - - - 75

# Track OptraImage usage

MarkTrack™ is software that combines the unique capabilities of Lexmark network printers and MarkVision™ software with an Oracle™ database.

Job Accounting provides MarkTrack users with the ability to accumulate statistics on copy jobs, outgoing faxes, and scan to network jobs by requiring OptraImage users to enter a Job Account number on the control panel or choose a valid Job Account name from a list before being allowed to scan documents.

*To count outgoing faxes, you must be using a MarkNet N2501e print server containing a fax modem port.*

## Create accounts and set restrictions

To use Job Accounting to track jobs:

- Create Job Accounts for each authorized OptraImage user.
- Notify each user to enter the assigned Job Account number on the control panel to be allowed to scan.

For information about setting up this function, see Chapter 1: Setup, “Create or add a Job Account” on page 28 and “Require all scan jobs to be validated” on page 29.

**Note:** **Validation** mode, when used with MarkTrack, collects statistical data about copy jobs, scan jobs, and outgoing faxes. However, even if you don’t use MarkTrack, **Validation** mode can be used to restrict OptraImage usage to authorized individuals. **Courtesy** modes can also be used to restrict usage, but none are as secure as **Validation** mode.

## Select a Courtesy tracking mode

- 1 Browse to the MarkNet resident web server.
- 2 Click **Configuration**.
- 3 Click **OptraImage Job Accounting**.
- 4 Select one of the **Courtesy** modes.

Mode	Description
<b>Job Acntg. Off</b>	This is the default mode.
<b>Courtesy I</b>	Enter an account number on the keypad before the control panel accepts the job information. The number is not checked against the master Job Account list.
<b>Courtesy II</b>	There are two methods of entering Job Account information: <ul style="list-style-type: none"><li>• Enter an account number on the keypad before the control panel accepts the job information.</li><li>• A valid account can also be entered by selecting a name from the active Job Account menu on the OptraImage control panel. Press <b>Menu</b> &gt; or &lt; <b>Menu</b> repeatedly until the name associated with the account is displayed in the control panel, and then press <b>Select</b>.</li></ul>
<b>Courtesy III</b>	There are two methods of entering Job Account information on the control panel: <ul style="list-style-type: none"><li>• Enter an account number on the control panel keypad; however, for increased security the account is checked against the master list and validated.</li><li>• A valid account can also be entered by selecting a name from the active Job Account menu on the OptraImage control panel. Press <b>Menu</b> &gt; or &lt; <b>Menu</b> repeatedly until the name associated with the account is displayed in the control panel, and then press <b>Select</b>.</li></ul>
<b>Validation</b>	Sets the most security for using the OptraImage control panel. Enter an account number using the keypad on the OptraImage control panel. The account is checked against the master Job Account list and validated before the control panel accepts a scan job. This choice does <b>not</b> allow a name to be selected from the Job Account menu.

- 5 Specify a timeout. The timeout is the amount of time that passes after a scan job is completed before the control panel is relocked.
- 6 Click **Submit**.



# Appendix C:

## Scan Unit Support

General information - - - - -	78
List of originals not usable in an ADF - - - - -	78
Information about your scan unit- - - - -	78
Solve scan unit problems - - - - -	79
OptraImage 212/222, 312/322, Color 1200, T612 - - - - -	79
OptraImage 514/524 - - - - -	80
OptraImage 715/725 and W810- - - - -	81
Cleaning and maintenance- - - - -	82
OptraImage 212/222, 312/322, Color 1200, T612 - - - - -	82
OptraImage 514/524 - - - - -	84
OptraImage 715/725 and W810- - - - -	85
Replacement parts - - - - -	90
OptraImage 212/222, 312/322, Color 1200, T612 - - - - -	90
OptraImage 514/524 - - - - -	91
OptraImage 715/725 and W810- - - - -	92

# General information

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## Information about your scan unit

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You purchased	You have this
OptraImage 212/222	Avision 810c
OptraImage 312/322	Avision 820c
OptraImage 514/524	Ricoh ISO1
OptraImage 715/725	Fujitsu M3097DG
OptraImage Color 1200r/Color 1200p	Avision 820C
OptraImage W810s/W810p	Fujitsu M3097DG
OptraImage T612s/T612p	Avision 820C

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## List of originals not usable in an ADF

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The following cannot be properly fed by the ADF:

- 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

*The ADF is the automatic document feeder.*

*If you are unsure if the document can be used in the ADF, we recommend that you scan it using the flatbed.*

# Solve scan unit problems

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## OptraImage 212/222, 312/322, Color 1200, T612

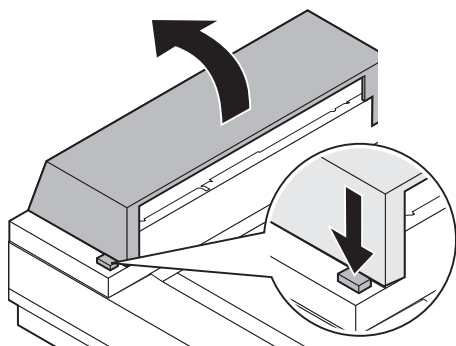
---

---

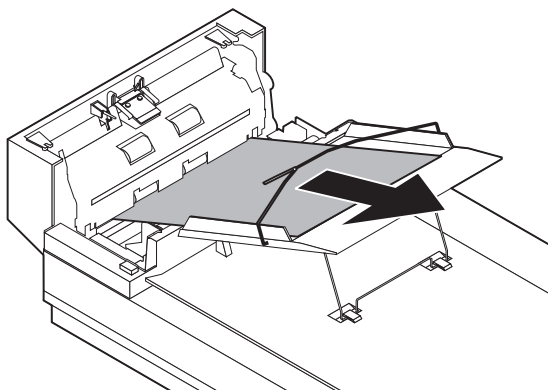
Problem	Solution
Paper jams during scanning	<ol style="list-style-type: none"><li>1 Open the ADF unit.</li><li>2 Pull out the jammed paper carefully.</li><li>3 Close the ADF unit.</li></ol> See “Clearing a paper jam in the ADF” on page 80.
More than one sheet of paper was fed into the scan unit	<ol style="list-style-type: none"><li>1 Open the ADF unit.</li><li>2 Remove the multified sheets of paper.</li><li>3 Close the ADF unit.</li><li>4 Flatten the paper corners and edges; loosen the paper before reloading it in the paper guide.</li><li>5 Check the feeding roller condition. Clean if necessary.</li></ol>
Paper skewed in the scan unit	<ul style="list-style-type: none"><li>• Check the feeding roller condition. Clean if necessary.</li><li>• Use the paper guide when feeding the paper.</li></ul>
When I power on the scan unit, it makes noises and will not stand ready	<p>Make sure you:</p> <ul style="list-style-type: none"><li>• Remove the shipping retainer from the scan unit.</li><li>• Place the scan unit on a flat desktop surface.</li></ul>

## Clearing a paper jam in the ADF

- 1 Turn off and disconnect the power to the scan unit.
- 2 Open the ADF to its full position.



