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User manual LEXMARK X215
User guide LEXMARK X215
Operating instructions LEXMARK X215
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Instruction manual LEXMARK X215

LEXMARK™

X215 MFP

User's Guide

April 2003

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Manual abstract:

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.....hone cord to the line jack and the other end to the wall jack. 2 Connect either a parallel (IEEE-1284 compliant) or USB cable to the printer port and the other end to your computer.

OR Note: If any new hardware screens appear on your computer as a result of connecting with the USB cable, click Cancel and proceed with setup.

Connecting the cables 13 Powering on the machine 1 Plug one end of the supplied three-pronged electrical cord into the AC socket on the machine and the other end into a properly grounded electrical outlet. 2 Turn on the power switch. The message Warming Up Please Wait appears on the display. Powering on the machine 14 Understanding the operator panel Copy Light Normal Dark Fax 1 2 3 4 Copy Number Resolution Fax Darkness Text Mixed Photo 1 4 7 Menu Select Return 2 5 8 0 3 6 9 # Scale Phonebook Advanced Redial/ Pause Content * 5 6 7 8 9 Content C o p y Darkness Number Scale Advanced Resolution F a x Phonebook Redial/ Pause Telephone icon 1 2 3 4 5 6 7 8 9 Display Toner Low indicator Numeric keypad Stop/Clear Menu Scroll buttons Select Return Start

Selects the output type for the current copy job.

Select from Text, Mixed, or Photo quality. Adjusts the brightness of the current copy job to the selected value. Selects the number of copies that you want to make. Adjusts the size of content on the page. Accesses special copy features such as Collate, 2-Up, and 4-Up.

Adjusts the resolution of a faxed document. Accesses and stores fax numbers as shortcuts and groups. Redials the most recently used fax number. Also used to enter programmed delays when entering shortcuts. Starts a dial tone (used to send a fax manually). Displays the current status and prompts during an operation. Turns on when the toner cartridge you are using is near empty. Used to enter a menu number, to dial a fax number, or to enter alphanumeric characters. Stops an operation at any time. Enters menu functions and scrolls through menu items.

Scrolls through the options available for the selected menu item. Confirms the selection on the display. Sends you back to the previous menu level or exits the menu.

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Starts a job. Understanding the operator panel 15 Setting the date and time When you turn your machine on, the display prompts you to enter the correct date and time. To set the date and time: 1 Use the numeric keypad to enter the two-digit month and day, and the four-digit year. For example, 01-23-2003. 2 Enter the current time. The default clock setting is 12-hour. 3 Press the asterisk (*) to select AM or PM, and then press Select.

Note: If the machine is unplugged for longer than 15 minutes, or turned off for longer than an hour, when the power is turned back on, the machine prompts you to reset the correct date and time. Changing the display language To change the language on the operator panel display: 1 Press Menu. 2 Press a scroll button (or) until MACHINE SETUP appears on the top line of the display, and then press Select. 3 Press a scroll button until Language appears on the bottom line of the display, and then press Select. The current language setting appears on the bottom line of the display.

4 Press a scroll button until you see the language you want on the display, and then press Select. 5 To return to the Ready prompt, press Stop/Clear. Setting the date and time 16 Setting the country It is important to select your country or, if your country is not listed, the country closest to you. This information ensures that the fax modem on your machine can work at the optimal setting for the regional telephone system. To set your country: 1 Press Menu.

2 Press a scroll button (or) until MACHINE SETUP appears on the top line of the display, and then press Select. 3 Press a scroll button until Country appears on the bottom line of the display, and then press Select. 4 Press a scroll button until you see the country you want on the display, and then press Select. 5 To return to the Ready prompt, press Stop/Clear. Setting the station ID To set the station ID: 1 Press Menu. 2 Press a scroll button (or) until FAX SETUP appears on the top line of the display, and then press Select. 3 Press a scroll button until Station ID appears on the bottom line of the display, and then press Select. 4 Enter your fax number using the numeric keypad, and then press Select. 5 Enter an ID name to identify the fax device using the alphanumeric feature of the numeric keypad, and then press Select. To use the alphanumeric feature of the numeric keypad, press the number key that corresponds to the character that you want to use one or more times until the correct letter is displayed (for example, press the number 2 three times to enter the letter C).

*Then, press the right scroll button to move the cursor to the next space. Repeat until the name is entered. Note: You can also enter special characters (+ - , . ` / * # &) by pressing the 0 (zero) key. 6 To return to the Ready prompt, press Stop/Clear. Setting the country 17 Setting the Power Saver mode Power Saver mode reduces power consumption when the machine is not in use. To select the amount of time that the machine waits after each job before it switches to Power Saver mode: 1 Press Menu. 2 Press a scroll button (or) until MACHINE SETUP appears on the top line of the display, and then press Select. 3 Press a scroll button until Power Saver appears on the bottom line of the display, and then press Select. 4 Press a scroll button until the setting you want (On or Off) appears on the display, and then press Select.*

Note: Selecting Off disables Power Saver mode. 5 If you select Off in step 4, go to step 6 now. If you select On in step 4, press a scroll button to display the time setting you want (5, 10, 15, 30, or 45 minutes), and then press Select. 6 To return to the Ready prompt, press Stop/Clear. Setting the Power Saver mode 18 2 Installing software After setting up your machine and connecting it to your computer, you must install the drivers.

The drivers are available on the CD packaged with your machine. The CD contains the following: · · · Drivers for printing, scanning (TWAIN), and USB support User's Guide Adobe Acrobat Reader Installing the drivers 1 Close all unnecessary programs. 2 Launch the Drivers and Documentation CD. 3 Follow the instructions on the screen. a b c Select the language that you want to use in the installation window.

