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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X5340. You'll find the answers to all your questions on the LEXMARK X5340 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X5340
User guide LEXMARK X5340
Operating instructions LEXMARK X5340
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Instruction manual LEXMARK X5340

LEXMARK

Lexmark 5300 Series All-In-One

User Guide



May 2007

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Manual abstract:

@@@Inspect the power cord regularly for signs of misuse. Remove the power cord from the electrical outlet before inspecting it. Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible. Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. Refer service or repairs, other than those described in the user documentation, 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. CAUTION--SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm.

Safety information 5 Printing Getting started Using the automatic paper type sensor The printer is equipped with an automatic paper type sensing device. The Paper Type Sensor automatically detects the type of paper that has been loaded into the printer and adjusts the settings for you. For example, if you want to print a photo, load photo paper into the printer. The printer detects the type of paper and automatically adjusts the settings to give you optimum photo-printing results. **Loading paper 1 Make sure:** · You use paper designed for inkjet printers.

· If you are using photo, glossy, or heavyweight matte paper, you load it with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) · The paper is not used or damaged. · If you are using specialty paper, you follow the instructions that came with it. · You do not force paper into the printer.

2 Before loading paper the first time, slide the paper guides out toward the edges of the paper support. You can load up to: · · · 100 sheets of plain paper 25 sheets of heavyweight matte paper 25 sheets of photo paper 25 sheets of glossy paper **Note:** Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging. 3 Load the paper vertically in the center of the paper support, and adjust the paper guides to rest against the edges of the paper. **Note:** To avoid paper jams, make sure the paper does not buckle when you adjust the paper guides. **Related topics:** · "Choosing compatible specialty paper types" on page 10 **Printing 6 Loading banner paper** You can load up to 20 sheets of banner paper at a time. 1 Remove all paper from the paper support before loading the banner paper. 2 Tear off only the number of pages needed to print the banner. 3 Place the required stack of banner paper on the top cover. 4 Feed the leading edge of the banner paper into the printer first.

5 **Make sure:** · The paper is loaded in the center of the paper support. · The paper guides rest against the edges of the paper. **Related topics:** · "Printing a banner" on page 14 **Loading custom-size paper** You can load up to 100 sheets of custom-size paper at a time. 1 Load paper with the print side facing you. 2 **Make sure:** · The paper size fits within these dimensions: Width: 76.0216.0 mm 3.08.5 inches Length: 127.0432.

0 mm 5.017.0 inches & inkjet printers, but compatible with all inkjet printers. Inexpensive and fade-resistant, it offers excellent image quality for everyday photo-printing projects. · Lexmark Premium Photo Paper--A heavier photo paper specifically designed to bond chemically with Lexmark inks for eye-catching results.

Fast drying, it prevents bleeding and feathering even when the image is saturated. · **Transparency--**A clear, plastic media primarily used for overhead projectors. · **Card stock--**A very thick paper used for printing sturdier items, such as greeting cards. · **Iron-On transfer--**A type of media that has a reverse image printed on it that can be ironed onto fabric. **Performing printing and related tasks Printing a document 1 Load paper.**

2 With a document open, click File Print. 3 From the Printer pop-up menu, choose 5300 Series. 4 From the third pop-up menu from the top, select the settings you want to adjust, and adjust the settings. You can specify print quality, the number of copies to print, the type of paper you're printing on, and how you want the pages to print. 5 Click Print. **Related topics:** · "Loading paper" on page 6 · "Using the Print dialog" on page 99 **Printing photos using the computer 1 Load photo paper,** with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) For more information, see "Loading paper" on page 6. 2 **Customize the settings as needed in the Page Setup dialog.** a With a photo open, choose File Page Setup.

b From the "Format for" pop-up menu, choose 5300 Series. c From the Paper Size pop-up menu, choose the paper size loaded. d Choose an orientation. e Click OK. **Printing 10 3 Customize the settings as needed in the Print dialog.** a With a photo open, choose File Print. b From the Printer pop-up menu, choose 5300 Series. c For Mac OS X version 10.4 or later, click Advanced. Otherwise, proceed to the next step.

d From the Copies & Pages pop-up menu, type the number of copies to be printed. e From the same pop-up menu, choose Quality & Media. · From the Paper Type pop-up menu, choose the type of paper you are using. · From the Print Quality area, choose Automatic or Photo. f Click Print.

Note: To prevent smudging or scratching, avoid touching the printed surface with your fingers or sharp objects. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing. **Related topics:** · "Enhancing photo print quality using the software" on page 83 **Printing borderless photos** From your software application, set the page margins to zero, and then adjust the image on the screen so that it covers the entire page. **Note:** Some applications do not support margin setting. 1 Load photo or glossy paper, with the glossy or printable side facing you.

(If you are not sure which side is the printable side, see the instructions that came with the paper.) For more information, see "Loading paper" on page 6. 2 **Customize the settings as needed in the Page Setup dialog.** a With a photo open, choose File Page Setup. b From the "Format for" pop-up menu, choose 5300 Series. c From the Paper Size pop-up menu, choose the paper size loaded. **Note:** Make sure you choose an option that has (Borderless) in it.



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For example, if you loaded letter-size photo paper, choose US Letter (Borderless). d Choose an orientation. e Click OK.

3 Customize the settings as needed in the Print dialog. a With a photo open, choose File Print. b From the Printer pop-up menu, choose 5300 Series. c For Mac OS X version 10.4 or later, click Advanced. Otherwise, proceed to the next step. d From the Copies & Pages pop-up menu, type the number of copies to be printed. Printing 11 e From the same pop-up menu, choose Quality & Media. · From the Paper Type pop-up menu, choose the type of paper you are using. · From the Print Quality area, choose Automatic or Photo.

f Click Print. Note: To prevent smudging or scratching, avoid touching the printed surface with your fingers or sharp objects. For best results, remove each printed sheet individually from the paper exit tray, and allow the prints to dry at least 24 hours before stacking, displaying, or storing. Related topics: · "Enhancing photo print quality using the software" on page 83 · "Using the Page Setup dialog" on page 98 · "Using the Print dialog" on page 99 Printing cards 1 Load greeting cards, index cards, or postcards. Notes: · Make sure the thickness of each card does not exceed 0.