- 3 Carefully pull out the jammed piece of paper.



- 4 Close the ADF.
- 5 Connect the power and turn the scan unit back on.

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## OptraImage 514/524

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For information about solving problems and other support, refer to the scan unit documentation that shipped with your OptraImage.



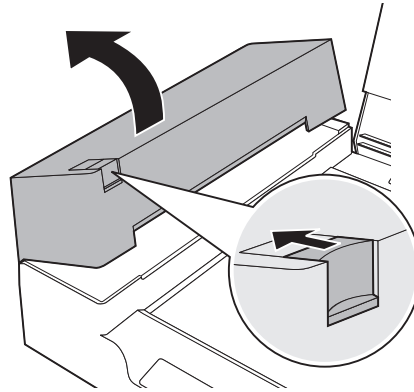
---

## Optralimage 715/725 and W810

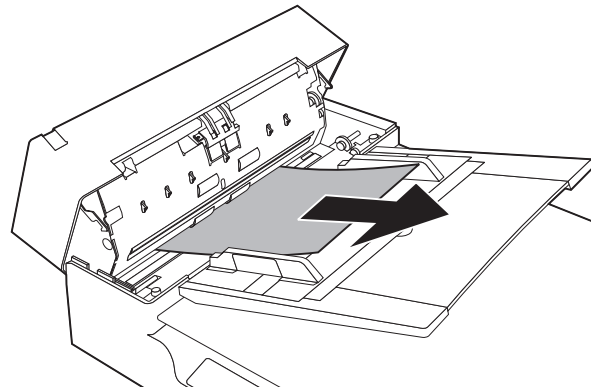
---

### Clearing a paper jam

- 1 Remove any remaining originals from the ADF paper chute.
- 2 Open the ADF.



- 3 Remove the jammed documents. Be careful not to dislodge the ADF pad assembly spring.



- 4 Check the paper path to see if any staples, paper clips, or other materials may have caused the jam.
- 5 Close the ADF.

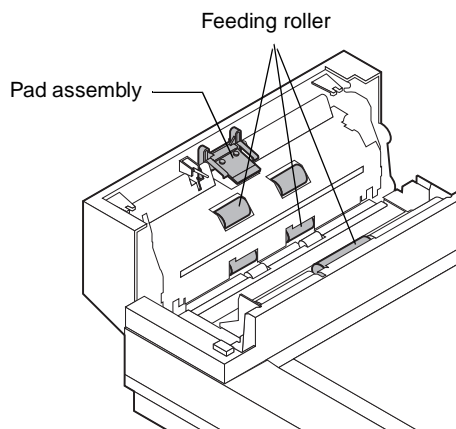
# Cleaning and maintenance

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## Optralimage 212/222, 312/322, Color 1200, T612

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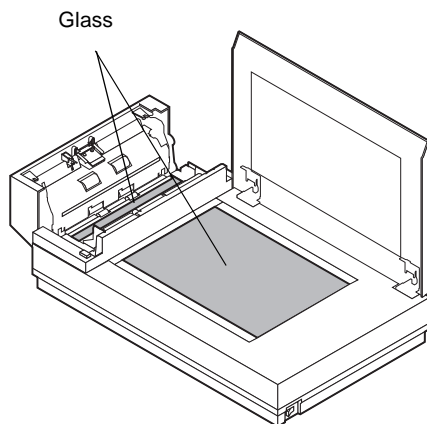
### Cleaning the ADF



Clean the scan unit if documents do not feed smoothly or easily, or if several documents feed at one time. The scan unit parts may be contaminated with ink, toner particles or paper coatings.

- 1** Wet a clean, lint-free cloth or cotton swab with Isopropyl alcohol (95%).
- 2** Open the ADF unit and wipe the upper feeding roller by moving the swab from side to side.
- 3** Rotate the roller forward with your finger and repeat the above cleaning procedures until the entire roller is cleaned. Be careful not to snag or damage the pick springs.
- 4** Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
- 5** Close the ADF unit. Your scan unit is now ready for use.

## Cleaning the document glass



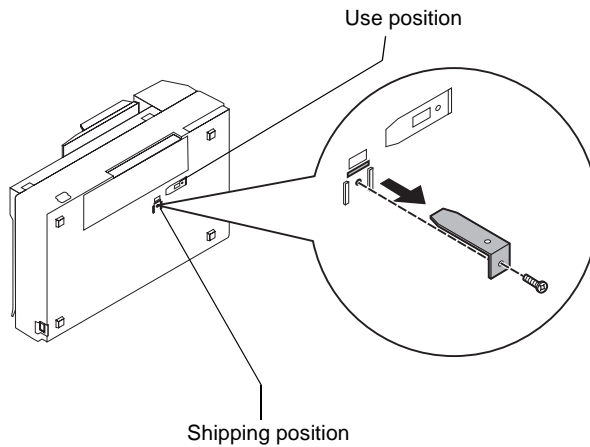
- 1** Wet a clean, lint-free cotton cloth or swab with some Isopropyl alcohol (95%).
- 2** Open the ADF unit and document cover as shown. Wipe the glass of flatbed and ADF area by moving the cloth or swab from side to side.
- 3** Close the ADF unit and document cover. Your scan unit is now ready for use.

## Moving the scan unit

If you need to transport the scanner, follow these instructions to refit the shipping retainer:

- 1** Turn off the scanner.
- 2** Raise the document cover to see the flatbed glass as well as the reading engine.
- 3** Turn on the scan unit. The reading engine moves a few inches forward and stays there for a few seconds. Turn off the scanner during this pause.

- 4 Raise the scanner high enough to unscrew the shipping retainer from the use position and place it back into the shipping position.



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## OptraImage 514/524

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For information about cleaning, maintenance and other support, refer to the scan unit documentation that shipped with your OptraImage.

