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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X6150. You'll find the answers to all your questions on the LEXMARK X6150 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X6150
User guide LEXMARK X6150
Operating instructions LEXMARK X6150
Instructions for use LEXMARK X6150
Instruction manual LEXMARK X6150

LEXMARK™

X6100 Series

User's Guide for Windows

- **“Learning about your All-In-One” on page 9**

Information about the printer parts and software.

- **“Networking” on page 75**

How to use your All-In-One in a network environment.

- **“Maintaining your All-In-One” on page 76**

Caring for your print cartridges and ordering supplies.

- **“Troubleshooting” on page 87**

Information about setup problems, error messages, print quality problems, paper jams, and much more.

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Manual abstract:

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· Refer service or repairs, other than those described in the user documentation, to a professional service person. CAUTION: 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. Mercury statement This product contains mercury in the lamp (<5mg Hg). Disposal of mercury may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or the Electronic Industries Alliance: www.eiae.org. Contents Contents ..

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.. 104 iii iv Finding more information Your All-In-One comes with many helpful resources. Resource Box contents Description These items are in the box with your All-In-One: Power supply Line cord Setup sheet Installation software CD User's Guide Black print cartridge Color print cartridge Setup sheet The setup sheet provides instructions on how to set up your All-In-One hardware and software and information on setup troubleshooting. The User's Guide provides information on: Basic usage of your All-In-One Printing, scanning, copying, and faxing Printing digital photos Creating projects Maintaining your All-In-One Setup and general troubleshooting User's Guide Help The Help provides information on using the All-In-One software. To access the help: Click the Lexmark X6100 Series All-In-One Center icon on your desktop, and then click Help. 1 Resource Readme file Description After you install your software, you can access the Readme file from the Lexmark 6100 Series All-In-One folder. The Readme file contains late-breaking information that does not appear in the User's Guide or the Help. To access the Readme file: Click Start Programs Lexmark X6100 Series Readme. Lexmark Web site The Web site has information on: · UpgradesSoftware upgrade information · Customer CareContact information, order status, warranty, and repair information · DownloadsDrivers · ReferencePrinter documentation and product specifications You can get more information from the Lexmark Web site at: <http://support.lexmark.com/>. 2 Setting up your All-In-One Set up the All-In-One Multiple methods of setup are possible with the All-In-One you have purchased. The Setup sheet that came with your All-In-One provides basic setup instructions. However, you can also connect your All-In-One with equipment, such as a telephone, an answering machine, or a computer modem.

Note: The X6100 Series All-In-One 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 All-In-One, as described in the setup steps. If you want a digital connection such as ISDN, DSL, or ADSL, a third party device is required. Equipment · All-In-One · phone cord · All-In-One · telephone · two phone cords Benefits Make copies and send and receive faxes without the use of a computer. · Use the fax line as a normal telephone line. · Set up your All-In-One wherever your telephone is.



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· Make copies and send and receive faxes without the use of a computer. See this section: "Connecting directly to a telephone wall jack" on page 5 "Connecting to a telephone" on page 5 3 Equipment All-In-One telephone answering machine three phone cords All-In-One telephone computer modem three phone cords Benefits Receive both incoming voice messages and faxes. See this section: "Connecting to an answering machine" on page 7 Increase the number of phone connection outlets. "Connecting to a computer modem" on page 8 Note: The phone cord must be connected into the correct position.

Telephone/ answering machine port Wall jack port 4 Connecting directly to a telephone wall jack Connect a phone cord from the wall jack port on the All-In-One to the telephone wall jack. Connecting to a telephone If your All-In-One does not have a handset, you can connect a telephone to your All-In-One to use the fax line as a normal telephone line. 2 1 3 1 Remove the protective plug from the telephone/answering machine port on the back of the All-In-One. 2 Connect a phone cord from the telephone to the telephone/ answering machine port on the All-In-One. 5 3 Connect a phone cord from the wall jack port on the All-In-One to the telephone wall jack.

Note: Special setup option shown on page 56 for manual receive modes. 6 Connecting to an answering machine 1 3 2 4 1 Connect a phone cord from the telephone to the answering machine. 2 Remor off. · Cancel a scan, print, or copy job in progress. · Clear a fax number or end a fax transmission and return the display to the fax default.

· Exit a menu. · Clear current settings and return to default settings. Enter copy mode. Note: This button is lit when the All-In-One is in copy mode. Copy 13 Press: Scan To: Enter scan mode (possible when the All-In-One is attached to a computer). Note: This button is lit when the All-In-One is in scan mode. Fax Enter fax mode. The All-In-One can receive a fax while in any mode. Note: This button is lit when the All-In-One is in fax mode. Quality · Select from the following copy qualities: Quick, Normal, Better, or Best.

· Select a fax resolution: Standard, Fine, Superfine, or Ultrafine. · Select a scan resolution when the All-In-One is attached to a computer. Specify a number (1-99) of copies. Lighten or darken a copy or fax. Customize the size of your original document by a percentage, Fit to Page, or to poster size. · Decrease a number on the display. · Scroll through a list on the display. Choose the option that appears on the display. Scroll through the list of menu headings (see page 15). · Increase a number.