020 inch (0.50 mm). · Make sure the print side of the card faces you. 2 Customize the settings as needed in the Page Setup dialog. a With a document open, click File Page Setup.

b From the "Format for" pop-up menu, choose 5300 Series. c From the Paper Size pop-up menu, choose a card size. d Choose an orientation. e Click OK. 3 Customize the settings as needed in the Print dialog. a From the software application, click File Print. b From the Printer pop-up menu, choose 5300 Series. c Click Print. Notes: · To avoid paper jams, do not force the cards into the printer. · To prevent smudging, remove each card as it exits, and let it dry before stacking.

Related topics: · "Loading greeting cards, index cards, photo cards, and postcards" on page 8 Printing envelopes 1 Load envelopes. Printing 12 Notes: · Do not load envelopes with holes, perforations, cutouts, deep embossing, metal clasps, metal folding bars, string ties, or exposed flap adhesive. · Make sure the print side of the envelopes faces you. 2 Customize the settings as needed in the Page Setup dialog. a With a document open, click File Page Setup. b From the "Format for" pop-up menu, choose 5300 Series. c From the Paper Size pop-up menu, choose the envelope size loaded. d Choose an orientation. Notes: · Most envelopes use landscape orientation. · Make sure the same orientation is also selected in the software application.

e Click OK. 3 Customize the settings as needed in the Print dialog. a From the software application, click File Print. b From the Printer pop-up menu, choose 5300 Series. c Click Print.

Related topics: · "Loading envelopes" on page 8 Printing iron-on transfers 1 Load iron-on transfers. 2 Customize the settings as needed in the Page Setup dialog. a With a document open, click File Page Setup. b From the "Format for" pop-up menu, choose 5300 Series. c From the Settings pop-up menu, choose Page Attributes.

d Choose a paper size. e Choose an orientation. f Click OK. 3 Customize the settings as needed in the Print dialog. a From the software application, click File Print. b From the Printer pop-up menu, choose 5300 Series. c From the third pop-up menu from the top, choose Quality & Media. Printing 13 d From the Paper Type pop-up menu, choose Iron-On Transfer. Note: Choosing Iron-On Transfer automatically mirrors the image you want to print. e Select a print quality other than Quick Print.

Best is recommended. 4 Click Print. Note: To prevent smudging, remove each iron-on transfer as it exits, and let it dry before stacking. Related topics: · "Loading iron-on transfers" on page 9 · "Using the Page Setup dialog" on page 98 · "Using the Print dialog" on page 99 Printing a banner 1 Remove all paper from the paper support. 2 Tear off only the number of pages needed for the banner (up to 20 sheets). 3 Place the required stack of banner paper on the top cover. 4 Load only the first page of banner paper into the paper support with the leading edge of the banner going into the printer. 5 Adjust the left and right paper guides. 6 Customize the settings in the Page Setup dialog. a With your document open, choose File Page Setup.

b From the Settings pop-up menu, choose Page Attributes. c From the "Format for" pop-up menu, choose the printer. d From the Paper Size pop-up menu, choose A4 Banner or US Letter Banner. e Select an orientation. f Click OK.

7 Customize the settings in the Print dialog. a With your document open, choose File Print. b From the Printer pop-up menu, choose the printer. Printing 14 c From the third pop-up menu from the top, choose Quality & Media. · From the Paper Type pop-up menu, choose Plain.

· Select a print quality. Note: Higher print quality settings result in better quality documents but may take longer to print. d Click OK. Related topics: · "Using the Print dialog" on page 99 · "Loading banner paper" on page 7 Printing transparencies 1 Load transparencies. 2 Customize the settings as needed in the Page Setup dialog. a With a document open, click File Page Setup. b From the "Format for" pop-up menu, choose 5300 Series. c From the Paper Size pop-up menu, choose a paper size. d Choose an orientation. e Click OK.

3 Customize the settings as needed in the Print dialog. a From the software application, click File Print. b From the Printer pop-up menu, choose 5300 Series. c Click Print. Note: To prevent smudging, remove each transparency as it exits, and let it dry before stacking. Transparencies may require up to 15 minutes to dry. Related topics: · "Loading transparencies" on page 9 Printing multiple pages on one sheet 1 Load paper. 2 Customize the settings as needed in the Page Setup dialog. a With a document open, choose File Page Setup. b From the "Format for" pop-up menu, choose 5300 Series.

c From the Settings pop-up menu, choose Page Attributes. d Choose a paper size. e Choose an orientation. f Click OK. Printing 15 3 Customize the settings as needed in the Print dialog.

a With a document open, click File Print. b From the Printer pop-up menu, choose 5300 Series. c From the third pop-up menu from the top, choose Layout. · From the Pages per Sheet pop-up menu, choose the number of pages you want to print on one sheet. · From the Layout Direction area, click the icon that shows the order you want the pages to print on one sheet.

· If you want to print a border around each page image, choose an option from the Border pop-up menu.



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d Click Print. Related topics: · "Loading paper" on page 6 · "Using the Page Setup dialog" on page 98 · "Using the Print dialog" on page 99 Printing color images in black and white This setting is available only if there is a black print cartridge installed. 1 Load paper. 2 Customize the settings in the Page Setup dialog as needed. 3 With a document open, click File Print. 4 From the Printer pop-up menu, choose 5300 Series. 5 From the third pop-up menu from the top, choose Color Options. 6 From the Document Color pop-up menu, choose Black Only. 7 Click Print.