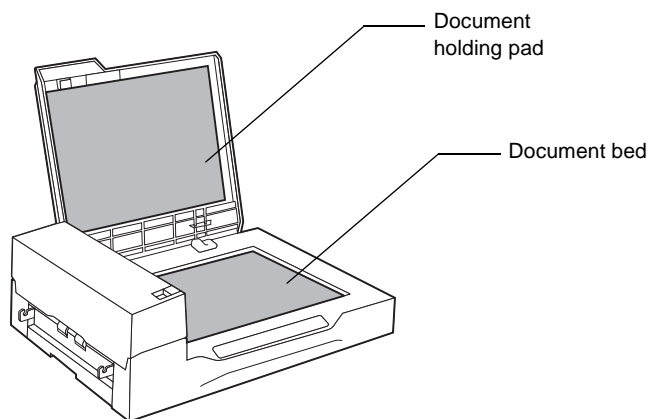
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## OptralImage 715/725 and W810

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### Cleaning the flatbed

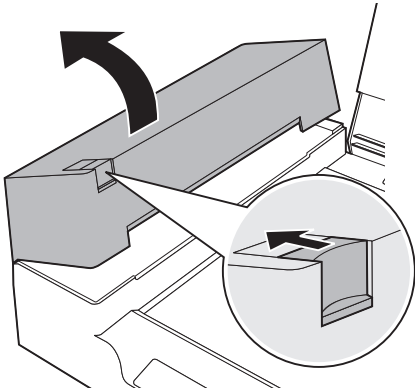
- 1 Open the document cover.
- 2 Wipe the document holding pad and document bed with a clean cloth dampened with Isopropyl alcohol (95%).



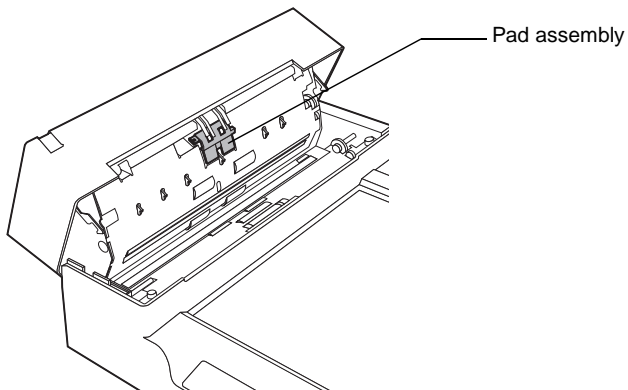
- 3 Let it dry completely before scanning.

## Cleaning the ADF

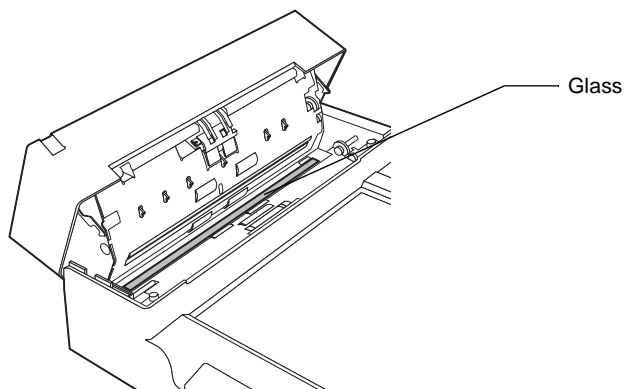
- 1 Open the ADF.



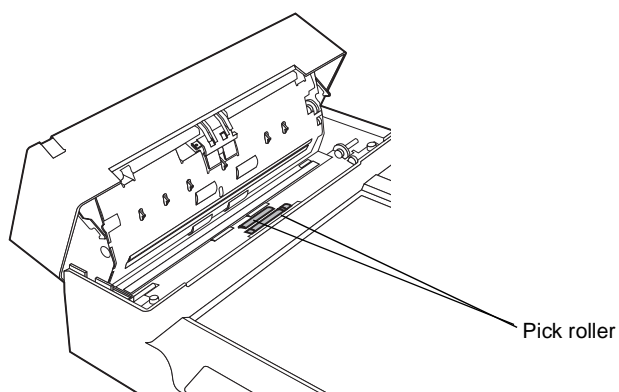
- 2 Clean the pad assembly by wiping in a downward motion using a dry cloth or a cloth dampened with Isopropyl alcohol (95%). Be careful not to damage the pick spring.



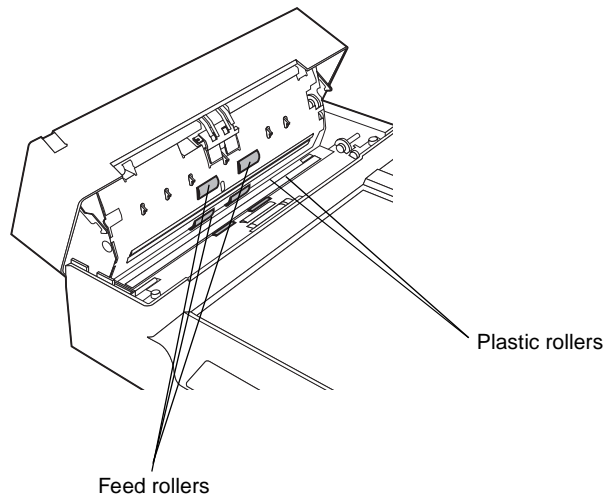
- 3** Wipe the glass lightly to clean it.



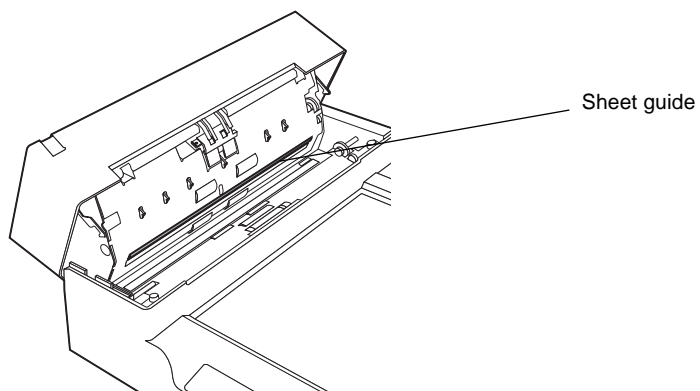
- 4** Wipe the pick roller. Be careful not to damage the surface of the roller or mylar strip above it.



- 5** Wipe the feed rollers and the plastic rollers. Be careful not to damage their surfaces.



- 6** Wipe the sheet guide (white strip).