· Scroll through a list on the display. Use the speed dial feature while the All-In-One is in fax mode. Note: If you press Speed Dial when your All-In-One is in copy or scan mode, the All-In-One will automatically switch to fax mode. Number of Copies Lighter/Darker Reduce/Enlarge Left arrow Select Options Right arrow Speed Dial 14 Press: A keypad number or symbol To: · In fax mode: Enter fax numbers. Get through an automated answering system.

Select letters when creating a Speed Dial list. Type numbers to enter or edit the date and time shown on the All-In-One display. · In copy mode: Select the number of copies you want to make. Redial/Pause · Redial the last number entered when the machine is in fax mode. · Insert a three-second pause in the number to be dialed.

Enter a pause only when you have already begun entering the number. Note: If you press Redial/Pause when your All-In-One is in copy or scan mode, the All-In-One automatically switches to fax mode. Color Start a color copy, fax, or scan job. Note: In the Mode area, make sure the mode you want is lit. Black Start a black and white copy, fax, or scan job. Note: In the Mode area, make sure the mode you want is lit. Enter text on the control panel If you want to create a speed dial list using the control panel, you need to enter text using the keypad buttons. To enter text: 1 Find the number button that corresponds to the letter you want to enter and press it repeatedly until the correct letter appears. 2 Press the right arrow button to move to the next character space. Note: To enter a space between words, press the right arrow button twice.

15 3 Repeat the above steps until you are finished entering text. 4 Press Select. Use the All-In-One software The All-In-One software includes the: Fax Setup Utility (page 16) Lexmark All-In-One Center (page 19) Print Properties (page 19) Lexmark Photo Editor (page 21) Lexmark X6100 Series Solution Center (page 22) Optical Character Recognition (page 23) Using the Fax Setup Utility Use this utility to adjust the fax send and receive settings. When you save the settings, they apply to every fax you send or receive. You can also use this utility to create and edit your speed dial list. · Click Start Utility. Programs Lexmark X6100 Series Fax Setup 16 · From the Lexmark All-In-One Center, click the Maintain/ Troubleshoot tab and then click Display the Fax Setup Utility. 17 The following table contains the Fax Setup Utility tabs. On this tab: Send You can: · Enter your name and fax number. · Select a maximum send speed and a print quality for outgoing faxes.

· Choose whether to scan the entire document before dialing the number. · Choose whether to use error correction. · Select when to print a fax usage report. · Select when to print a fax activity report. · Choose whether you want a header (the sender's fax number and name) to appear on each page you receive. · Choose whether you want to print a footer (date, time, and page number) on each page. · Automatically reduce an incoming fax to fit to the paper size loaded or print it on two sheets of paper. · Select whether you want to forward a fax or print it, and then forward it. · Select the number of times you want the machine to redial and the time between those attempts if the fax cannot be sent on the first try. · Select the phone line format you want to use (Pulse, Touch-tone, Behind a PBX).

· Enter a dialing prefix. · Choose how (manually, if fax tones are detected, or after a certain amount of rings) you want to answer incoming calls. · Choose a distinctive ring. Add to, create, or edit the speed dial list. Create a group number and name and add phone numbers to the group. Receive Connection/Dialing Speed Dial Group Speed Dial 18 Using the Lexmark All-In-One Center To access the Lexmark All-In-One Center, the software driver for your Lexmark X6100 Series: · Double-click the Lexmark X6100 Series All-In-One Center desktop icon.



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· Click Start Programs All-In-One Center. Lexmark X6100 Series Lexmark You can use the Lexmark All-In-One Center to: Scan, copy, print, and do other tasks. View images you have scanned or saved. Select copy and scan settings.

Access troubleshooting and maintenance information. Access the Fax Setup Utility (see page 16). Using Print Properties You can change your All-In-One settings in Print Properties. To open Print Properties: 19 1 With your document open, click File Print. 2 In the Print dialog box, click Properties, Preferences, Options, or Setup (depending on your program or operating system). The Print Properties screen appears. 20 The I Want To menu helps you select the All-In-One settings needed to print a variety of things such as photos, banners, and envelopes. Use the tabs (Quality/Copies, Paper Setup, and Print Layout) along the left side of the Print Properties dialog box to select your All-In-One print settings. Using the Lexmark X6100 Series Photo Editor The Photo Editor lets you adjust photo attributes (brightness, contrast, red eye reduction, and orientation) of scanned images. You can also crop an image or erase part of it. To access the Lexmark X6100 Series Photo Editor, click Start Programs Lexmark X6100 Series Lexmark Photo Editor. 21 Using the Lexmark Solution Center The Lexmark Solution Center (LSC) provides All-In-One help and information about printer status, paper type detected, and ink levels. There are two ways to open the LSC: · Click Start Programs Lexmark X6100 Series Lexmark Solution Center. · From the All-In-One Center, click the Maintain/Troubleshoot tab and click on a topic. The following table describes the LSC tabs: From this area or tab: Printer Status How To You can: · Check printer status · Check ink levels ·

Learn about basic features.