Related topics: · "Loading paper" on page 6 Printing multiple copies of a stored document 1 With a document open, click File Print. 2 From the Printer pop-up menu, choose 5300 Series. 3 From the third pop-up menu, choose Copies & Pages. 4 Enter the number of copies you want to print. Related topics: · "Using the Print dialog" on page 99 Printing 16 Printing the last page first (reverse page order) For Mac OS X version 10.4.2 or later: 1 With a document open, click File Print. 2 From the third pop-up menu, choose Paper Handling. 3 From the Page Order menu, select Reverse. 4 Click Print.

For Mac OS X version 10.3.9: 1 With a document open, click File 3 Select Reverse page order. 4 Click Print. Related topics: · "Using the Print dialog" on page 99 Print.

2 From the third pop-up menu, choose Paper Handling. Managing print jobs Pausing print jobs 1 While the document is printing, click the printer icon on the dock. 2 From the queue window, select the job you want to pause. 3 Click the Hold icon. Note: You can also click the Stop Jobs icon to pause printing all jobs.

Related topics: · "Using the Print dialog" on page 99 · "Resuming print jobs" on page 18 · "Canceling a print job" on page 17 Canceling a print job To cancel a print job using the control panel: 1 Press 2 Press . Printing stops and the print cartridge carrier returns to its home position. to turn off the printer. Printing 17 To cancel a print job using the computer: 1 While the document is printing, click the printer icon on the dock. 2 From the queue window, select the job you want to cancel. 3 Click the Delete icon. Related topics: · "Using the control panel" on page 88 · "Pausing print jobs" on page 17 Resuming print jobs 1 From the Finder desktop, choose Applications 2 From the list of printers, double-click your printer. 3 From the printer pop-up menu, click Start Jobs if you want to resume all print jobs in the queue; if you want to resume a particular print job, select the document name, and then click Resume. Utilities Print Center/Printer Setup Utility. Related topics: · "Pausing print jobs" on page 17 · "Canceling a print job" on page 17 Learning about the All-In-One software print options Choosing a paper size 1 With a document open, click File Page Setup.

2 From the "Format for" pop-up menu, choose 5300 Series. Note: When you select Any Printer, your paper size choices are limited. By selecting the name of your printer, you have many more paper size options. 3 From the Paper Size pop-up menu, choose a paper size. 4 Click OK. Related topics: · "Using the Page Setup dialog" on page 98 Choosing a paper type By default, the paper type sensor is set to Automatic. It can detect and adjust the paper type settings for plain, heavyweight matte, glossy/photo, and transparency paper. To manually choose the paper type: 1 With a document open, click File Print. 2 From the Copies & Pages pop-up menu, choose Quality & Media. Printing 18 3 From the Paper Type pop-up menu, choose a paper type.

4 Click Print. Notes: · Manually choosing a paper type turns off the paper type sensor for the current print job. · For multiple-page jobs, the printer assumes the subsequent pages are the same paper type as the first sheet detected. Related topics: · "Using the Print dialog" on page 99 Choosing a print quality 1 With a document open, click File Print. 2 From the Printer pop-up menu, choose 5300 Series.

3 From the pop-up menu in the center, choose Quality & Media. 4 From the Print Quality menu, select the appropriate print quality for the document: · Automatic--The printer sets the print quality for the paper type loaded (default setting). · Quick Print--Best for text-only documents with reduced print quality but faster print speed. · Normal--Recommended for most types of documents. · Photo--Recommended for photos and documents with graphics.

5 Click Print. Related topics: · "Using the Print dialog" on page 99 Collating copies using the computer The printer can sort multiple copy jobs. If you print two copies of a three-page document, and you choose not to collate them, the pages print in this order: 1, 1, 2, 2, 3, 3. If you choose to collate, the pages print in this order: 1, 2, 3, 1, 2, 3. 1 With a document open, click File 3 Choose Collated. Print. 2 Enter the number of copies to print in the Copies field. Related topics: · "Collating copies using the control panel" on page 24 · "Using the Print dialog" on page 99 Printing 19 Enlarging or reducing an image 1 Load paper. Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.

) 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press . or repeatedly until the setting you want appears. and use the keypad to enter a custom size. or repeatedly until Resize appears. Note: To select Custom Resize, press 8 Press Start Color or Start Black. Related topics: · "Loading original documents on the scanner glass" on page 22 · "Using the control panel" on page 88 Sharpening an image 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon.

3 Click Preview/Edit to open the Scan dialog. 4 From the Scan dialog, click 5 Click the Adjustments tab. 6 From the Blur/Sharpen area, move the slider to adjust the level of sharpness of the scanned image. Related topics: · "Customizing scan settings from the Scan dialog" on page 37 · "Enhancing photo print quality using the software" on page 83 to open the Scan Settings drawer. Resetting All-In-One software settings to defaults 1 From the Finder desktop, double-click the Lexmark 5300 Series folder.

2 Double-click the Lexmark 5300 Series Center icon. 3 Click Defaults. Related topics: · "Using the All-In-One Center" on page 103 · "Customizing scan settings from the Scan dialog" on page 37 Printing 20 Copying Getting started Loading paper 1 Make sure: · You use paper designed for inkjet printers.

2 Double-click the Lexmark 5300 Series Center icon. 3 Click Defaults. Related topics: · "Using the All-In-One Center" on page 103 · "Customizing scan settings from the Scan dialog" on page 37 Printing 20 Copying Getting started Loading paper 1 Make sure: · You use paper designed for inkjet printers.

) 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press . or repeatedly until the setting you want appears. and use the keypad to enter a custom size. or repeatedly until Resize appears. Note: To select Custom Resize, press 8 Press Start Color or Start Black. Related topics: · "Loading original documents on the scanner glass" on page 22 · "Using the control panel" on page 88 Sharpening an image 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon.

3 Click Preview/Edit to open the Scan dialog. 4 From the Scan dialog, click 5 Click the Adjustments tab. 6 From the Blur/Sharpen area, move the slider to adjust the level of sharpness of the scanned image. Related topics: · "Customizing scan settings from the Scan dialog" on page 37 · "Enhancing photo print quality using the software" on page 83 to open the Scan Settings drawer. Resetting All-In-One software settings to defaults 1 From the Finder desktop, double-click the Lexmark 5300 Series folder.