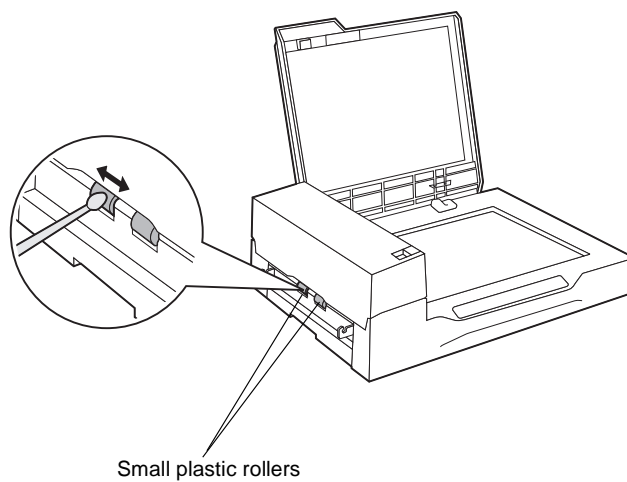
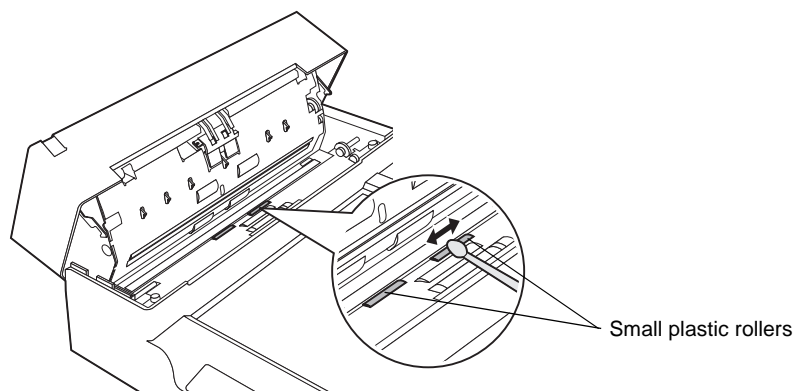


- 7** Close the ADF.



## Cleaning the small plastic rollers

- 1 Open the ADF.
- 2 Wet a cotton swab with Isopropyl alcohol (95%).
- 3 Wipe the surfaces of the plastic rollers.



- 4 Let all surfaces dry completely before scanning.

# Replacement parts

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## OptraImage 212/222, 312/322, Color 1200, T612

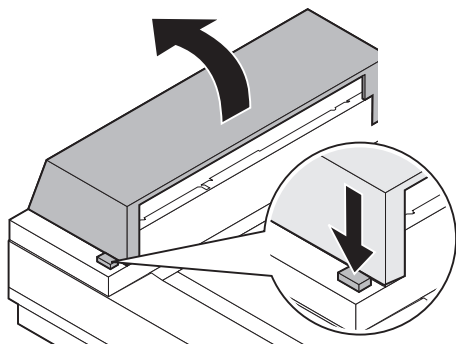
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### Replacing the ADF detachable pad assembly

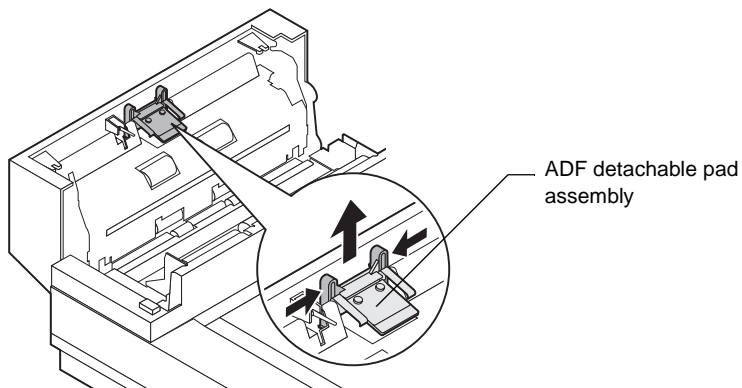
The ADF detachable pad assembly (P/N 12G0188) has a frequency life of 150,000 scanned pages. You may experience difficulty with document feeding when the pad wears out. The worn out pad needs to be replaced with a new one.

*To purchase replacement parts, contact Lexmark or the place where you purchased OptraImage. For information about contacting Lexmark, see "Customer Support" on page 107.*

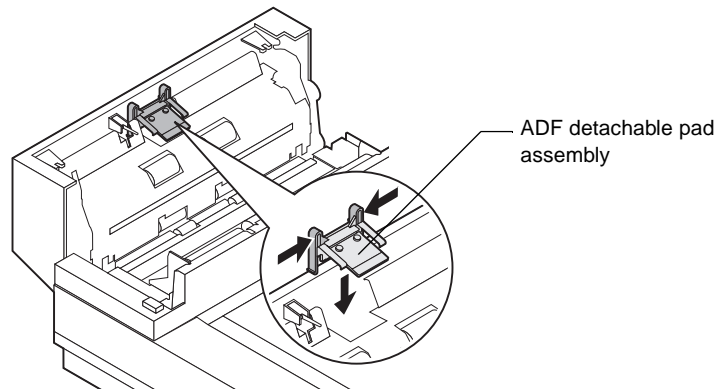
- 1 Open the ADF front cover.



- 2 Remove the old ADF detachable pad assembly by pulling out the upper part of the pad clamp.



- 3** Hold the upper part of the new pad clamp, and place it gently in the pad holder.



- 4** Close the ADF.

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## OptraImage 514/524

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For information about replacement parts and other support, refer to the scan unit documentation that shipped with your OptraImage.

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## OptraImage 715/725 and W810

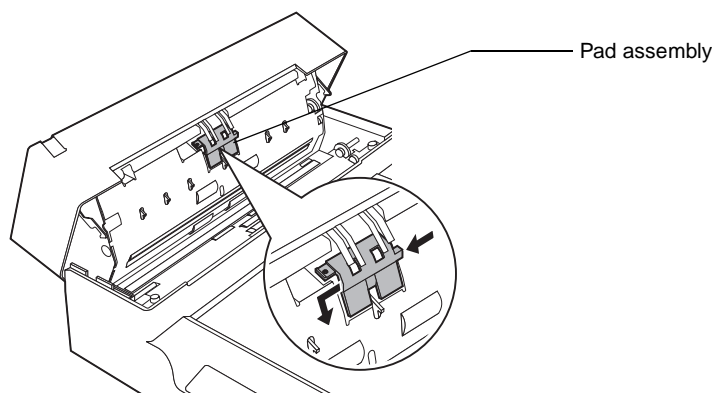
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### Replacing the pad assembly

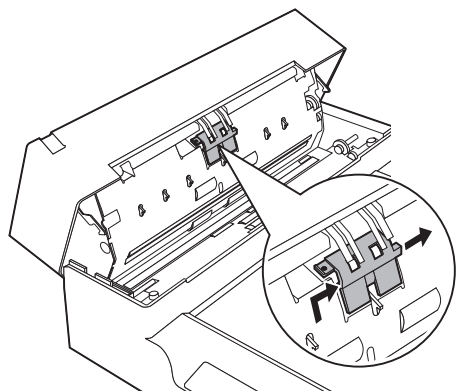
The life expectancy of the ADF pad assembly (P/N 12G1835) is approximately 100,000 scanned pages or one year. If you experience problems with papers double-feeding through the ADF, the pad assembly may be worn out and need to be replaced.

*To purchase replacement parts, contact Lexmark or the place where you purchased OptraImage. For information about contacting Lexmark, see "Customer Support" on page 107.*

- 1 Open the ADF.
- 2 Slide the pad assembly to the left, and then pull it toward you. Remove the pad assembly carefully to avoid damaging the hook spring.