· Print, scan, copy, and fax instructions. · Look at project information. 22 From this area or tab: Troubleshooting You can: Check the current All-In-One status. View recommended Help topics. View common troubleshooting topics.

Search for more specific troubleshooting topics. Maintenance Install a new print cartridge. Order new cartridges. Print a test page. Clean your print cartridges to fix horizontal streaks. · Align the cartridges. Order ink cartridges or supplies. Get an All-In-One software update. See special offers. Register your All-In-One.

View Lexmark phone numbers. Visit the Lexmark Customer Support Web site. Contact Information Advanced · Change voice or appearance options. · See software version information. · Change the network printing settings. Using Optical Character Recognition You can use Optical Character Recognition (OCR) to edit document text. 1 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 2 From the Productivity Tools list, select Edit text found in a scanned document (OCR). 3 Follow the steps on your screen, and then click Send Now.

23 Loading paper and originals The basic functions of your All-In-One are the copy, scan, print, and fax functions. First, learn how to load paper into your All-In-One with the following instructions. Then, read on to learn how to copy, scan, print, and fax. Load plain paper into the paper support 1 Place the paper against the right side of the paper support. Note: Do not force the paper into the All-In-One.

2 Squeeze and slide the paper guide to the left edge of the paper. 24 Note: The top of letter size paper should be slightly above the paper support. Load banner paper into the paper support 1 Place a stack of banner paper (20 sheets or less) on the top cover, and feed in the first sheet. 2 Place the paper against the right side of the paper support. 3 Squeeze and slide the paper guide to the left edge of the paper.

25 Note: Once the All-In-One begins printing, wait until you can see the leading edge of the banner exiting the All-In-One, and then carefully unfold the paper down to the floor in front of the All-In-One. 26 Follow these guidelines when loading paper in the paper support. Load up to: 100 sheets of plain paper Make sure: · The paper is loaded vertically against the right side of the paper support. · The paper guide is against the left edge of the paper. Note: To load letterhead, make sure the front of the letterhead faces you, and feed the top of the letterhead into the All-In-One first. 10 envelopes · The print side of the envelopes faces you. · The envelopes are loaded vertically against the right side of the paper support. · The stamp location is in the upper left corner. · The paper guide rests against the left edge of the envelopes. · You choose to print the envelope with Landscape orientation.

· You select the correct envelope size. Select the next biggest size if the exact envelope size is not listed, and set the left and right margins so that your envelope text will be correctly positioned on the envelope. Note: You can load a single envelope into the paper support without removing plain paper. 10 greeting cards, index cards, postcards, or photo cards 25 sheets of coated, photo, or glossy paper 10 transparencies · The print side of the cards faces you. · The cards are loaded vertically against the right side of the paper support. · The paper guide rests against the left edge of the cards. · The glossy or coated side of the paper faces you. · The paper guide rests against the left edge of the photo paper. · The rough side of the transparencies faces you. · The paper guide rests against the left edge of the transparencies.

Note: You can load a single transparency into the paper support without removing plain paper. 27 Load up to: Make sure: 100 sheets of · The print side of the paper faces you. custom size paper · Your paper size fits within these dimensions: Width · 76 - 216 mm · 3.0 - 8.5 inches Length · 127 - 432 mm · 5.

0 - 17.0 inches · The paper guide rests against the left edge of the paper. 25 iron-on transfers · You follow the loading instructions on the iron-on transfer packaging. · The blank side of the transfers faces you. · The paper guide is against the left edge of the iron-on transfers.

· The banner paper is designed for use with inkjet printers. · You select Letter Banner or A4 Banner in Print Properties. For help, see "Using Print Properties" on page 19. Failure to do so will cause a paper jam. · You remove any paper from the paper support before inserting banner paper. · Place a stack of banner paper with only the number of sheets you need to print your banner on top of the All-In-One.



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20 sheets of banner paper Note: The paper exit tray can hold up to 50 sheets of paper. Load an original document into the ADF You can load up to 50 sheets of your original document (text side up) in the ADF (available on some models) for scans, copies, and faxes. 28 Note: You can load A4, Letter, or legal size paper into the ADF text side up. Note: You cannot load small images in the ADF.

Place small images on the scanner glass. Note: Make sure you select paper type and paper size in Print Properties. For help, see "Using Print Properties" on page 19. 29 Load an original document on the scanner glass 1 Make sure your computer and your All-In-One are on. 2 Open the top cover. 3 Place the original document face down on the scanner glass in the upper left corner. 4 Close the top cover. Note: Make sure you select paper type and paper size in Print Properties. For help, see "Using Print Properties" on page 19. 30 Copying You can use your All-In-One to copy in several ways.

Copy using the control panel and the scanner glass 1 Make sure your All-In-One is on. 2 Open the top cover. 3 1 Place the item you want to copy face down on the scanner glass in the upper left corner. Make sure the top of the document faces left. 4 Close the top cover, and then load paper in the paper support. 5 From the Mode area on the control panel, press Copy to enter copy mode. 32 6 If you want to make more than one copy, press the numbers on the keypad that correspond with the number of copies you want to make. 7 From the Start area on the control panel, press Color to create a color copy of a color image or press Black to create a black and white copy. Copying appears on the display. Copy using the control panel and the ADF 1 Make sure your All-In-One is on and blank paper is loaded in the paper support.