2 Double-click the Lexmark 5300 Series Center icon. 3 Click Defaults. Related topics: · "Using the All-In-One Center" on page 103 · "Customizing scan settings from the Scan dialog" on page 37 Printing 20 Copying Getting started Loading paper 1 Make sure: · You use paper designed for inkjet printers.



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· If you are using photo, glossy, or heavyweight matte paper, you load it with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.

) · The paper is not used or damaged. · If you are using specialty paper, you follow the instructions that came with it. · You do not force paper into the printer.
2 Before loading paper the first time, slide the paper guides out toward the edges of the paper support. You can load up to: · · · · 100 sheets of plain paper 25 sheets of heavyweight matte paper 25 sheets of photo paper 25 sheets of glossy paper Note: Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging. 3 Load the paper vertically in the center of the paper support, and adjust the paper guides to rest against the edges of the paper. Note: To avoid paper jams, make sure the paper does not buckle when you adjust the paper guides. Related topics: · "Choosing compatible specialty paper types" on page 10 Copying 21 Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing.

1 Make sure the computer and the printer are on. 2 Open the top cover. 3 Place the original document or item facedown on the scanner glass in the upper left corner. 4 Close the top cover to avoid dark edges on the scanned image. Related topics: · "Understanding the parts of the printer" on page 86 Copying 22 Using the automatic paper type sensor The printer is equipped with an automatic paper type sensing device. The Paper Type Sensor automatically detects the type of paper that has been loaded into the printer and adjusts the settings for you. For example, if you want to print a photo, load photo paper into the printer. The printer detects the type of paper and automatically adjusts the settings to give you optimum photo-printing results. Performing copying and related tasks Making a copy 1 Load paper. 2 Load an original document facedown on the scanner glass.

3 From the control panel, press Copy Mode. 4 Press Start Color or Start Black. Related topics: · "Using the control panel" on page 88 · "Loading original documents on the scanner glass" on page 22 Copying photos 1 Load photo paper with the glossy or printable side facing you. (If you are not sure which side is the printable side, see the instructions that came with the paper.) 2 Place a photo facedown on the scanner glass in the upper left corner. For more information, see "Loading original documents on the scanner glass" on page 22. 3 If necessary, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press 8 Press 9 Press 10 Press 11 Press 12 Press 13 Press 14 Press 15 Press . or repeatedly until the size you want appears. . or repeatedly until Original Size appears. . or repeatedly until the size you want appears. . or repeatedly until Paper Size appears. . or repeatedly until Photo appears. or repeatedly until Quality appears. 16 Press Start Color or Start Black.

Copying 23 Related topics: · "Using the control panel" on page 88 Collating copies using the control panel If you print multiple copies of a document, you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated). Collated Not collated 1 Load paper. 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press . or repeatedly until the number of copies you want to print appears. or repeatedly until Collate appears. 8 Press Start Color or Start Black. Note: If you are using the scanner glass, a message appears prompting you for additional pages.

Related topics: · "Making a copy" on page 23 · "Collating copies using the computer" on page 19 · "Using the control panel" on page 88 Collating copies using the computer The printer can sort multiple copy jobs. If you print two copies of a three-page document, and you choose not to collate them, the pages print in this order: 1, 1, 2, 2, 3, 3. If you choose to collate, the pages print in this order: 1, 2, 3, 1, 2, 3. 1 With a document open, click File 3 Choose Collated. Print.

2 Enter the number of copies to print in the Copies field. Related topics: · "Collating copies using the control panel" on page 24 · "Using the Print dialog" on page 99 Copying 24 Repeating an image on one page You can print the same image multiple times on one sheet of paper. This option is helpful in creating labels, decals, flyers, and handouts. 1 Load paper. Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing you.

(If you are not sure which side is the printable side, see the instructions that came with the paper.) 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press . or repeatedly until the number of images you want to print on one page appears. or repeatedly until Repeat Image appears. 8 Press Start Color or Start Black. Related topics: · "Loading paper" on page 6 · "Loading original documents on the scanner glass" on page 22 Enlarging or reducing an image 1 Load paper. Note: If you are copying photos, use photo or heavyweight matte paper, with the glossy or printable side facing you.

(If you are not sure which side is the printable side, see the instructions that came with the paper.) 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press . 5 Press 6 Press 7 Press . or repeatedly until the setting you want appears. and use the keypad to enter a custom size. or repeatedly until Resize appears. Note: To select Custom Resize, press 8 Press Start Color or Start Black. Related topics: · "Loading original documents on the scanner glass" on page 22 · "Using the control panel" on page 88 Copying 25 Managing copy jobs Canceling a copy job 1 Press 2 Press .

Scanning stops and the scanner bar returns to its home position. to turn off the printer. Related topics: · "Using the control panel" on page 88 Copying 26 Scanning Getting started Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. 1 Make sure the computer and the printer are on.

2 Open the top cover. 3 Place the original document or item facedown on the scanner glass in the upper left corner. Scanning 27 4 Close the top cover to avoid dark edges on the scanned image.



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Related topics: · "Understanding the parts of the printer" on page 86 Performing scanning and related tasks Scanning a document 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass.

3 From the control panel, press Scan Mode. 4 Press or repeatedly until the destination to which you want to scan appears. 5 Press Start Color or Start Black. 6 If you are using a Macintosh operating system, you may need to click Scan from the Scan dialog on the computer screen. 7 If you want to save the scanned image, from the software application, click File 9 Click Save. Related topics: · "Loading original documents on the scanner glass" on page 22 · "Using the control panel" on page 88 Save As. 8 Enter the file name, format, and location where you want the scanned image saved. Scanning images for editing 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original image facedown on the scanner glass. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder.