- 3 Insert the new pad assembly, and then slide it to the right.



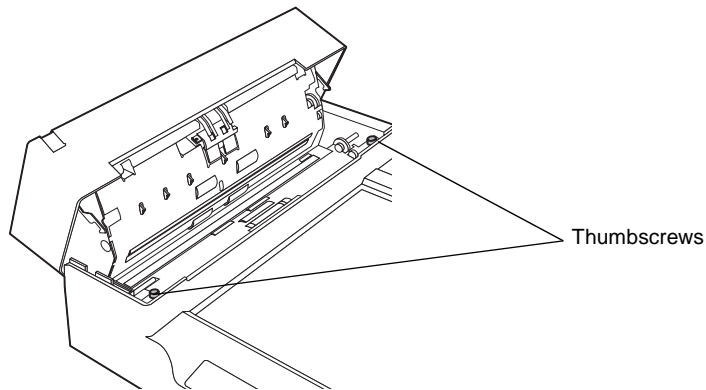
- 4 Close the ADF.

## Replacing the pick roller

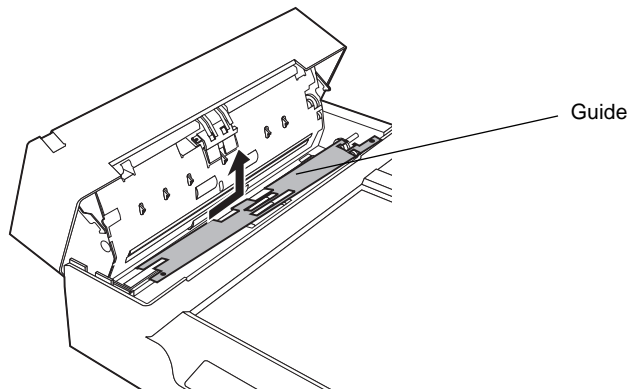
The life expectancy of pick rollers (P/N 12G1836) is approximately 200, 000 scanned pages or one year.

If you experience problems with papers not being picked up correctly, try cleaning the pick rollers. If that doesn't work, then the rollers may need to be replaced.

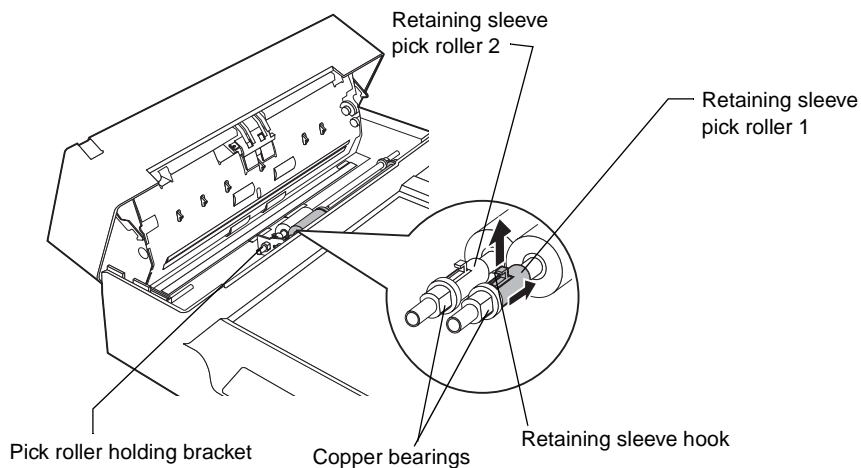
- 1** Open the ADF.
- 2** Remove the two thumbscrews. Be careful not to drop them.



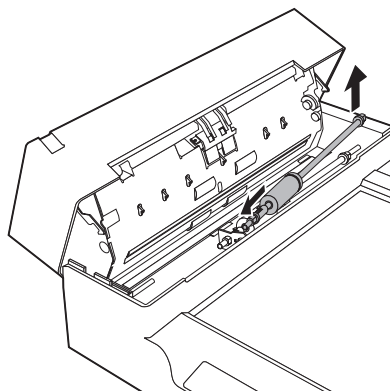
- 3** Lift up the right end of the guide, and then the left to remove it.



- 4** Turn the white retaining sleeves on both pick rollers until the retaining sleeve hooks are on the top.



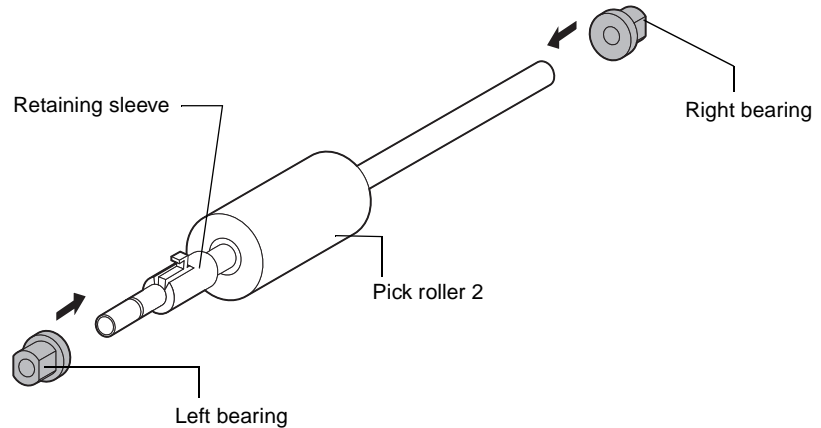
- 5** Pull up the retaining sleeve hook of pick roller 1 and move it to the right towards the center of the roller.
- 6** Slide pick roller 1 to the left until the right end comes out of the holding bracket. The roller should now lift out easily.



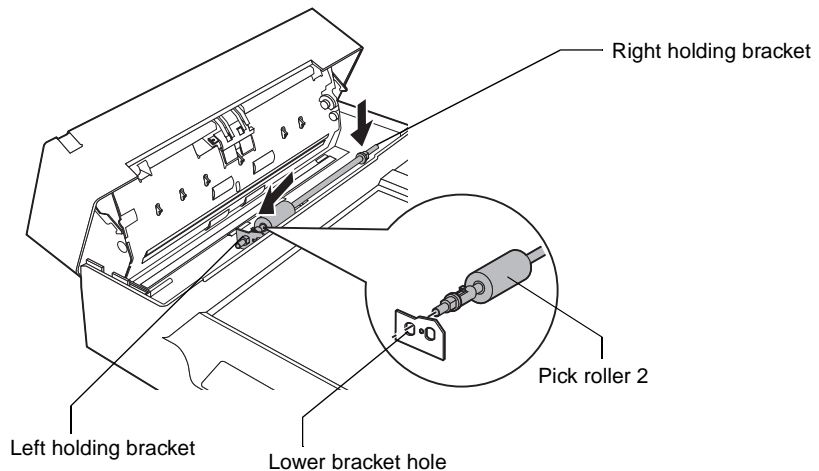
- 7** Carefully remove the copper bearings from both ends of the pick roller 1. Save them for use later.
- 8** Repeat steps 5 and 7 to remove pick roller 2.
- 9** Remove the new pick roller 2 from the package and attach one of the copper bearings you saved to each end.