2 Load up to 50 sheets of your document face-up into the ADF (available on some models). 3 From the Mode area on the control panel, press Copy to enter copy mode. 4 From the control panel, customize your document. See page 37 for setting and menu options. 33 5 From the Start area on the control panel, press Color to create a color copy of a color image or press Black to create a black and white copy. Copying appears on the display. Copy using the All-In-One software and scanner glass 1 Make sure blank paper is loaded in the paper support. 2 Make sure your computer and your All-In-One are on. 3 Open the top cover. 34 4 Place the item you want to copy face down on the scanner glass in the upper left corner.

5 Close the top cover. 6 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 7 Click See More Copy Settings. 35 8 Select a quantity and color for your copies. Note: To choose a paper size or further customize your copy job, click Display Advanced Copy Settings. 9 Click Copy Now. Copy using the All-In-One software and ADF 1 Make sure your computer and All-In-One are on and paper is loaded in the paper support. 2 Load up to 50 sheets of your document face-up into the ADF (available on some models). @ @The All-In-One Main Page appears.

4 Click See More Copy Settings. 5 Select a quantity and color for your copies. 36 Note: To choose a paper size or further customize your copy job, click Display Advanced Copy Settings. 6 Click Copy Now. Control panel menus When you press the Options button repeatedly, the following menu headings appear.

Copy mode From this sub menu: You can: Specify the size of the paper loaded in the paper support: BLANK PAPER SIZE Letter Legal B5 A4 A5 A6 3x5 4x6 L 2L Note: For other specialty sizes, see the All-In-One Center. BLANK PAPER TYPE Specify the type of paper loaded in the paper support: Auto Detect (default) Plain Coated Photo Transparency Auto Detect optimizes the setting according to the type of paper loaded. Note: For other specialty types, see the All-In-One Center. 37 From this sub menu: You can: Specify how many copies of one image you want on one page: REPEAT IMAGE 1 x per page 4 x per page 9 x per page 16 x per page COLOR ORIGINAL SIZE Adjust the color intensity of the copy. Specify the size of the document on the glass.

Auto detect is the default. Note: Specify an original size other than Auto Detect to confine the scan area to the size of the original selected. CONTENT TYPE COLLATE-BLACK Specify the type of document on the scanner glass. Collate multiple black and white copies. Note: You can collate color copies from the All-In-One software. KEY PRESS TONE Turn on or off the sound that is made when you press a control panel button. The options are: Off Low (default) High MAINTENANCE Check ink levels. Change cartridges. Align cartridges. Clean cartridges.

Print a test page. POWER SAVE Select a time to begin reducing power: After 30 min (default) After 60 min Never Immediately After 10 min CLEAR SETTINGS Select when you want your All-In-One to return to the default settings: After two min Never 38 From this sub menu: You can: Set your default settings to: Use Factory Use Current SET DEFAULTS LANGUAGE Select a language for all display text. Note: The option currently selected is noted with an asterisk (*) on the display. 39 Scanning You can use your All-In-One to scan in several ways. Scan using the control panel and the scanner glass 1 Make sure your All-In-One is on and connected to your computer. 2 Open the top cover. 40 3 Place the item you want to scan face down on the scanner glass in the upper left corner. 4 Close the top cover. 5 From the Mode area on the control panel, press Scan to put the All-In-One in scan mode. 6 Press the right arrow button to scroll through the list of possible programs to which you can scan.

41 7 Press Select when the program to which you want to scan appears. 8 From the Start area on the control panel, press Black to begin a black and white scan or Color to begin a color scan. Scan using the All-In-One software and the scanner glass 1 Make sure your computer and All-In-One are on. 2 Open the top cover. 42 3 Place the item you want to scan face down on the scanner glass in the upper left corner.

4 Close the top cover. 5 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 43 6 From the Send scanned image to: drop-down box, select your scan destination. 7 Click See More Scan Settings.

8 Answer the other questions on your screen to further customize your scan job.



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9 Click Scan Now. Scan using the control panel and the ADF 1 Make sure your computer and All-In-One are on. 2 Load up to 50 sheets of the original document face up into the ADF (available on some models). 3 From the Mode area on the control panel, press Scan to put the All-In-One in scan mode. 4 Press the right arrow button to scroll through the list of possible programs to which you can scan. 5 Select the program to which you want to scan. 44 6 From the Start area on the control panel, press Black to begin a black and white scan or Color to begin a color scan. Scan using the All-In-One software and the ADF Note: Some programs do not support multiple page scanning. 1 Make sure your computer and All-In-One are on.

2 Load up to 50 sheets of the original document face up into the ADF (available on some models). 3 Double-click the Lexmark X6100 Series All-In-One Center desktop icon. The All-In-One Main Page appears. 4 From the Send scanned image to: drop-down box, select your scan destination. Note: If you want to further customize your scan, click See More Scan Settings for more customizing options. 5 Click Scan Now. 45 Scan multiple images You can scan multiple images at once to save time: 1 Put the first sheet on the scanner glass. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 3 From the Send scanned image to: drop-down box, select your scan destination.