4 Double-click the Lexmark 5300 Series Center icon. Scanning 28 5 From the "What is being scanned?" menu, choose Photo or Magazine or Newspaper. 6 From the "How will the scanned image be used?" pop-up menu, choose To be printed or To be viewed on monitor/Web page. 7 From the "Send scanned image to" pop-up menu, choose a destination folder or application for your scanned photo. 8 Select Prompt for multiple pages if you have several photos to scan. 9 Click Preview/Edit to open the Scan dialog and adjust settings. From the Settings tab, you can select a preset scan setting, descreen magazine or newspaper scans, and reduce background noise. From the Adjustments tab, you can customize the settings as needed. 10 Crop photos, if needed. For more information, see "Cropping photos using the software" on page 37.

11 Click . Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning a text-only document 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder. 4 Double-click the Lexmark 5300 Series Center icon.

5 From the "What is being scanned?" menu, choose Black Text. 6 Adjust the settings as needed. 7 Click Scan. Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning a text and graphics document 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass.

3 From the Finder desktop, double-click the Lexmark 5300 Series folder. 4 Double-click the Lexmark 5300 Series Center icon. 5 From the "What is being scanned?" menu, choose Mixed Graphics and Text. 6 Adjust the settings as needed. 7 Click Scan. Scanning 29 Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning an item for Web page viewing 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder. 4 Double-click the Lexmark 5300 Series Center icon. 5 From the "How will the scanned image be used?" pop-up menu, choose To be viewed on monitor/web page.

6 Adjust the settings as needed. 7 Click Scan. Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning a portion of an image You can scan certain portions of an image or a document using the cropping function of the Scan dialog. This option is good for scanning logos, parts of a magazine page, or sections of a photo. 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document or image facedown on the scanner glass. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder. 4 Double-click the Lexmark 5300 Series Center icon. 5 Click Preview/Edit. 6 Click inside the document or image in the preview area.

7 Drag the nodes on the crop area to select the part of the image that you want to scan. Note: Drag the nodes on the dashed border to expand or minimize the crop area. 8 Click 9 Click . . Only the designated cropped area is saved or sent to an application.

Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning 30 Scanning multiple pages using the scanner glass 1 Load an original document facedown on the scanner glass. 2 From the Finder desktop, double-click the Lexmark 5300 Series folder. 3 Double-click the Lexmark 5300 Series Center icon. 4 Select Prompt for multiple pages. 5 Click Scan.

6 In the Save dialog, enter a filename for your scan job. 7 From the Where pop-up menu, choose a destination for the scanned items. 8 From the Format pop-up menu, choose a file type. 9 Click Save. 10 When prompted, place the next item on the scanner glass, and then click Scan on the dialog. Continue this for every original document you want to scan. 11 Click Done when you are finished scanning all items. Notes: · You can also select Prompt to name each page if you want to save each scanned item under a different filename. Otherwise, scanned items will be given the filename you specified and numbered accordingly. · When a scan job is saved as a PDF, the Save dialog will only prompt once.

All scanned pages are saved to only one file since PDF supports multiple-page scanning. Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning clear images from magazines or newspapers Descreening helps to remove wavy patterns from images scanned from magazines or newspapers. 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass in the lower right corner. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder. Scanning 31 4 Double-click the Lexmark 5300 Series Center icon. 5 From the "What is being scanned?" menu, select Magazine or Newspaper. 6 Click Preview/Edit. 7 Click 9 Click to open the Scan Settings drawer. 8 From the Descreen pop-up menu on the Settings tab, choose Magazine or Newspaper.

· Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning text for editing Use the Optical Character Recognition (OCR) software feature to scan a document and produce text you can edit with a word-processing application. Note: This function will work only if you have installed ABBYY FineReader 5 SprintX.



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1 Load an original document facedown on the scanner glass. 2 From the Finder desktop, double-click the Lexmark 5300 Series folder. 3 Double-click the Lexmark 5300 Series Center icon. 4 From the "What is being scanned?" menu, select a document type other than Photo. 5 From the "How will the scanned image be used?" pop-up menu, choose To be edited (OCR). 6 From the "Send scanned image to" menu, choose a word-processing application to use for editing. 7 Click Scan.

8 Open the scanned document from the word-processing application for previewing and editing. 9 Edit and save the document. Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning documents or images for e-mailing When you want to scan a new item and send it through e-mail: 1 Load an original document facedown on the scanner glass. 2 From the Finder desktop, double-click the Lexmark 5300 Series folder. 3 Double-click the Lexmark 5300 Series Center icon. 4 From the "What is being scanned?" menu, select a document type other than Photo. 5 From the "How will the scanned image be used?" menu, choose To be viewed on monitor/web page. 6 From the "Send scanned image to" menu, choose an application. Scanning 32 7 Click Scan. 8 Retrieve the scanned image from the application, and send it through e-mail as an attachment.

Related topics: · "Loading original documents on the scanner glass" on page 22 Saving a scanned image 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document facedown on the scanner glass. 3 From the Finder desktop, double-click the Lexmark 5300 Series folder. 4 Double-click the Lexmark 5300 Series Center icon. 5 From the "Send scanned images to" pop-up menu, choose the application where you want to save the scanned image. 6 Adjust the settings as needed. 7 Click Scan. The scanned image opens in the specified application. 8 From the software application, click File 10 Click Save. Save As.

9 Enter the file name, format, and location where you want the scanned image to be saved. Related topics: · "Loading original documents on the scanner glass" on page 22 Scanning over a network Setting a network printer to scan Assigning a name to your computer You can assign a name to your computer when you install the printer software for the first time. Choose this name when you scan an item on the network printer and want to send the scanned image to your computer. The name of the computer can be changed, as needed. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder.

2 Double-click the Lexmark 5300 Series Center icon. 3 From the menu, choose Advanced 5 Click Save. Network Scan Settings. 4 In the Computer Name field, type in the name of your computer. Scanning 33 Setting a "scan to network" PIN Assigning a "scan to network" PIN lets you control the sending of scanned items to your computer.