**10** Slide the left bearing toward the retaining sleeve.

**Note:** Be careful not to drop the bearings during this process. The copper bearings fit loosely on the ends of the pick roller and can slip off easily until the pick roller is reinserted into the holding brackets.



**11** Insert the sleeve end of pick roller 2 into the lower hole of the left holding bracket as far as it goes.

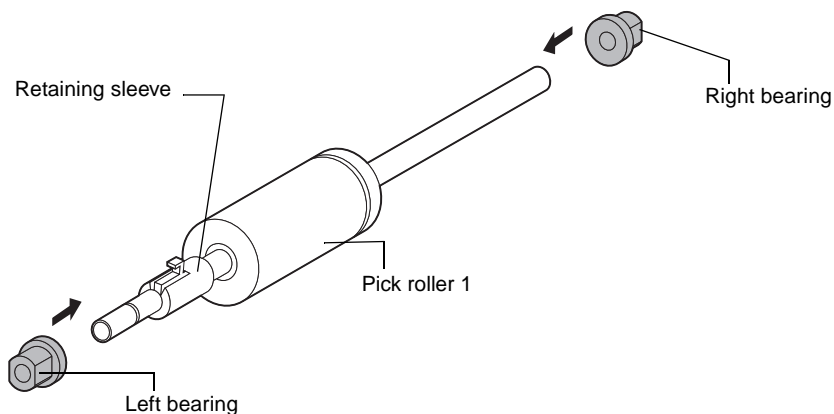


**12** Slide the other end of the new pick roller 2 into the lower bracket hole of the right holding bracket. Make sure the gears on the pick roller is seated well with the gears of the ADF.

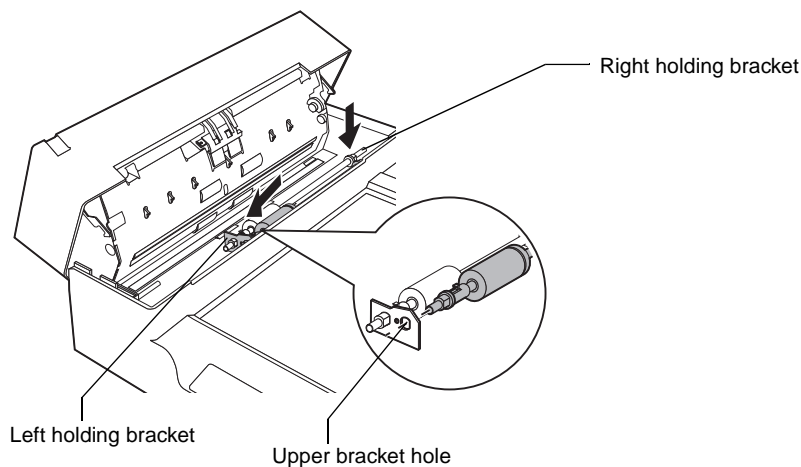
- 13** Carefully move and turn each bearing until each fits back inside the bracket hole. The bearings are shaped to fit the holes precisely.

**Note:** You may have to hold the pick roller up with one hand while turning and fitting the bearings with the other.

- 14** Once the bearings are mounted in the bracket holes, slide the retaining sleeve back towards the left holding bracket until it snaps into a groove on the pick roller. If done correctly, the pick roller is fixed in place.
- 15** Remove the new pick roller 1 from the package and attach a copper bearing to each end.
- 16** Slide the left bearing toward the retaining sleeve.

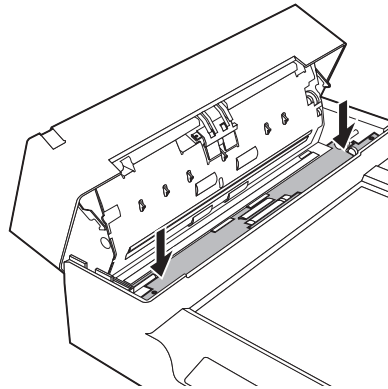


- 17** Insert the sleeve end of pick roller 1 into the upper hole of the left holding bracket as far as it goes.





- 18** Slide the other end of the new pick roller 1 into the upper hole of the right holding bracket. Make sure the gears on the pick roller is seated well with the gears of the ADF.
- 19** Carefully move and turn each bearing until it fits back inside the bracket hole. The bearings are shaped to fit the holes precisely.
- 20** When both bearings are back in the bracket holes, slide the retaining sleeve back toward the left holding bracket until it snaps into a groove on the pick roller. If done correctly, the pick roller is fixed in place.
- 21** Reattach the guide.



- 22** Insert and tighten the thumbscrews.
- 23** Close the ADF.



# Appendix D:

## Notices

Emission Notices- - - - -	100
FCC Rules -- Part 15- - - - -	100
Industry Canada ICES-003 - - - - -	100
Norme industrielle ICES-003 - Canada - - - - -	100
Telecommunications Notices - - - - -	101
FCC rules -- Part 68 - - - - -	101
Industry Canada CS-03 Notice - - - - -	102
Notice industrielle CS-03 – Canada- - - - -	103
European Community (EC) Declaration of Conformity - -	104
Network compatibility notices - - - - -	104
Using the MarkNet print server in Germany - - - - -	105
Using the MarkNet print server in Switzerland - - - - -	105
Using the MarkNet print server in Norway and Spain -	105

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## **Emission Notices**

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### **FCC Rules -- Part 15**

The MarkNet print server has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules (Federal Communications Commission).

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.

### **Industry Canada ICES-003**

This Class A digital apparatus complies with Canadian ICES-003.

### **Norme industrielle ICES-003 - Canada**

Cet appareil digital de classe A est conforme à la norme canadienne ICES-003.

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## Telecommunications Notices

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### FCC rules -- Part 68

This equipment complies with Part 68 of the FCC rules. On the backside of this option card is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, this information must be provided to the Telephone Company.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the device not ringing in response to an incoming call. In most, but not all, areas the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line as determined by the REN, contact the telephone company to determine the maximum REN for the calling area.

This equipment cannot be used on telephone company-provided coin service. Connection to party lines is subject to state tariffs.

This equipment uses the following Universal Service Order Code (USOC) jack: RJ-11C.

This equipment is designed to be connected to the telephone network or premises wiring using a compatible jack which is FCC Part 68 compliant. An FCC compliant telephone cord and modular plug, is provided with this equipment. See "Attach all the cables" on page 16 for instructions about connecting the fax telephone cable.