4 Click See More Scan Settings. 5 Click Display Advanced Scan Settings. The Advanced Scan Settings dialog box appears. 6 Select Scan multiple items before output. 7 Click OK.

8 Click Scan Now. 9 When you are prompted to do so, place the next page on the scanner glass. E-mail a scanned image or document You can send photographs to people through e-mail: 1 Open the top cover. 2 Place the photograph you want to scan face down on the scanner glass. 3 Close the top cover. 4 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 46 5 Click Preview Now. 6 From the Productivity Tools area, click E-mail an image or document. 7 From the What is being scanned? menu, select Photo. 8 Follow the instructions on the screen to prepare the photograph for e-mail. 9 Click Attach Now. 10 Write a note to accompany the attached photo, and then send it. Save an image on your computer 1 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears.

2 From the Productivity Tools area, click Save an image on my computer. 3 Follow the directions to save an image on your computer. Edit text found in a scanned document using Optical Character Recognition 1 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 2 From the Productivity Tools list, click Edit text found in a scanned document (OCR). 3 Follow the steps on your screen. Enlarge or reduce documents 1 Make sure you have paper loaded in the paper support. 47 2 Open the top cover. 3 Place the document or pattern you want to enlarge or reduce face down on the scanner glass. 4 Close the top cover.

5 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 6 Click Preview Now. 7 From the Productivity Tools area, select Enlarge or reduce an image. 8 Follow the instructions on the screen to select the size of your new image.

9 When you are finished customizing your image, click Print Now. Control panel menus When you press the Options button repeatedly, the following menu headings appear. Scan mode From this sub menu: You can: Specify the size of the document on the scanner glass. Note: Leave this on Auto Detect (default) unless the size of the document you printed is not satisfactory. ORIGINAL SIZE POWER SAVE Select a time to begin reducing power: After 10 min After 30 min (default) After 60 min Never Immediately 48 From this sub menu: You can: Select when you want your All-In-One to return to the default settings: · After two minutes · Never CLEAR SETTINGS SET DEFAULTS Set your default settings to: · Use Factory · Use Current LANGUAGE Select a language for all display text.

Note: The option currently selected is noted with an asterisk (*) on the display. 49 Printing Print a document 1 Make sure your computer and your All-In-One are on. 2 With your document open, click File Print. 3 To change the All-In-One settings, click Properties, Options, Setup, or Preferences (depending on the program or operating system), and then make changes to the settings. 4 Click OK. 5 From the Print dialog box, click OK or Print (depending on the program). Print collated copies When your All-In-One is attached to your computer, you can print black and white or color collated copies. To print collated copies: 1 Make sure you have paper loaded in the paper support. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears.

3 Click See More Copy Settings. 4 Select the Collate Copies check box. 5 Click Copy Now. When you are using your All-In-One without a computer, you can print black and white collated copies: 1 Make sure you have paper loaded in the paper support. 50 2 Press Copy. 3 Press Options repeatedly until Collate - Black appears. 4 Press the right arrow to scroll to the amount of pages you want to collate. 5 Press Select. Print more than one page on a sheet of paper 1 Make sure paper is loaded. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon.

The All-In-One Main Page appears. 3 From the Productivity Tools area, click More than one page on a sheet of paper. 4 Follow the instructions on your screen. Print an image as a multi-page poster 1 Make sure you have paper loaded in the paper support. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon.

The All-In-One Main Page appears. 3 Under Productivity Tools, click Print an image as a multi-page poster, and then follow the instructions to print your poster. Print last page first 1 Make sure you have paper loaded in the paper support. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. 51 The All-In-One Main Page appears.

3 Click See More Copy Settings. 4 Select the Print Last Page First check box. 5 Click Copy Now. Print repeating images You can print the same image multiple times, as few as two per page and as many as eight per page, on one sheet of paper: 1 Load A4 or letter size paper in the paper support. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon. The All-In-One Main Page appears. 3 From the Productivity Tools menu, click Repeat an image several times on one page.



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4 Follow the instructions on your screen, and then click Print Now. Print two images on one page You can print two images on one page to save paper or create interesting documents: 1 Make sure you have paper loaded. 2 From your desktop, double-click the Lexmark X6100 Series All-In-One Center icon.

The All-In-One Main Page appears. 3 Click View Saved Images. 4 From the Productivity Tools menu, click Print two different pictures on one page (2 on 1). 5 Follow the instructions on your screen. 52 Print a banner 1 Place a stack of banner paper (20 sheets or less) on the top cover, and feed in the first sheet. 2 With your document open, click File 3 Click Properties. Print. 4 From the I Want To menu, click Print a banner. 5 Follow the instructions on your screen. 6 Click OK.

7 Click OK. 8 Click OK. 53 Note: Once the All-In-One begins printing, wait until you can see the leading edge of the banner exiting the All-In-One, and then carefully unfold the paper down to the floor in front of the All-In-One. 54 Faxing You can use your All-In-One to send color or black and white faxes. You can send and receive (see page 55) A4, legal, and letter size documents.