Click Install. Click Continue Anyway if any messages about certification appear. Your product has been thoroughly tested and is compatible with Windows. d e f g When you receive the message that installation is complete, remove the CD. Make sure that the radio button labeled Yes, I want to restart my computer now is selected. Click Finish. If any Lexmark X215 new hardware screens appear, click Next or Continue until finished. Installing software 19 Removing the drivers You should remove the drivers if you are upgrading the software or if your driver installation fails. You can remove the software using the CD or the Windows unInstallShield. Note: Before removing, close all programs.

You must restart your computer after removing the drivers. 1 Click Start Programs Lexmark X215. 2 You can select each driver individually to remove. · · To remove the scan driver, select TWAIN Driver Uninstall. To remove the printer driver, select Printer Driver Uninstall. When the Lexmark X215 Series Driver Maintenance window appears, check Remove, and then click Next. 3 When your computer prompts you to confirm your selection, click Yes. The selected driver, and all of its components, are removed from your computer. 4 Click OK. 5 Restart your computer.

Removing the drivers 20 3 Loading paper and changing paper size Selecting print materials Select print materials that are an appropriate size for your input source (paper tray or manual bypass). Using print materials that are not recommended may cause paper jams or poor print quality. Size, input sources and capacities Input source/capacity1 Size (mm/in.) Plain paper Letter (215.9 x 279/8.

5 x 11) A4 (210 x 297/8.27 x 11.69) Folio (215.9 x 330.2/8.

5 x 13) Legal (215.9 x 355.6/8.5 x 14) Executive (184.2 x 266.7/7.25 x 10.5) B5 (182 x 257/7.2 x 10) A5 (148 x 210/5.83 x 8.

27) A6 (105 x 148/4.13 x 5.88) Envelopes2 No. 9 (98.4 x 225.4/3.88 x 8.88) No. 10 (104.8 x 241.

3/4.12 x 9.5) DL (110 x 220/4.33 x 8.66) C5 (162 x 229/6.

38 x 9.02) C6 (114 x 162/4.49 x 6.38) B5 (176 x 250/6.93 x 9.

84) No. 7 3/4 (98.4 x 190.4/3.88 x 5.83) Labels2 Letter (215.9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) Transparency films2 Letter (215.

9 x 279/8.5 x 11) A4 (210 x 297/8.27 x 11.69) No/0 Yes/1 No/0 Yes/1 No/0 Yes/1 No/0 Yes/1 Paper tray Yes/250 Manual bypass Yes/1 Loading paper and changing paper size 21 Size, input sources and capacities Input source/capacity1 Size (mm/in.) Card stock2 A6 card (105 x 148/4.13 x 5.88) Postcard (101.6 x 152.4/4 x 6) 1 2 Paper tray No/0 Manual bypass Yes/1 Maximum capacity may be reduced depending on paper thickness. This media must be fed one sheet at a time through the manual bypass.

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Guidelines for paper and specialty media When selecting or loading paper, envelopes, transparencies, or other specialty media, keep these guidelines in mind: · · · Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality. Use only high quality, copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough. Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor.

Do not place heavy objects on top of the paper, whether it is packaged or loose. Keep it away from moisture, or other conditions that could cause it to wrinkle or curl. During storage, you should use moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper. Always use paper and other materials that conform with those listed in "Selecting print materials" on page 21. Use only well-constructed envelopes with sharp, well creased folds.

Do not use envelopes with clasps and snaps. Do not use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials. Do not use damaged or poorly made envelopes. Load specialty media one sheet at a time. Use only materials recommended for use with laser printers. To prevent specialty media, such as transparencies and label sheets, from sticking together, remove each sheet from the output tray as it is printed. Place transparencies on a flat surface after removing them from the machine. Do not leave transparencies in the paper tray for long periods of time. Dust and dirt may accumulate on the film, resulting in spotty printing. To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.

· · · · · · · · · · · Selecting print materials 22 · · · To avoid fading, do not expose the printed transparencies to prolonged sunlight. Store unused materials at temperatures between 59o F and 86o F (15o C to 30o C). The relative humidity should be between 10% and 70%. The laser printing process heats paper to high temperatures of 180° C (356° F). Use only paper able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the manufacturer or vendor to determine whether the paper you have chosen is acceptable for laser printers. Verify that your label adhesive material can tolerate a fusing temperature of 180o C (356o F) for 0.1 second. Make sure there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams.

Exposed adhesive can also damage machine components. Do not load a sheet of labels through the machine more than once. The adhesive backing is designed for only one pass through the machine. Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged. · · · · Selecting print materials 23 Loading the paper tray The paper tray can hold a maximum of 250 sheets of 20 lb plain paper.

For copying or faxing, use A4, letter, or legal size paper only. For printing, use any supported paper size. The paper tray is preset to use letter size paper. To load a larger size paper, you must adjust the guides. To load the paper tray: 1 Pull open the paper tray and push down the pressure plate until it locks in position.

To load longer paper, such as legal size paper, extend the rear paper guide to lengthen the tray. Loading the paper tray 24 Holding the tray on a stable surface, press the guide lock and slide the rear guide until it locks at the paper length you want. 2 Prepare a stack of paper for loading by flexing or fanning it back and forth. Straighten the edges on a level surface. Loading the paper tray 25 3 Load the paper with the print side facing down and the short edges of the paper placed at the front and rear of the tray. Note: Load letterhead paper with the design side facing down. The top, short edge of the sheet with the logo should be placed at the front of the tray. LE TT ER HE AD 4 Make sure the paper is below the triangle on the left inside wall of the tray. Note: Paper overloading may cause paper jams. triangle Loading the paper tray 26 5 Squeezing the paper guides as shown, move the guides until they lightly touch the side of the stack of paper.