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. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modification in order to maintain uninterrupted service.

If trouble is experienced with this equipment, and you cannot correct the problem, please contact Lexmark International, Inc. for repair and warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.

It is recommended that the customer install an AC surge arrestor in the AC outlet to which this device is connected. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

*For information about contacting Lexmark, see "Customer Support" on page 107.*

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax option unless such message clearly contains the following information 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
- ☐ an identification of the business or other entity, or other individual sending the message
- ☐ the telephone number of the sending machine or such business, other entity, or individual.

See the instructions “Set required fax information” on page 20.

*This information is transmitted with your document by the TTI feature.*

## Industry Canada CS-03 Notice

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective operational and safety requirements in the appropriate Terminal Equipment Technical Requirements documents. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**Caution:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) of this device is 0.06.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

This equipment uses the following USOC Jacks: RJ--11C.

## Notice industrielle CS-03 – Canada

Cette norme industrielle permet d'identifier un appareil certifié. Ce certificat atteste que l'équipement répond à certaines exigences de sécurité et de protection lors de l'utilisation du réseau de télécommunications énoncées dans la réglementation des équipements techniques terminaux. Le Département ne garantit pas l'entière satisfaction de l'utilisateur quant au fonctionnement de l'appareil.

Avant de procéder à l'installation de cet appareil, les utilisateurs doivent vérifier qu'ils ont bien l'autorisation de se connecter aux services de la société de télécommunication locale. L'appareil doit également être installé en respectant le mode de connexion. Le client est averti que, dans certains cas, le fait de se conformer aux conditions énoncées ci-dessus n'empêche pas l'altération des services de télécommunications.

Les réparations des équipements certifiés doivent être coordonnées par un représentant désigné par le fournisseur. Toute réparation ou modification de l'appareil effectuée par l'utilisateur ou tout dysfonctionnement de l'appareil peut conduire la société de télécommunications à exiger de l'utilisateur qu'il débranche l'équipement en question.

Pour leur propre sécurité, les utilisateurs doivent vérifier que l'alimentation de l'appareil est correctement reliée à la terre et que les lignes téléphoniques et, le cas échéant, le système interne de canalisation d'eau, sont correctement branchés. Cette précaution est particulièrement importante en milieu rural.

Les utilisateurs ne doivent pas essayer de réaliser ces connexions eux-mêmes. Il doivent prendre contact avec l'autorité contrôlant le réseau électrique ou un électricien.

Le numéro REN (Ringer Equivalence Number) de cet appareil est 0.06.

Le numéro REN (Ringer Equivalence Number) attribué à chaque terminal indique le nombre maximum de terminaux autorisé sur une interface téléphonique. L'état de l'interface à la fin de l'opération résulte d'une combinaison d'appareils dont la somme des numéros REN ne dépasse pas 5.

Cet équipement utilise les prises USOC suivantes: RJ--11C.

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# European Community (EC) Declaration of Conformity

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This product is in conformity with the protection requirements of EC Council directives 98/13/EC, 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 Directive has been signed by Mr. Michel Berdou, Lexmark International Technology, S.A., Managing Director, Geneva, Switzerland.

This product satisfies the Class A limits of the EMC standard EN 55022 and the safety requirements of EN 60950. It is compliant with the telecommunication standard: Common Technical Regulation (CTR) 21 and has been granted a Pan-European Telecommunication Terminal Equipment connection License Number BAPT/99/6880.

## Network compatibility notices

This notice contains national requirements for proper operation of telecommunications equipment within specific countries and is based on the ETSI Document, ***A guide to the application of TBR 21, EG 201 121 V1.1.2 (1998-07)***. It applies to all MarkNet print servers which bear the following mark:



The MarkNet print server has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

In accordance with the requirements of EG 201-121, no national network compatibility issues have been identified for the following countries:

Austria	Belgium	Denmark	Finland	France	Germany
Greece	Iceland	Ireland	Italy	Luxemburg	Netherlands
Portugal	Sweden	United Kingdom	Switzerland		

Lexmark International is required to provide the following information as a condition of the telecommunications conformity of the Marknet print server to Common Technical Regulation 21 (CTR). You may also be responsible for meeting requirements other than those outlined in this document.



### **Using the MarkNet print server in Germany**

The MarkNet print server requires a German billing tone filter (P/N 14B5123) to be installed on any line which receives metering pulses in German.

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.

**Note:** Metering pulses may or may not be present on analog lines in Germany.

### **Using the MarkNet print server in Switzerland**

The MarkNet print server requires a Switzerland billing tone filter (P/N 14B5109) to be installed on any line which receives metering pulses in Switzerland.

**Note:** Metering pulses are present on all analog telephone lines in Switzerland.

### **Using the MarkNet print server in Norway and Spain**

The MarkNet print server complies with all the standard DC voltage requirements as specified in the EU standards document CTR 21.

However, the MarkNet print server does not meet the more unusual requirements for maximum voltage in the loop state, as specified in EG 201 121 V1.1.1 advisory note NO 02 for Norway and advisory note ES 01 for Spain. In the unlikely event of low loop current, the DC voltage may exceed the 7.4 Volt maximum.

If this occurs, the user may experience problems with the Central Office recognizing an off-hook condition. This condition could occur in the event that the subscriber is at the end of very long telephone lines which are attached to older Central Office equipment.



# Customer Support

**Supporte Técnico da Lexmark**    **Support clientèle Lexmark**  
**Lexmark-Kundendienst**        **Assistenza clienti Lexmark**  
**Asistencia técnica de**  
**Lexmark**

World Wide Web	www.lexmark.com
CompuServe	Go Lexmark
Internet	ftp.lexmark.com
Customer Support (worldwide)	On the Drivers, MarkVision, and Utilites CD, click the <i>Contacting Lexmark</i> icon.
Support clientèle (mondial)	Sur le CD-ROM des pilotes, de MarkVision et des utilitaires, cliquez sur l'icône <i>Contacter</i>
Suporte ao cliente (internacional)	No CD Drivers, MarkVision e Utilitários, clique no ícone <i>Contactando a Lexmark</i> .
Weltweiter Kundendienst	Klicken Sie auf der CD <i>Treiber, MarkVision und Dienstprogramme</i> auf das Symbol <i>Lexmark-</i>
Assistenza ai clienti (in tutto il mondo)	Nel CD dei programmi di utilità, di MarkVision e dei driver, fare clic sull'icona
Asistencia técnica (a nivel mundial)	Haga clic en el icono <i>Cómo ponerse en contacto con Lexmark</i> del CD de controladores,



# Index

## A

- adding job accounts 28
- AppleTalk network, configuring 68
- attaching cables 16
- attaching control panel overlays 10