If you want to... Receive a fax In this way..

. The All-In-One always answers the call. You answer calls and decide to accept a fax. The answering machine answers calls or the All-In-One detects fax tones and accepts a fax. See this topic: "Automatically" on page 56 "Manually" on page 56 "Answering machine" on page 57 Send a fax Using the control panel and scanner glass Using the control panel and ADF Using the All-In-One Center Sending a fax from your PC "Use the control panel and scanner glass" on page 57 "Use the control panel and ADF" on page 60 "Use the All-In-One Center" on page 61 "Send a fax from your PC" on page 61 "To customize your settings" on page 67 "Use the control panel" on page 67 Customize a fax job Using the Fax Setup Utility Using the control panel Receive a fax You can choose to receive a fax automatically, manually, or through an answering machine. 55 Note: For your All-In-One to receive a color fax, the machine from which you are receiving must also support color faxes. Automatically Recommended for a dedicated fax line. Your All-In-One will automatically accept incoming faxes. If you change your settings and want to reset to automatic answering mode: 1 From the control panel, press Fax. 2 Press Options until Answer fax when appears.

3 Press the right arrow to choose After 1 ring, After 2 rings, After 3 rings (default), or After 5 rings. 4 Press Select. When the number of rings that you set is detected, the All-In-One automatically receives your fax. Manually Recommended for a shared fax and telephone line. You can choose to accept incoming faxes by setting your All-In-One to manual answering mode. 1 From the control panel, press Fax. 2 Press Options until Answer fax when appears. 3 Press the right arrow to choose Manual-Press #. 4 Press Select. 5 When it rings, pick up a telephone that is connected to the external jack of the All-In-One and listen for the fax calling tone.

6 Press the pound (#) key on the telephone to accept the incoming fax. 7 Hang up the telephone. 56 The All-In-One receives your fax. Note: To successfully accept an incoming fax, you must use the telephone that is directly attached to the All-In-One. Answering machine Recommended for a shared fax and telephone line.

To receive a fax if you are connected through an answering machine: 1 From the control panel, press Fax. 2 Press Options until Answer fax when appears. 3 Press the right arrow to choose Fax Tone Heard. 4 Press Select. When a ring is detected, the answering machine picks up the call.

· If a fax is detected, the All-In-One receives the fax, and · disconnects the answering machine. If not, the answering machine completes the call. Note: To successfully accept an incoming fax, you must use the telephone that is directly attached to the All-In-One. Note: You must set up the equipment as shown on page 5 and 6 to work properly. Send a fax Use the control panel and scanner glass 1 Make sure your All-In-One is on. 2 Open the top cover. 57 3 Put the first page of your document face down on the scanner glass in the upper left corner. 4 Close the top cover. 5 On the control panel, press Fax. 6 Using the numbers on the keypad, enter the fax number.

@@@ @@@@ Then, press 2 to answer No. @@@@ @@@@ @@@@ @@@@ 2 Load up to 50 sheets of your original document face-up in the ADF.

@@@ @@@@ Note: You cannot receive soft copy faxes, only send them. All incoming faxes will print from your All-In-One. @@@@ @@@@ @@@@ 2 Press Options until you see Edit speed dials. 3 Press Select. 4 Enter the fax number and press Select. 5 Enter the name using the keypad. @@@@ 2 Press Speed Dial. 3 The first speed dial number in the list appears.

@@@ @@@ 2 Enter a fax number. @@ Continue this procedure until all of the fax numbers (up to 5 numbers) have been entered. To delay sending a broadcast fax 1 On the control panel, press Fax. 2 When the default screen appears, press Options until Delay Until appears. 3 Press Select.

63 4 Enter the time you want your fax to send. 5 Press Select. 6 If your All-In-One is in 24 hour mode, the screen will return to the default display. If the machine is set to 12 hour mode, press 1 for AM or 2 for PM. 7 Using the keypad, enter the fax number.

8 Press Black or Color to send your fax to this number or press Select to enter another fax number (you can do this up to 5 times and the delayed fax will be sent to as many numbers as you entered). Note: At the designated time, the fax numbers are dialed and the fax transmitted 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 tried again at the end of the list.

Sending a delayed fax using speed dial 1 On the control panel, press Fax. 2 When the default screen appears, press Options until Delay Until appears. 3 Press Select. 4 Enter the time you want your fax to send. 5 Press Select. 6 If your All-In-One is in 24 hour mode, the screen will return to the default display. If the machine is set to 12 hour mode, press 1 for AM or 2 for PM.

64 7 Press Speed Dial and then: · Use the arrow buttons to scroll through the speed dial list to find the desired fax number, and then press Black or Color. OR · Press the keypad buttons to enter a two-digit number (viewable in the upper left corner of the display), and then press Black or Color. Manually dialing a fax while listening to a telephone line The manual dialing feature lets you dial a telephone number while listening to the call through a speaker on the All-In-One.

It is useful when you must navigate an automated answering system before sending your fax. 1 On the control panel, press Fax.