Note: Do not push the paper guides far enough to cause the materials to warp. Incorrect adjustments may cause paper jams. 6 Close the paper tray. Note: The paper level indicator, on the front of the paper tray, shows the amount of paper currently in the tray. When the indicator lowers, the tray is empty. Paper full Paper empty 7 Set the correct paper type and size using the operator panel buttons. For help, see "Setting the paper type and size" on page 29. Note: If you experience problems with the paper feed, place the paper in the manual bypass. Loading the paper tray 27 Loading the manual bypass The manual bypass is located at the front of your machine. Use the manual bypass to print transparencies, labels, envelopes or postcards.

Make sure that the specialty media is flat and free of any curls. You may also use the manual bypass to make quick runs of paper types or sizes that are not currently loaded in the paper tray. For information on acceptable print media to use in the manual bypass, see "Selecting print materials" on page 21. Using only the specified print media helps prevent paper jams and print quality problems. To load the manual bypass: 1 Place a sheet of the selected print media, print side facing up, into the center of the manual bypass, and adjust the paper guides to the paper's width.

The machine automatically engages the print media. Note: · · · Hold transparencies by the edges and avoid touching the print side. Oils from your fingers that are deposited on the transparency can effect print quality. Insert envelopes with the flap side face down and with the stamp area on the top left side. If you experience problems with paper feed, turn the paper around.

Loading the manual bypass 28 Setting the paper type and size After loading paper in the paper tray or manual bypass, set the paper type and size using the operator panel buttons. The settings apply when copying only. When printing, select the paper type and size in the program you are using. Using the paper tray To set the paper type and size for the paper tray: 1 Press Menu. 2 Press a scroll button (or) until PAPER MENU appears on the top line of the display, and then press Select. 3 Press a scroll button until Tray Type appears on the bottom line of the display, and then press Select. 4 Press a scroll button to select the paper type you want to use, and then press Select. 5 Press a scroll button until Tray Size appears on the bottom line of the display, and then press Select.

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6 Press a scroll button to select the paper size you are using, and press Select. 7 To return to the Ready prompt, press Stop/Clear.

Using the manual bypass To set the paper type and size for the manual bypass: 1 Press Menu. 2 Press a scroll button (or) until PAPER MENU appears on the top line of the display, and then press Select. 3 Press a scroll button until Bypass Type appears on the bottom line of the display, and then press Select. 4 Press a scroll button to select the paper type you want to use, and then press Select. 5 Press a scroll button until Bypass Size appears on the bottom line of the display, and then press Select. 6 Press a scroll button to select the paper size you want to use, and then press Select. 7 To return to the Ready prompt, press Stop/Clear. Setting the paper type and size 29 Selecting an output location The machine has two output locations; the front output tray and the rear output slot. Front output tray Rear output slot Front output tray The front output tray should be used to output plain paper only. You should use the rear output slot for envelopes, labels, small custom-sized paper, postcards, and transparencies.

To use the front output tray, make sure the rear cover is closed. Paper is output facedown into the front output tray, with the last page on the bottom. This tray should be used for most jobs and is recommended for jobs requiring over 50 sheets of plain paper continuously. Note: If problems, such as excessive curl, occur when using the front output tray, try using the rear output slot. Rear output slot You can use the rear output slot for all paper types, however, for envelopes, labels, small custom-sized paper, postcards, and transparencies using this slot is recommended.

To use the rear output slot, open the rear cover. Paper is output faceup through the rear output slot, with the last page on the top. To avoid paper jams, do not open or close the rear cover while printing. CAUTION: The fuser area is hot. Avoid contact with the fuser area to prevent burns.

Selecting an output location 30 4 Printing Printing a document To print a job from a typical Windows program: 1 Open the document you want to print. 2 Click File Print. The Print window appears. 3 Verify the correct printer (Lexmark X215) is selected in the Print window. 4 Modify the print settings as appropriate (for example, the pages you want to print or the number of copies). Note: Click Properties to adjust advanced print settings not available from the first window (for example, orientation, paper source, size, and type). If the Properties button does not appear in the Print window, click Options, Printer, or Setup (depending on the program) first, and then click Properties in the next window. 5 Click OK or Print. Note: · Some Windows programs will override settings you specify in Print Properties (for example, if the number of copies specified in your program's Print window is 1, and you change this setting to 3 in the Print Properties window, the program may still print only 1 copy). Therefore, change all print settings available in the program first, and then change any remaining settings in Print Properties.

The settings you change remain in effect only while you are using the current program. To make your changes permanent, access Print Properties using the Printers folder. For help, see "Accessing Print Properties" on page 32. · Printing 31 Accessing Print Properties The print properties are where you specify print settings. Some of the settings you might want to adjust for a print job include: · · · · · · · Orientation - The direction information is printed on a page. (See page 34.) 2-UP or 4-UP - Multiple pages printed on one sheet. (See page 35.) Scale - The size information is printed on a page. (See page 35.

) Fit to Page - Used to fit a document to a selected paper size. (See page 36.) Watermark - Text printed over an existing document. (See page 36.) Overlay - Specific text or images printed on multiple documents, such as the text or images that make up a letterhead.

(See page 38.) Odd/Even pages and Manual feed - Used to print on both sides of the paper. (See page 40.) You can access Print Properties using your program or using the Printers folder. Using your program When you access Print Properties from your program, any settings you change are in effect only while you are using the current program.

1 Click File Print. The Print window appears. 2 Verify the correct printer (Lexmark X215) is selected in the Print window. 3 Click Properties. If the Properties button does not appear in the Print window, click Options, Printer, or Setup (depending on the program) first, and then click Properties in the next window. Using the Printers folder When you access Print Properties from the Printers folder, any settings you change are permanent. To access Print Properties from the Printers folder follow the instructions for your operating system: Windows 98/Me and Windows NT 4.0 1 Click Start Printers. Settings Windows 2000 1 Click Start Printers. Settings Windows XP 1 Click Start faxes.