You can assign a "scan to network" PIN when you install the printer software for the first time. You can also change it as needed. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 From the menu, choose Advanced 4 Select the check box to specify a PIN. 5 Type in a four-digit PIN. Use a combination of numbers from 1-9. 6 Click Save. Network Scan Settings. Selecting printers that can scan to your computer 1 From the Finder desktop, double-click the Lexmark 5300 Series folder.

2 Double-click the Lexmark 5300 Series Center icon. 3 From the menu, choose Advanced Network Scan Access. The Scan Network Access dialog appears. 4 Press + to search for printers connected to the local subnet. The Network All-in-One Selection dialog appears. 5 In the search field, type the IP address of the print server. Consult your network administrator for help finding the IP address of the print server. If you want to narrow your search to a certain subnet, type the IP address of the print server and the subnet mask in CIDR notation. 6 On your keyboard, press return. 7 From the Network All-in-One Selection dialog, select the printer you want to scan to your computer.

8 Click Select. 9 Repeat step 4 to step 8 for every printer that you want to scan to your computer. 10 When finished, click Done. Note: To remove a printer from the list, select the printer, and then click --. Scanning to a computer over a network 1 Make sure: · The printer is connected to a network through a print server or through the wireless network connection.

· The printer, the print server (if used), and the computer receiving the scan are all turned on. · The printer is configured to scan over a network. For more information, see "Setting a network printer to scan" on page 0. 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Scan Mode.

4 Press or repeatedly until the computer to which you want to scan appears on the display. Scanning 34 5 Press . 6 If you set a PIN during network setup: a Press or repeatedly until the number you want appears. b Press to save the entry and move to the next digit. c Repeat step a and step b for the next three numeric spaces. 7 Press or repeatedly until the destination to which you want to scan appears. 8 Press Start Color or Start Black. 9 If you want to save the scanned image, from the software application on the computer, click File 10 Enter the file name, format, and location where you want the scanned image to be saved. 11 Click Save. Related topics: · "Setting a network printer to scan" on page 0 Save As.

Managing scan jobs Canceling a scan job To cancel a scan using the control panel: 1 Press 2 Press . Scanning stops and the scanner bar returns to its home position. to turn off the printer. To cancel a scan using the software: 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 From the Progress dialog, click Cancel. Related topics: · "Using the control panel" on page 88 Learning about the All-In-One Center scan options Adjusting the brightness of an image 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 From the All-In-One Center, click Preview/Edit to open the Scan dialog. 4 Click to open the Scan Settings drawer.

Scanning 35 5 Select the Adjustments tab. 6 From the Brightness area, move the slider to lighten or darken the image. Related topics: · "Customizing scan settings from the Scan dialog" on page 37 · "Adjusting color settings when scanning" on page 36 Adjusting color settings when scanning You can manually adjust the color settings for optimum color output. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder.



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2 Double-click the Lexmark 5300 Series Center icon.

3 From the All-In-One Center, click Preview/Edit to open the Scan dialog. 4 From the Scan dialog, click to open the Scan Settings drawer. 5 From the Settings tab: · Select a preset scan setting corresponding to your document. · If you are not satisfied with a preset setting, customize the scan settings by adjusting color depth and resolution, and choosing a descreening option if you need to remove wavy patterns from images scanned from magazines or newspapers. · Reduce background noise, if necessary.

Select Reduce Background Noise, and move the slider to adjust the level of noise reduction. 6 From the Adjustments tab: · Adjust the brightness, contrast, and gamma (color correction curve). Move the sliders to adjust the levels. · Sharpen the image. Move the slider to adjust sharpness of your image. · Invert colors. Select Invert Colors to reverse the colors of your image. The effect is similar to that of a film negative. Related topics: · "Customizing scan settings from the Scan dialog" on page 37 · "Adjusting the brightness of an image" on page 35 Choosing where to send scanned images 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon.

3 From the "Send scanned image to" pop-up menu, choose the scan destination. · File--Saves the scanned image as a file to open later. · Clipboard--Saves the scanned image to the Clipboard so you can paste it into another document. Large scans may not fit the Clipboard. Note: Scanning at a high resolution to the Clipboard uses a large amount of system memory and drastically affects system performance. · An application--Opens the scanned image in the specified application. Scanning 36 Related topics: · "Saving a scanned image" on page 33 · "Using the All-In-One Center" on page 103 Cropping photos using the software You can use the Auto-crop feature to highlight certain focal points or to show only a specific portion of an image. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 From the All-in-One Center dialog, click Preview/Edit.

4 Select Auto-crop sensitivity. Note: Selecting Auto-crop sensitivity automatically selects the area to be scanned. 5 If you are satisfied with the cropped image, click . If you are not satisfied with the cropped image, make adjustments. a Use any of these methods to make adjustments: · Move the slider.

Note: The slider adjusts the file size, width, and height of the image. If the dashed border seems to disappear, the crop area is set beyond the size of the image. · Click and drag the nodes to expand or minimize the crop area. · Click and drag the crop area to a part of the image you want copied. Note: These actions will deactivate Auto-crop sensitivity.

b Click c Click to preview the image. to scan the image. Related topics: · "Using the All-In-One Center" on page 103 Customizing scan settings from the Scan dialog You can adjust the scan settings and do creative scanning jobs on the Scan dialog. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 Click Preview/Edit to open the Scan dialog. 4 Click to open the Scan Settings drawer and change the settings as needed. Scanning 37 The Scan dialog has three main sections: the Settings tab, the Adjustments tab, and the Preview area. From here Settings tab Go to Scan Settings To select a preset scan setting according to the color and document type of your scan. Note: Select Custom Settings to customize the scan setting manually instead of using a preset scan setting.

Reduce Background Noise Remove smudges and light background shading in color documents. Scanning 38 From here Adjustments tab Go to Brightness Contrast Gamma Blur/Sharpen Rotate Image Invert Colors Mirror Defaults To Adjust the lightness and darkness of the scanned image. Adjust the tone of the image as it is set off against a light or dark background. Increase or decrease the color correction curve. Enabling gamma lets you adjust the amount of ink on the page. Adjust the level of sharpness of the scanned image. Rotates the image 90 degrees clockwise per click. Reverse the colors of the image by inverting the RGB data. The effect created is similar to that of a film negative. Produce a mirror image of the document or image.