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2 Press Options repeatedly until On Hook Dial appears. 3 Press Select. You can now hear the dial tone of the phone line. 4 Enter the number to which you want to send a fax. Note: Press the keypad numbers to navigate an automated answering system, if necessary.

5 Press Black or Color when you hear fax tones. Distinctive ring patterns Distinctive ring is a service provided by some telephone companies that assigns multiple phone numbers to a single telephone line. If you subscribe to this service, you can program your All-In-One to have a distinctive ring pattern and phone number for incoming faxes. To use distinctive ring for faxing: 1 Order the distinctive ring service from your telephone company. 2 On the control panel, press Fax.

65 3 Press Options repeatedly until Advanced Fax appears. Press Select. 4 Press Options repeatedly until Distinctive ring appears. 5 Select a distinctive ring: Any (default; This setting answers any type of ring.) Single ring Double ring Triple ring 66 To customize your settings Use the Fax Setup Utility You can adjust the fax settings in the Fax Setup Utility.

These settings apply to the faxes you send or receive. 1 Click Start Programs Lexmark X6100 Series Fax Setup Utility. 2 Click each tab and change the settings as desired. 3 Press Save Settings after you finish your updates. Nothing is saved until you press this button. 4 Click Close. Use the control panel you can use the control panel to customize your fax jobs. Press Fax to enter Fax mode, and then press Options repeatedly to see each sub menu. Note: You can also use the Fax Utility Software to adjust most of the All-In-One fax settings. For more information, see "Using the Fax Setup Utility" on page 16.

From this sub menu: You can: Cancel any faxes that have not been sent. Print: An activity report (the last 40 sent and received faxes) A send log A receive log A settings list (lists settings such as ringer volume, fax quality, redial attempts) PENDING FAXES PRINT REPORTS 67 From this sub menu: You can: Select how a fax is received. Automatically: ANSWER FAX WHEN After After After After 1 2 3 5 ring rings rings (default) rings Manually: Press # on external phone connected to the All-In-One. Fax tone heard: When an answering machine is connected to the external phone jack on the All-In-One. Note: For more information, see page 57. DELAY UNTIL Enter a specific time to send a fax. For help, see page 63. Note: Make sure the date and time are entered correctly before you set a specific time to send a fax. ON HOOK DIAL Press Select to use On Hook Dial and dial the number when you hear a dial tone. For more information, see page 65.

RINGER TONE Choose a tone for incoming rings: Off Low (default) High KEY PRESS TONE Turn on or off the sound that is made when you press a control panel button. The options are: Off Low (default) High SPEAKER VOLUME Turn the All-In-One speaker volume (affects All-In-One fax sounds) to: Off Low (default) High 68 From this sub menu: You can: Do these things to your speed dial list: Add to it Remove a number from it Modify it Print it EDIT SPEED DIAL Note: For more information, see page 62. EDIT TIME/DATE Edit the time and date. Note: Make sure you enter a number into each of the available spaces. For example, 01:00 for 1:00.

PERSONALIZE FAX Enter your name or the name of your business and your number. This information appears as a heading to identify you and your fax machine to the fax recipient. Choose: A4 Letter Legal Note: If no asterisk (*) is present, a paper size that is not supported by fax has been selected through the copy menu. BLANK PAPER SIZE BLANK PAPER TYPE Specify the type of paper loaded in the paper support: Auto Detect (default) Plain Coated Photo Transparency Auto Detect optimizes the setting according to the type of paper loaded. Note: For other specialty types, see page 27.

FAX FORWARD Turn this feature off (default). Enter a number to forward the fax to. Print the fax and forward it. Press Select to see a menu of advanced fax options (page 70). ADVANCED FAX 69 From this sub menu: You can: Check ink levels. Change cartridges. Align cartridges. Clean cartridges. Print a test page. MAINTENANCE Note: Some links will not work while a job is in progress.

CLEAR SETTINGS Select when you want your All-In-One to return to the default settings: After two minutes Never SET DEFAULTS Set your default settings to: Use Factory Use Current Advanced Fax options From this Advanced Fax option: You can select: The number of times you want the machine to try again if your fax does not go through: Redial attempts 0 1 2 3 4 5 times time times (default) times times times Redial interval The time the machine waits before attempting a fax call again: 1 2 3 4 5 6 7 8 min min min (default) min min min min min 70 From this Advanced Fax option: You can select: Off (no status page is printed) Print for all (prints a status report after each fax you send including jobs that have errors). Print for errors (prints a status report only after jobs that did not send). (default) On request (you can ask for the report to print). (default) After 40 faxes (report is automatically generated after 40 faxes print). Try to fit (default) Two pages On (if you want the machine to insert the time, date, and page number at the bottom of each incoming fax). (default) Off Touch Tone (default) Pulse Behind a PBX (Dial tone detect off) - send a fax without waiting for a dial tone Fax confirmation Activity report generation Fit fax to page Fax footer Dialing method Ring pattern Any (default) Single ring Double ring Triple ring Note: You can choose distinctive rings, if they are available from your local telephone service. If they are not available, select Any. See "Distinctive ring patterns" on page 65 for setup instructions. Dial prefix None (default) Create - you can create an up to 8 character prefix to be added to the beginning of each number dialed. Yes (default) Yes - Only works with standard or fine black and white faxes.