Printers and 2 Right-click the Lexmark X215 printer icon. 3 Click Properties. 4 Change the settings on each tab as appropriate and then click OK. 2 Right-click the Lexmark X215 printer icon. 3 Click Printing Preferences. 4 Change the settings on each tab as appropriate and then click OK. 2 Right-click the Lexmark X215 printer icon. 3 Click Document Default. 4 Change the settings on each tab as appropriate and then click OK. Accessing Print Properties 32 Understanding the print settings All of the print settings are on the four main tabs of Print Properties: the Layout tab, Paper tab, Graphics tab, and Extras tab.

From this tab: Layout Paper You can change these settings: Orientation - Select how you want the document oriented on the printed page. Layout - Select the type of layout you want your document to have. Copies - Select the number of copies you want to print. Type - Select the type of paper you are using. Make sure that Type is set to Printer Default.

If you load specialty media, select the corresponding paper type. For more information see page 29. Source - Select the paper input source (front input tray or manual bypass). The Manual Feed source is used when printing specialty media. You have to load one sheet at a time into the manual bypass.

If the paper source is set to Auto Select, the machine automatically picks up print materials from the manual bypass first, and then the paper tray. Size - Select the size of the paper you are using. Graphics Extras Resolution - Select the quality of the output (600 dots per inch (dpi) for normal quality or 300 dpi for draft quality). Watermark - Select the text you want to print over an existing document. Overlay- Select a one-page document containing text or graphics to print over another document. Saving favorite print settings You can save your favorite print settings using the Favorites option, which is located on each Properties tab of the printer driver.

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To save a favorite print setting: 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 Modify the print settings you want to save on the first tab (for example, under Layout Options you might set Type to Reduce/Enlarge and Percentage to 50%). 3 Enter a name in the Favorites list (for example, if you made the Layout Options changes above, you might name this setting Half-scale).

4 Click Save. 5 Repeat steps 2 through 4 for each tab you want to specify a Favorites setting. To use a saved setting, select the name entered in step 3 from the Favorites drop-down list. To delete a saved setting, select it from the Favorites drop-down list and click Delete. To restore the printer driver default setting, select <Printer Defaults> from the Favorites drop-down list. Accessing Print Properties 33 Changing the direction information is printed on a page You can select to rotate the information 180 degrees, or print the information in a portrait or landscape orientation. Portrait prints across the width of the page, and landscape prints across the length of the page. Landscape Portrait 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. Note: Remember, if you can change this setting from the Print window of your program, you do not need to access Printer Properties unless you want to make this a permanent change (in effect for every document you print).
2 From the Paper tab, select Portrait or Landscape. 3 If you want to rotate the information, select 180 from the drop-down menu. 4 Click OK. Changing the paper size You can specify the size of paper loaded in the output tray using the size option on the Paper tab. 1 Access Print Properties either from your program or from the Printers folder.
For help, see page 32. Note: Remember, if you can change this setting from the Print window of your program, you do not need to access Printer Properties unless you want to make this a permanent change (in effect for every document you print). 2 From the Paper tab, select the size you want from the Size drop-down menu. Note: If the size you want is not listed, click Add Custom. Add your custom paper size, and then click Select.
You can now select it from the Size drop-down menu. 3 Click OK. Accessing Print Properties 34 Printing multiple pages on one sheet of paper You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will appear decreased in size and arranged on the sheet. You can print up to 4 pages on one sheet. 1 2 3 4 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 From the Layout tab, choose either 2-UP or 4-UP in the Type drop-down list. 3 Select the page order in the Page Order drop-down list, if necessary. 4 Click OK.

Scaling a document You can change the scale of your print job on a page. 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. Note: Remember, if you can change this setting from the Print window of your program, you do not need to access Printer Properties unless you want to make this a permanent change (in effect for every document you print). 2 From the Layout tab, select Scale in the Type drop-down list. 3 Enter a scaling rate in the Percentage box. 4 Click OK. Accessing Print Properties 35 Fitting your document to a selected paper size You can scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document. A 1 Access Print Properties either from your program or from the Printers folder.
For help, see page 32. Note: Remember, if you can change this setting from the Print window of your program, you do not need to access Printer Properties unless you want to make this a permanent change (in effect for every document you print). 2 From the Layout tab, select Fit to Page in the Type drop-down list. 3 Select the correct size from the Target Paper drop-down list. 4 Click OK.
Using watermarks You can print text over an existing document using the Watermark option. For example, you can have the words "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document. There are several predefined watermarks that come with your machine. You can modify these predefined watermarks or create new ones. Using an existing watermark 1 Access Print Properties either from your program or from the Printers folder.
For help, see page 32. 2 From the Extras tab, select the watermark you want from the Watermark drop-down list. The selected watermark appears in the preview image. 3 Click OK. Accessing Print Properties 36 Creating a watermark 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 From the Extras tab, click Edit in the Watermark section. The Edit Watermarks window appears. 3 Enter your text message in the Watermark Message box. 4 Select the watermark options you want.

You can select to print on the first page only, specify font attributes, or set the angle of the watermark. 5 Click Add to add the new watermark to the list. 6 Click OK. To stop printing the watermark, select No Watermark from the Watermark drop-down list. Editing a watermark 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 From the Extras tab, click Edit in the Watermark section. The Edit Watermarks window appears. 3 Select the watermark you want to edit in the Current Watermarks list, and then make your changes. 4 Click Update.
5 Click OK. Deleting a watermark 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 From the Extras tab, click Edit in the Watermark section. The Edit Watermarks window appears.
3 Select the watermark you want to delete in the Current Watermarks list, and then click Delete. 4 Click OK. Accessing Print Properties 37 Using overlays An overlay is text or images in a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead. Instead of using preprinted letterhead, you can create an overlay containing the same information that is currently on your letterhead.
Then, to print a document with your company's letterhead, you can select to print the letterhead overlay on your document. This eliminates the need to load special paper in the machine. Creating an overlay You can create a new page overlay containing your logo or image. 1 Create or open a document containing text or an image you want to use in a new page overlay. 2 Position the items exactly as you want them to appear when printed as an overlay, and then save the file. 3 Access Print Properties either from your program or from the Printers folder.