Reset the Adjustment controls to the factory default settings. See a preview of the image. Some settings in the dialog are interactive, so you can readily view the changes on the image re-scans the original as you adjust the settings. Clicking document and shows the recent changes in the Preview area. Preview area Auto-crop sensitivity Select or clear Auto-crop sensitivity to activate or deactivate auto-cropping.

Adjust the slider to adjust cropping sensitivity. See the dimension of the scanned image. Select your preferred unit of measurement from the pop-up menu. Width, height, and file size display These buttons are at the top of the Preview area: Click To Show or hide the Scan Settings drawer. Refresh the image in the Preview area.

Start scanning. Related topics: · "Using the All-In-One Center" on page 103 Editing the Customize list The list of applications in the Customize list is generated when you install the All-In-One software. You can expand this list to a maximum of 50 applications. You can add, remove, or modify an application in the Customize list. 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 From the "Send scanned image to" pop-up menu, scroll down to the bottom of the list, and choose Customize list. The Customize list dialog appears, showing all available applications. Scanning 39 To add an application to the list: 1 Click +. 2 Click Browse to navigate through the list of applications available on the computer.

Click the application that you want to add to the Available Applications list. 3 Click OK. 4 From the File Type pop-up menu, choose the type of file you want to send to your chosen application. 5 Edit the display name if desired. This is the name that will appear in the "Send scanned image to" pop-up menu. 6 Click OK. To remove an application from the list: 1 From the list of applications, choose the application you want to remove. 2 Click -. 3 If you are sure, click OK when prompted. Otherwise, click Cancel.

To modify an application in the list: 1 From the list of applications, choose the application you want to modify. 2 Click Edit. 3 Edit the name to be displayed in the "Send scanned image to" pop-up menu. · Click Browse to choose a new path to the application.



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· From the File Type pop-up menu, choose the type of file you want to send to this application.

You can choose only one type of file. · Click OK. Related topics: · "Selecting the All-In-One Center Preferences setting" on page 107 Sharpening an image 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 Click Preview/Edit to open the Scan dialog.

4 From the Scan dialog, click 5 Click the Adjustments tab. 6 From the Blur/Sharpen area, move the slider to adjust the level of sharpness of the scanned image. Related topics: · "Customizing scan settings from the Scan dialog" on page 37 · "Enhancing photo print quality using the software" on page 83 to open the Scan Settings drawer. Scanning 40 Resetting All-In-One software settings to defaults 1 From the Finder desktop, double-click the Lexmark 5300 Series folder. 2 Double-click the Lexmark 5300 Series Center icon. 3 Click Defaults. Related topics: · "Using the All-In-One Center" on page 103 · "Customizing scan settings from the Scan dialog" on page 37 Scanning 41 Faxing Getting started Getting the printer ready to fax CAUTION--SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. Choosing a fax connection You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. If problems occur, see "Setup troubleshooting" on page 125.

Note: The printer is an analog device that works best when directly connected to the wall jack. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. You do not need to attach the printer to a computer, but you do need to connect it to a telephone line to send and receive faxes. You can connect the printer to other equipment. See the following table to determine the best way to set up the printer. Equipment Benefits Send and receive faxes without using a computer. See this section "Connecting directly to a telephone wall jack" on page 46 "Connecting to a telephone" on page 47 · The printer · A telephone cord · The printer · A telephone · Two telephone cords · The printer A telephone An answering machine Three telephone cords The printer A telephone A computer modem Three telephone cords · Use the fax line as a normal telephone line. · Send and receive faxes without using a computer. Receive both incoming voice messages and "Connecting to an answering faxes.

machine" on page 48 Send faxes using the computer or the printer. "Connecting to a computer with a modem" on page 49 Related topics: · "Setup troubleshooting" on page 125 Faxing 42 Using an RJ11 adapter Country/region · United Kingdom Ireland Finland Norway Denmark · Italy Sweden Netherlands France Portugal To connect your printer to an answering machine or other telecommunications equipment, use the telephone line adapter included in the box with the printer. 1 Connect one end of the telephone cord into the Line port of the printer. 2 Connect the adapter to the telephone line that came with the printer. Note: The UK adapter is shown.

Your adapter may look different, but it will fit the telephone outlet used in your location. 3 Connect the telephone line of your chosen telecommunications equipment to the left outlet of the adapter. Faxing 43 If your telecommunications equipment uses a US-style (RJ11) telephone line, follow these steps to connect the equipment: 1 Remove the plug from the EXT port on the back of the printer. Note: Once this plug is removed, any country- or region-specific equipment you connect to the printer by the adapter, as shown, will not function properly. 2 Connect your telecommunications equipment directly to the EXT port on the back of the printer.

Warning--Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Country/region · Saudi Arabia United Arab Emirates Egypt Bulgaria Czech Republic Belgium Australia South Africa Greece · Israel Hungary Poland Romania Russia Slovenia Spain Turkey Faxing 44 To connect an answering machine or other telecommunications equipment to the printer: 1 Remove the plug from the back of the printer. Note: Once this plug is removed, any country- or region-specific equipment that you connect to the printer by the adapter, as shown, will not function properly. 2 Connect your telecommunications equipment directly to the EXT port on the back of the printer. Warning--Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax. Country/region · Germany · Austria · Switzerland Faxing 45 There is a plug installed in the EXT port of the printer. This plug is necessary for the proper functioning of the printer. Note: Do not remove the plug. If you remove it, other telecommunications devices in your home (such as telephones or answering machines) may not work. Related topics: · "Understanding the parts of the printer" on page 86 Connecting directly to a telephone wall jack Connect the printer directly to a telephone wall jack to make copies or to send and receive faxes without using a computer.