## C

- cables, attaching
  - fax telephone 16
  - network 16
  - SCSI 16
- checking DIP switch settings 10
- collating copy jobs 40
- connecting power cords 17
- control panel
  - adding scan modes 6
  - attaching overlays 10
  - keypad 4
  - powering on 17
  - tracking usage 74
    - courtesy mode 75
- control panel modes
  - Copy 6
  - Fax 6
  - Scan (e-mail) 6
  - Scan (FTP) 6
  - Scan (Profile) 6
- copy content
  - mixed 38
  - mixed image 39
  - mixed mono 39
  - photo 38
  - photo mono 39

- text 38
- copy media
  - collating 40
  - finishing 40
  - selecting 41
- copy settings
  - customizing 41
  - restoring factory defaults 42
- copying
  - adjusting copy size 38
  - basic instructions 34
  - changing copy brightness 37
  - examples
    - 2-up job 35
    - colored original job 36
    - duplex job 35
    - enlargement job 36
    - mixed content job 35
    - single copy job 34
  - N-up 40
  - problem solving
    - collation area warning 44
    - color 43
    - control panel not responding 43
    - duplex lights 43
    - duplexing 43
    - output order incorrect 44
    - output rotated incorrectly 44
    - Ready never appears 43
    - scaling 43
    - transparencies 44
  - selecting content 38
  - selecting media 41
  - setting copy size 37
  - setup 34
- creating job accounts 28, 74
- creating scan profiles 55
- customer support 107

customizing copy settings 41

## D

duplex option, setting 39

## F

factory defaults, restoring copy settings 42

Fax log menu

Auto Print Log 49

Clear Logs 49

Log Output Bin 49

Log Paper Size 49

Log Paper Type 49

Print Rcv Log 49

Print Send Log 49

Transmission Log 49

Fax receive menu

Auto Reduction 48

Fax Paper Size 48

Fax Paper Type 48

Fax Storage 48

Output Bin 48

Rings to Answer 48

Fax send menu

Automatic Redial 50

Default Content 50

Default Darkness 51

Dialing Mode 51

Fax Resolution 50

Redial Frequency 50

faxing

attaching fax telephone cable 16

examples

400 x 400 dpi photo 47

colored original job 47

mixed content job 47

multiple originals job 47

single original job 46

Fax log menu 49

Fax Quick Setup menu 22

Fax receive menu 48

Fax send menu 50

function keys 46

problem solving

incoming fax too large 52

missing data 51

no dial tone 51

no incoming fax 52

no pages sent 51

outgoing fax not clear 51

poor fax quality 52

some pages not sent 51

sending 46

setting basic information 20

setup

logging faxes 49

receiving faxes 48

sending faxes 50

features of OptraImage

copying 2

faxing 2

network printing 2

scanning 2

finishing copy jobs 40

## I

installing

MarkNet print server 9

OptraImage, verifying 30

IP address, setting

with DHCP 18

without DHCP 19

using printer operator panel 19

## J

- job accounts
  - adding 28
  - creating 28, 74
  - setting a password 28

## K

- keypad description, control panel 4

## M

- making a test copy 30
- MarkNet print server
  - configuring 62
  - installing 9
  - ports 9
  - setting IP address, netmask, gateway 63
  - setup 62
- menus
  - Fax log 49
  - Fax Quick Setup 22
  - Fax receive 48
  - Fax send 50

## N

- NDPS environment, configuring 67
- network cable, attaching 16
- network printing setup 9
- network setup page, printing 18, 62
- non-NDPS environment, configuring 67
- N-up copying 40

## O

- option card
  - configuring 62
  - installing 9
  - ports 9
  - setting IP address, netmask, gateway 63
  - setup 62
- OptraImage
  - features 2
  - tracking usage 74
- OS/2 Warp Server network, configuring 68

## P

- power cords, connecting 17
- powering on control panel 17
- print server
  - configuring 62
  - installing 9
  - ports 9
  - setting IP address, netmask, gateway 63
  - setup 62
- printers supported 2
- printing
  - network setup page 18, 62
  - point-to-point 66
  - queue-based 65
- problem solving
  - copying 43, 44
  - faxing 51, 52
  - network printing environments
    - AppleTalk 72
    - NDPS 70
    - other 72
    - queue-based 70
    - TCP/IP 69
    - Windows NT Server 4.0 71
  - no duplex lights on 39
  - scanning with OptraImage 212/222

- multiple pages feed 79
- paper jam 79
- paper skews 79
- scan unit is noisy 79
- scanning with OptraImage 312/322
  - multiple pages feed 79
  - paper jam 79
  - paper skews 79
  - scan unit is noisy 79
- setup
  - control panel not responding 31
  - printer not copying 31
  - Ready never appears 31
  - scan unit not working 31

## Q

- queue-based environment, configuring 67
- quick setup
  - basic fax information 20
  - cables 16
  - control panel switch settings 10
  - IP address 18
  - MarkNet option card 9
  - network setup page 18
  - power cords 17
  - verifying control panel installation 30

## R

- requiring validation for scan jobs 29

## S

- safety information vii
- Scan to e-mail
  - creating permanent destinations 25

- permanent destinations 59
- profile 58
- setting basic information 24
- setup 24, 58
- Scan to FTP
  - permanent destinations 59
  - setup 26
  - specifying external destinations file 27
- Scan to Network setup 23
- Scan to PC
  - customizing settings 57
  - profile 55
  - setup 55, 56
- scan unit 78
  - list of nonusable originals for ADF 78
  - maintenance 77
  - OptraImage 212/222
    - cleaning ADF 82
    - cleaning glass 83
    - moving 83
    - replacing pad module 90
  - OptraImage 312/322
    - cleaning ADF 82
    - cleaning glass 83
    - moving 83
    - replacing pad module 90
  - OptraImage 514/524
    - problem solving 80, 84, 91
  - OptraImage 715/725
    - cleaning ADF 86
    - cleaning flatbed 85
    - replacing pad module 92
    - replacing pick roller 93
- scanning
  - control panel modes 6
  - creating profiles 55
  - permanent destinations 59
  - requiring validation 29
- SCSI
  - attaching cables 16
- selecting
  - copy content 38
  - copy media 41



- sending a test fax 30
- setting a password for job accounts 28
- setting basic fax information 20
  - with control panel 22
  - with MarkNet resident web server 21
- setting duplex option 39
- setting IP address 18
- setting IP address, netmask and gateway
  - printer operator panel 63
  - static ARP and telnet 64
  - TCP/IP setup utility 64
- setup
  - copying 34
  - MarkNet print server 62
  - network printing 9
- problems
  - control panel not responding 31
  - printer not copying 31
  - Ready never appears 31
  - scan unit not working 31

## T

- troubleshooting
  - copying 43, 44
  - faxing 51, 52
  - scanning 80, 84, 91
  - setup 31

## V

- verifying OptraImage installation 30





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