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For help, see page 32. 4 From the Extras tab, click Edit in the Overlay section. The Edit Overlays window appears. 5 Click Create Overlay.

The Create Overlay window appears. 6 Enter a name, up to eight characters, in the File Name box. Specify where you want to save the file. (The default is C:\Formover.) 7 Click Save. The name appears in the Overlay List box. 8 Click OK or Yes. Note: · · · This file does not print. It is stored on your computer until you are ready to use it to overlay a document. The overlay document size must be the same as the document it overlays.
Do not create an overlay with a watermark. Accessing Print Properties 38 Using an overlay After you create an overlay, you can use it to print with your document. To print an overlay with a document: 1 Create or open the document you want to print. 2 Access Print Properties either from your program or from the Printers folder. For help, see page 32.
3 From the Extras tab, select the overlay you want from the Overlay drop-down list. If the overlay file you want does not appear in the Overlay drop-down list: a b c Click Edit. Click Load Overlay. Select the overlay file you want. If you stored the overlay file you want to use into an external source, you can also load the file when you access the Load Overlay window.
d Click Open. The file now appears in the Overlay List box. e f Select the overlay. Click OK. 4 If you want a confirmation message to appear each time you send a document to print, select Confirm Page Overlay When Printing. Answering Yes to the message means that the selected overlay will be printed with your document. Answering No to the message cancels overlay printing. If this box is empty and an overlay has been selected, the overlay will automatically be printed with your document. 5 Click OK or Yes. Note: The overlay document resolution must be the same as the document it overlays.

Deleting an overlay 1 Access Print Properties either from your program or from the Printers folder. For help, see page 32. 2 From the Extras tab, click Edit in the Overlay section. 3 Select the overlay you want to delete from the Overlay List box. 4 Click Delete Overlay. 5 Click OK. Accessing Print Properties 39 Printing on both sides of the paper You can print on both sides of the paper using the manual bypass to feed previously printed pages back into your machine. 1 Open the document you want to print. 2 Click File Print. 3 Verify the correct printer (Lexmark X215) is selected in the Print window.
4 Click Properties. If the Properties button does not appear in the Print window, click Options, Printer, or Setup (depending on the program) first, and then click Properties in the next window. 5 From the Extras tab, select Print Odd Pages from the Print Order list box. Note: Remember, if this setting is available in the Print window of your program, the setting there may override your selection here (in Print Properties) and create undesirable output. If you prefer to customize your settings using Print Properties, clear the settings in the Print window of your program first.
6 Click OK. 7 Remove the printed pages from the front output tray. 8 Click File Print. The Print window appears. 9 Verify the correct printer (Lexmark X215) is selected in the Print window.
10 Click Properties. If the Properties button does not appear in the Print window, click Options, Printer, or Setup (depending on the program) first, and then click Properties in the next window. 11 From the Extras tab, select Print Even Pages from the Print Order list box. Note: Remember, if this setting is available in the Print window of your program, the setting there may override your selection here (in Print Properties) and create undesirable output. If you prefer to customize your settings using Print Properties, clear the settings in the Print window of your program first. 12 From the Paper tab, select Manual Feed from the Source list box. 13 Load the first printed page into the manual bypass with the previously printed side facedown, and with the top of the page feeding into the machine first. 14 Click OK. 15 Continue feeding the previously printed pages into the manual bypass in the order that they were originally printed until printing is complete. Accessing Print Properties 40 Accessing the printer driver Help The printer driver Help gives detailed information about various printing features.

To access the Help: 1 Open the document you want to print. 2 Click File Print. The Print window appears. 3 Verify the correct printer (Lexmark X215) is selected in the Print window. 4 Click Properties to open the Properties window. Note: If the Properties button does not appear in the Print window, click Options, Printer, or Setup (depending on the program) first, and then click Properties on the next screen. 5 Click Help on any of the Properties tabs. Canceling a print job There are two ways to cancel a print job: · · Using the operator panel. Using the printer driver. Using the operator panel To cancel a print job using the operator panel, press Stop/Clear.
The machine prints the page currently in progress and deletes the rest of the print job. Note: Pressing Stop/Clear cancels only the current job. If more than one print job is in the print queue, press Stop/Clear once for each job. Using the printer driver To cancel a print job using the printer driver: 1 Click Start Settings Printers. 2 Double-click the Lexmark X215 printer icon.
3 From the Document menu, select Cancel Printing (Windows 98/Me) or Cancel (Windows NT 4.0, Windows 2000, Windows XP). Accessing the printer driver Help 41 5 Copying Using the scanning bed 1 Make sure paper is in the tray. If you need to load paper, see "Loading the paper tray" on page 24. 2 Open the document cover.
Note: If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper. Copying 42 3 Place the document facedown on the glass and align it with the registration guide on the left top corner. AB C Note: Make sure that no other documents are in the automatic document feeder (ADF). If a document is detected in the ADF, that document is copied before the document on the glass. 4 Close the document cover. Note: If you are copying a book or magazine that is thicker than 30 mm, leave the document cover open. 5 If you are only making one copy, go to step 6 now. If you are making multiple copies, press Number on the operator panel and use the numeric keypad to enter the number of copies. Note: You must press Number before entering the number of copies that you want to make. If you do not, the machine identifies any numbers you enter directly on the numeric keypad as a fax number and attempts to fax your document.