1 Make sure you have a telephone cord and a telephone wall jack. 2 Connect one end of the telephone cord into the LINE port of the printer. 3 Connect the other end of the telephone cord into an active telephone wall jack. Related topics: · "Getting the printer ready to fax" on page 42 Faxing 46 Connecting to a telephone Connect a telephone to the printer to use the fax line as a normal telephone line. Then set up the printer wherever your telephone is located to make copies or to send and receive faxes without using a computer. Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter." 1 Make sure you have the following: · A telephone · Two telephone cords · A telephone wall jack 2 Connect one telephone cord to the LINE port of the printer, and then plug it into an active telephone wall jack.



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3 Remove the protective plug from the EXT port of the printer. Faxing 47 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port of the printer.

Related topics: · "Getting the printer ready to fax" on page 42 Connecting to an answering machine Connect an answering machine to the printer to receive both incoming voice messages and faxes. Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter." 1 Make sure you have the following: · A telephone · An answering machine · Three telephone cords · A telephone wall jack 2 Connect one telephone cord into the LINE port jack of the printer, and then plug it into an active telephone wall Faxing 48 3 Remove the protective plug from the EXT port of the printer.

4 Connect a second telephone cord from the telephone to the answering machine. 5 Connect a third telephone cord from the answering machine to the EXT port of the printer. Related topics: · "Getting the printer ready to fax" on page 42 Connecting to a computer with a modem Connect the printer to a computer with a modem to send faxes from the software application. Note: Setup steps may vary depending on your country or region. For more information on connecting the printer to telecommunications equipment, see the related topic, "Using an RJ11 adapter."

1 Make sure you have the following: · A telephone · A computer with a modem · Two telephone cords · A telephone wall jack Faxing 49 2 Connect a telephone cord into the LINE port of the printer, and then plug it into an active telephone wall jack. 3 Remove the protective plug from the EXT port of the printer. 4 Connect a second telephone cord from the computer modem to the EXT port of the printer. Related topics: · "Getting the printer ready to fax" on page 42 Faxing 50 Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. 1 Make sure the computer and the printer are on. 2 Open the top cover. 3 Place the original document or item facedown on the scanner glass in the upper left corner. 4 Close the top cover to avoid dark edges on the scanned image. Related topics: · "Understanding the parts of the printer" on page 86 Faxing 51 Performing faxing and related tasks CAUTION--SHOCK HAZARD: Do not use the fax feature during a lightning storm.

Do not set up this product or make any electrical or cabling connections, such as the power supply cord or telephone, during a lightning storm. Sending a fax Entering a fax number 1 From the control panel, press Fax Mode. 2 Enter a fax number using: The text box Enter a fax number using the keypad. Notes: · You can include a calling card number as part of the fax number. · Enter a maximum of 64 digits in a fax number. · Press Pause / Redial to insert a three-second pause in a number you are entering to wait for an outside line or get through an automated answering system. Speed Dial or Group Dial a Press Phone Book. b Enter Speed Dial and/or Group Dial numbers. · Press or repeatedly until the Speed Dial or Group Dial number you want appears. · Use the keypad to enter the number of the Speed Dial entry (1 89) or Group Dial entry (9099).

Notes: · For instructions on how to add Speed Dial or Group Dial numbers using the computer, see "Setting up Speed Dial using the computer" on page 57. · For instructions on how to add Speed Dial or Group Dial numbers using the control panel, see "Using the Phone Book" on page 57. 3 If you want to send a fax to a group of numbers (broadcast fax): a Press . b Repeat step 2, using any combination of the previous methods, until a maximum of 30 fax numbers have been entered. Related topics: · "Using the control panel" on page 88 Faxing 52 Sending a fax using the control panel 1 Make sure the printer is on. 2 Load an original document facedown on the scanner glass. 3 From the control panel, press Fax Mode. 4 Enter a fax number, or press Phone Book to select a number from the Speed Dial or Group Dial list. For more information, see "Entering a fax number" on page 52. Note: To set up Speed Dial, see "Setting up Speed Dial using the computer" on page 57.

5 If you want to send a fax to a group of numbers (broadcast fax): a Press . b Repeat step 4 and press until a maximum of 30 fax numbers have been entered. 6 Press Start Color or Start Black. Related topics: · "Using the control panel" on page 88 · "Loading original documents on the scanner glass" on page 22 Sending a broadcast fax at a scheduled time You can send a fax to a combination of up to 30 people or groups at a time you choose. 1 Load an original document facedown on the scanner glass. 2 From the control panel, press Fax Mode. 3 Press . 4 Press 5 Press 6 Press 7 Press 9 Press 11 Press . . or repeatedly until Delay Until appears.

or repeatedly until Delay Fax appears. 8 Enter the time you want to send the fax. . or repeatedly to select AM or PM. 10 If the printer is not set to the 24 hour mode, press to save your settings. 12 Enter a fax number, or press Phone Book to select a number from the Speed Dial or Group Dial list. For more information, see "Entering a fax number" on page 52. 13 If needed, repeat step 12 and press 14 Press Start Color or Start Black. until a maximum of 30 fax numbers have been entered. Note: At the designated time, the fax numbers are dialed and the fax is sent to all of the designated fax numbers.

If the fax transmission is unsuccessful to any of the numbers on the broadcast list, the unsuccessful numbers will be dialed again. Faxing 53 Related topics: · "Using the control panel" on page 88 · "Loading original documents on the scanner glass" on page 22 Sending a fax while listening to a call (On Hook Dial) The manual dialing feature lets you dial a telephone number while listening to the call through a speaker on the printer. It is useful when you must navigate an automated answering system or enter a calling card number before sending your fax. 1 From the control panel, press Fax Mode. 2 Press . 3 Press 4 Press . or repeatedly until On Hook Dial appears. You can now hear the dial tone of the telephone line. 5 Enter a fax number, or press Phone Book to select a number from the Speed Dial or Group Dial list. For more information, see "Entering a fax number" on page 52.

Note: Press the keypad numbers to use an automated answering system.



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