6 Customize any copy settings you want to change. For help, see page 45. 7 Press Start. Note: · · · Leaving the cover open while copying may affect the copy quality and toner consumption.

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Press Stop/Clear to cancel a copy job in progress. Clean the document glass regularly. Dust on the document glass may affect print quality. Using the scanning bed 43 Using the ADF You can copy up to 30 documents (20 lb, 75 g/m2) using the ADF. When you use the ADF: · · Do not load documents smaller than 142 x 148 mm (5.5 x 5.

83 in.) or larger than 216 x 356 mm (8.5 x 14 in.). Do not attempt to feed the following types of documents: Carbon-paper or carbon-backed paper Coated paper Onion skin or thin paper Wrinkled, creased, curled, rolled, or torn paper Remove all staples and paper clips before loading documents.

Make sure any glue, ink, or correction fluid on the paper is completely dry before loading documents. Do not load documents containing different sizes or weights of paper. · · · If you want to make copies from booklets, pamphlets, transparencies, or documents with other unusual characteristics, use the scanning bed. For help, see page 42. 1 Load the document (up to 30 pages) faceup into the ADF and adjust the document guides to the document size.

Note: Letter and A4 sized paper should align to the corresponding registration marks on the paper guide. Legal-sized paper extends beyond the edge of the guide. 2 Customize any copy settings you want to change. For help, see page 45. Using the ADF 44 3 Press Start to begin copying. Note: · · Press Stop/Clear to cancel a copy job in progress. Clean the document glass regularly. Dust on the document glass may affect print quality. Customizing settings You can temporarily modify all the copy options (darkness, content, number, scale, and advanced) using the operator panel buttons. Settings remain in effect until a predefined Timeout period is expired.

To change the Timeout period, see page 48. To make your selections permanent, see "Customizing default settings" on page 48. Note: · · Make all of your selections before pressing Start. Pressing Stop/Clear while modifying the copy settings cancels all settings for the current job and returns them to their default status. Darkness You can adjust the darkness for an original document containing paint markings or dark images. Choose from the following darkness settings: · · · Light: Works well with dark print. Normal: Works well with standard typed or printed documents. Dark: Works well with light print or faint pencil markings. To adjust the darkness, press Darkness repeatedly. Each time you press the button, the LED labeled with the selected mode lights up.

Content This setting is used to improve the copy quality. Choose from the following content settings: · · · Text: Use for documents containing mostly text. Mixed: Use for documents with mixed text and graphics. Photo: Use when the originals are photographs. To select the content, press Content repeatedly. Each time you press the button, the LED labeled with the selected mode lights up. Note: When you copy a document with color in the background using the Mixed mode, the machine automatically removes the background color. If you want to include Customizing settings 45 the background color in your copy, load the document about 5 mm away from the edges of the scanning bed, or change the darkness setting. Number To select the number of copies from 1 to 99: 1 Press Number. 2 Enter the number of copies you want to print using the numeric keypad, and then press Select.

The selected number appears on the display. Scale If you copy original documents from the document glass, you can reduce or enlarge the size of a copied image from 25% to 400%. If you copy original documents from the ADF, you can reduce or enlarge the size of a copied image from 25% to 100%. To scale a document to a pre-defined copy size: 1 Press Scale. The default setting appears on the bottom line of the display. 2 Press a scroll button (or) repeatedly until the copy size you want is displayed, and then press Select. To customize the copy size: 1 Press Scale. @@@@@@@@@@@@2-side: Prints two copied documents on a single page. @@@@@@@@@@@@@@@@5 When the option you want to change appears, press Select.

@@@@@@@@@@@@@@@@2 Open a program, such as PaperPort or Photoshop.

3 Refer to the user documentation for your program for instructions on acquiring an image and other information. Scanning 50 7 Faxing There are two ways you can send or receive a fax: · · Automatic Manual You might select the Automatic mode when you know the receiving fax machine and your fax machine are connected to a dedicated phone line (that is, the phone line is used only for faxing). If the phone line is shared between a telephone and a fax machine, you might want to select the Manual mode. Sending a fax automatically Using the scanning bed 1 Make sure there are no documents loaded in the ADF. 2 Place the first page of your document on the glass. 3 Customize any fax settings you want to change. For help, see page 54. 4 Using the numeric keypad, enter the number of the fax machine to which you want to send your document. Note: You may enter a number using shortcuts or groups. For help, see page 58.

5 Press Start. The operator panel prompts you for another page. 6 Using the keypad, press 1 (for yes) if you have more pages, or 2 (for no) if you have finished scanning the entire document. Note: Pressing Stop/Clear cancels the faxing process. Faxing 51 Using the ADF 1 Place your document into the ADF. 2 Customize any fax settings you want to change. For help, see page 54. 3 Using the numeric keypad, enter the number of the fax machine to which you want to send your document. Note: You may enter a number using shortcuts or groups. For help, see page 58.

4 Press Start. Note: Pressing Stop/Clear cancels the faxing process. Sending a fax manually Because the Manual mode is often used when the phone line is shared between a telephone and the fax machine, there may be times when the fax recipient mistakenly answers the telephone rather than connecting the fax machine. If this happens, inform the recipient you are attempting to send a fax, ask them to hang up the telephone, and then resend the fax. When you connect with the receiving fax machine you should hear a high-pitched fax signal. Using the scanning bed 1 Make sure there are no documents loaded in the ADF. 2 Place the first page of your document on the glass. 3 Customize any fax settings you want to change. For help, see page 54. 4 Press the telephone icon button to get a dial tone.

5 Using the numeric keypad, enter the number of the fax machine to which you want to send your document. Note: You may enter a number using shortcuts or groups. For help, see page 58. 6 When you hear a high-pitched fax signal, indicating a connection with the receiving fax machine, press Start. The operator panel prompts you for another page. 7 Using the keypad, press 1 (for yes) if you have more pages, or 2 (for no) if you have finished scanning the entire document.

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Note: Pressing Stop/Clear cancels the faxing process. Sending a fax manually 52 Using the ADF 1 Place your document into the ADF. 2 Customize any fax settings you want to change. For help, see page 54.

3 Press the telephone icon button to get a dial tone. 4 Using the numeric keypad, enter the number of the fax machine to which you want to send your document. Note: You may enter a number using shortcuts or groups. For help, see page 58. 5 When you hear a high-pitched fax signal, indicating a connection with the receiving fax machine, press Start.

Note: Pressing Stop/Clear cancels the faxing process. Receiving a fax automatically Your machine is preset to receive faxes automatically. If you want to change the default setting to manual, see "Receiving a fax manually" on page 53. When the Receive Mode is set to Automatic, your machine answers an incoming fax on a specified number of rings. Once the connection is established, the machine automatically receives the fax.

Note: To change the number of rings before the machine answers or to adjust the ringer volume, see "Customizing settings" on page 54. Receiving a fax manually 1 Select the Manual Receive Mode setting on the operator panel menu. a b c d e Press Menu. Press a scroll button (or) until FAX SETUP appears on the top line of the display, and then press Select. Press a scroll button until Receive Mode appears on the bottom line of the display, and then press Select. Scroll to the Manual setting, and then press Select. To return to the Ready prompt, press Stop/Clear. 2 When the ringer sounds, press the telephone icon button. 3 If you hear a high-pitched fax signal, press Start. The machine begins receiving the fax, and returns to a Ready prompt when finished.

Receiving a fax automatically 53 Customizing settings You can modify all the fax options using the operator panel menu. (See the following table for the available options.)The Resolution option can be modified from either the operator panel menu or by pressing the Resolution button. Settings selected using the operator panel menu become the default settings and are in effect for all fax jobs. Settings selected using the Resolution button remain in effect until a predefined Timeout period is expired. To change the Timeout period, see page 48. To modify the Resolution setting for the current fax job, press Resolution repeatedly until the setting you want appears on the display, and then press Select. Note: See the table below for the recommended setting to select. To modify all other fax options or to make your Resolution selection the default setting: 1 Press Menu. 2 Press a scroll button (or) until FAX SETUP appears on the top line of the display, and then press Select.

3 Press a scroll button to scroll through the fax setup options. 4 When the option you want to change appears, press Select. 5 Change the setting by pressing a scroll button or enter a value using the numeric keypad, and then press Select. 6 Repeat steps 3 through 5, as necessary. 7 To return to the Ready prompt, press Stop/Clear.

Note: Pressing Stop/Clear before pressing Select (step 5) cancels all settings for the current job and returns them to their default status. Option Receive Mode Description You can select the default fax receiving mode. · In Automatic mode, the machine answers an incoming call and immediately goes into fax reception mode. · In Manual mode, you can receive a fax by pressing the telephone icon and then pressing Start on the control panel when you can hear a fax tone from the remote machine. Rings Resolution Specifies the number of times the machine rings (1 to 7) before answering an incoming call.

Used to improve the quality of faxes you send. Depending on the type of document you are sending, select from the following settings: · Standard - use for documents with normal sized characters. · Fine - use for documents containing small characters or thin lines, or documents printed using a dot-matrix printer. · Super Fine - use for documents containing extremely fine detail. This setting is available only if the fax machine you are sending to also supports the Super Fine resolution. · Photo - use for documents containing shades of grey or photographs. Customizing settings 54 Option Darkness Description You can select the default Darkness setting to make the document you are faxing lighter or darker. Select one of the following settings: · Light - works well with dark print. · Normal - works well with standard typed or printed documents. · Dark -works well with light print or faint pencil markings.

Redials Redial wait Ringer Speaker Confirmation Specifies the number of redial attempts (0 to 13). If you enter 0, the machine will not redial. Specifies the number of minutes (1 to 15) to wait before automatically redialling a previously busy fax number. Specifies the volume (Low, Medium, or High) of the telephone ring for incoming faxes. Specifies whether the speaker is On or Off. You can also set this option to Connect, which turns the speaker on only until the receiving fax machine answers. A report showing whether the transmission was successful, how many pages were sent, and so on. You can select from the following settings: · On · Off · Error (prints only when a transmission is not successful). Auto Report Auto Reduce A report with detailed information about the previous 50 communications operations, including dates and times. Available settings are On and Off.

When receiving a document as long as, or longer than, the paper loaded in the paper tray, the machine can reduce the size of the document to fit the size of paper loaded in the machine. Select On if you want to automatically reduce an incoming page. Select Off if you do not want the document reduced to fit onto one page. The document is divided and printed in actual size on two or more pages. Prefix ECM You can set a prefix of up to five digits.

This prefix is dialed before any autodial number is started. It is useful for accessing the PABX exchange. The Error Correction Mode (ECM) compensates for poor line quality and ensures accurate, error-free transmission with any other ECM-equipped fax machine. If the line quality is poor, transmission time may be increased when ECM is enabled. Available settings are On and Off.

This option, which includes the machine fax number and ID name, is set during initial setup, however, if you move the machine to another location or get a new fax number, you may need to modify the original settings. Station ID Customizing settings 55 Using special features The fax function includes some special features (phonebook, broadcast, and delay send) designed to make faxing a document faster and easier. You can access these special features on the machine operator panel or through the operator panel menus. Phonebook The phonebook is a directory of frequently used numbers that you can assign to specific keys for quick dialing when sending a fax.

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These programmed numbers are called shortcuts. You can assign multiple shortcuts into groups, so you can send the same fax to multiple numbers in a single job. Your printer can hold 100 shortcuts or groups at one time. Creating a shortcut 1 Press Phonebook until EDIT appears on the bottom line of the display, and then press Select. 2 Press a scroll button until SHORTCUT appears on the bottom line of the display, and then press Select. 3 Enter the shortcut location number on the numeric keypad, and then press Select.

*The location can be any number between 0 and 99. 4 Using the keypad, enter the number that you want to store in the shortcut location, and then press Select. 5 Using the alphanumeric feature of the keypad, enter an ID specific to the fax number. For example: BOB'S FAX MACHINE. To use the alphanumeric feature of the keypad, press the number key that corresponds to the character that you want to use one or more times until the correct letter is displayed (for example, press the number 2 three times to enter the letter C). Then, press the right scroll button to move the cursor to the next space. Repeat until the name is entered. Note: You can also enter special characters (+ - , . `/ * # &) by pressing the 0 (zero) key. 6 Press Select.*
7 To return to the Ready prompt, press Stop/Clear. Using special features 56 Editing a shortcut 1 Press Phonebook until EDIT appears on the bottom line of the display, and then press Select. 2 Press a scroll button (or) until SHORTCUT appears on the bottom line of the display, and then press Select. 3 Enter the location of the shortcut that you want to edit. 4 Press the scroll buttons to edit the fax number, or press Select to edit the shortcut ID.
When finished, press Select to return to the Phonebook menu. 5 To return to the Ready prompt, press Stop/Clear. Creating a group 1 Press Phonebook until EDIT appears on the bottom line of the display, and then press Select. 2 Press a scroll button until GROUP appears on the bottom line of the display, and then press Select. 3 Press a scroll button until NEW appears on the bottom line of the display, and then press Select.
4 Enter the group location number on the keypad, and then press Select. The location can be any location number between 0 and 99 that is not already occupied by another shortcut or group. 5 Enter the location number for each shortcut that you want to include in the group, and then press Select. 6 After each shortcut is entered, the display shows the shortcut's stored fax number and ID. Press Select to add another shortcut to the group. 7 Once all of the shortcuts have been added, press Return. 8 Enter an ID for the group using the alphanumeric feature of the keypad, and then press Select. Editing a group 1 Press Phonebook until EDIT appears on the bottom line of the display, and then press Select. 2 Press a scroll button (or) until GROUP appears on the bottom line of the display, and then press Select. 3 Press a scroll button until EDIT appears on the bottom line of the display, and then press Select.

Using special features 57 4 Using the keypad, enter the location of the group that you want to edit. 5 Enter the location of the shortcut that you want to edit and press Select, or press Return to edit the group ID. 6 Press Select. 7 To return to the Ready prompt, press Stop/Clear. Using shortcuts and groups 1 Place your document in either the ADF or on the scanning bed. 2 Using the keypad, press and hold the shortcut number for the fax number that you want to send to until the fax number and ID are displayed on the operator panel. For two-digit shortcut numbers, press the first digit, and then press and hold the second digit. Broadcast Using the Broadcast feature, you can send a fax to multiple numbers without having to program the numbers into the phonebook. Note: You cannot broadcast to shortcuts. 1 Press Menu until FAX MENU appears on the top line of the display, and then press Select.
2 Press the scroll button until BROADCAST appears on the bottom line of the display, and then press Select. 3 Enter the fax number that you want to send to, and then press Select. The operator panel prompts you for another number. 4 Using the numeric keypad, press 1 (for Yes) if you have another number, or 2 (for No) if you have entered the last number. Delay send Using the delay send feature, you can scan a document now and fax it at a later time.
Note: If your machine loses power, all delayed jobs are canceled. 1 Place your document in either the ADF or on the scanning bed. 2 Press Menu. 3 Press a scroll button (or) until FAX MENU appears on the top line of the display, and then press Select. Using special features 58 4 Press a scroll button until DELAY SEND appears on the bottom line of the display, and then press Select.
*5 Enter the fax number to which you want to send, and then press Select. The operator panel prompts you for another number. 6 Using the numeric keypad, press 1 (for Yes) if you have another number, or 2 (for No) if you have entered the last number. 7 When you have entered the last number, use the alphanumeric feature of the numeric keypad to enter a name description for the fax job, and then press Select. To use the alphanumeric feature of the keypad, press the number key that corresponds to the character that you want to use one or more times until the correct letter is displayed (for example, press the number 2 three times to enter the letter C). Then, press the right scroll button to move the cursor to the next space. Repeat until the name is entered. Note: You can also enter special characters (+ - , . `/ * # &) by pressing the 0 (zero) key. 8 Enter the time that you want the fax to be sent, and then press Select.*

Your document is scanned to memory. 9 To return to the Ready prompt, press Stop/Clear. Canceling a pending job 1 Press Menu. 2 Press a scroll button (or) until FAX MENU appears on the top line of the display, and then press Select. 3 Press a scroll button until Cancel appears on the bottom line of the display, and then press Select. 4 Press a scroll button until you see the job that you want to cancel, and then press Select. 5 Press 1 to verify that you want to cancel the job or 2 to return to the Fax menu. Using special features 59 Clearing display messages Display Cancel? Meaning The memory is full and unable to store all the pages of the document. Solutions To cancel the fax job, press 1 (for Yes). If you want to send the pages that were stored, press 2 (for No).
Note: You should send the remaining pages later when memory is available. COMM. ERROR Function Impossible Facsimile communication problem has occurred. You have tried to use a combination of machine functions that cannot be used at the same time. You have tried to select a group location number where only a single location number can be used, such as when adding locations for a broadcasting operation.

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