Scan before dial 71 From this Advanced Fax option: You can select: A bps speed: Max send speed 33,600 (default) 31,200 28,800 26,400 24,000 21,600 19,200 16,800 14,400 12,000 9,600 7,200 4,800 2,400 Error correction On (default) Off Note: Typically, error correction should be on.



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However, you can turn error correction off if you have an older computer or have trouble sending a fax. Language Your language 72 From this Advanced Fax option: You can select: Country code Argentina Australia Austria Belgium Brazil Bulgaria Canada Chile Columbia Croatia Czech Republic Denmark Ecuador Egypt Estonia Finland France Germany Greece Guam Hong Kong Hungary India Indonesia Ireland Israel Italy Japan Latvia Lithuania Luxembourg Malaysia Mexico Netherlands New Zealand Norway 73 From this Advanced Fax option: You can select: Country code (continued) Peoples Republic of China Peru Philippines Poland Portugal Puerto Rico Romania Russia Saudi Arabia Singapore Slovenia South Africa Spain Sweden Switzerland Taiwan Thailand Turkey UAE UK USA Venezuela Virgin Islands Note: The option currently selected is noted with an asterisk (*) on the display. 74 Networking A network is a group of devices connected to each other for the purpose of sharing information. You can purchase a network adapter from Lexmark separately.

Here is a quick look at what you can do if you are considering using your All-In-One across a network: · Print from multiple computers if your All-In-One is attached to a computer. · Copy using the control panel. · Use the Print to fax feature. However, Fax Setup Utility functions are not available. Fax setup must be done from the control panel.

Note: You cannot use your All-In-One to scan across a network. 75 Maintaining your All-In-One Replace the print cartridges The Lexmark X6100 Series uses the following cartridges: Item: Black cartridge Color cartridge Part number: 82 83 or 88 Note: For information about ordering supplies, see page 86. 1 Make sure the All-In-One is on. 2 Lift the scanner unit until the scanner support keeps it open. The print cartridge carrier moves and stops at the loading position, unless the All-In-One is busy. 76 3 Squeeze the tabs on the cartridge lids, and then lift the lids. 4 Remove the old cartridges. Store them in an air-tight container or dispose of them. 5 If you are installing new cartridges, remove the foam, sticker, and transparent tape from the bottom of the cartridges. Warning: Do not touch the gold contact area on the cartridges.

77 6 Insert the black cartridge in the left carrier and the color cartridge in the right carrier. 7 Snap the lids closed. 78 8 Lift the scanner unit, and then push the scanner support to the right while lowering the scanner unit until it is completely closed. 79 9 Load paper into the paper support. 10 Use the buttons on the control panel to answer the questions that appear on the display: a If the color cartridge you installed is new (it has never been used), press Select. If it is old (it has been used), press the right arrow button once, and then press Select. b If the part number that appears is the number of the cartridge you are using, press Select. If it is not the number of the cartridge you are using, press the right arrow button until the correct part number appears, and then press Select. c If the black cartridge you installed is new, press Select. If it is old, press the right arrow button once, and then press Select. 80 The part number that appears should be the number of the cartridge you are using. d Press Select to choose the part number that appears. e If you installed new cartridges, continue with "Align the print cartridges" to ensure proper installation. Align the print cartridges There are two instances when you align your print cartridges: after installing new cartridges and to solve print quality problems. After installing new cartridges After you install your print cartridges, a message appears on the control panel display.

1 Make sure paper is loaded in the paper support. 2 Press Select to print an alignment page. Alignment Page Printing appears on the display and an alignment page prints. Once the alignment page prints, your automatic alignment is complete. To solve print quality problems Align your cartridges to solve print quality problems such as: · Characters are not properly formed or are not aligned at the left margin. · Vertical, straight lines are wavy. 1 Load paper in the paper support. 2 On the control panel, press Copy. 3 Press Options until Maintenance appears. 81 4 Press the right arrow until Align Cartridges appears, and then press Select. An alignment page prints. Once this page prints, your automatic alignment is complete. Improve print quality If you are not satisfied with the print quality of your document, make sure you: · Use the appropriate paper for the document. For example, use photo paper if you are using a photo cartridge. · Use paper that is a heavier weight, bright white, or coated.

· Select a higher print quality: 1 From your software application, click File The Print dialog box appears. Print. 2 From the Print dialog box, click Properties, Preferences, or Options. 3 From the Quality/Speed area, select Better or Best. If your document still does not have the print quality you want, follow these steps: 1 Reinsert the print cartridges: a Remove the print cartridges. For help, see page 77. b Insert the print cartridges. For help, see page 78. c Print your document again. 82 2 Clean the print nozzles: Using the control panel a b c d Load paper in the All-In-One. For help, see page 24. Press Copy. Press Options until Maintenance appears on the display. Press the right arrow until Clean Cartridges appears on the display. nozzles to clean the clogged nozzles. e Press Select. A nozzle page prints, forcing ink through the f Print your document again to verify that your print quality has improved. g If you are not satisfied with the print quality, continue with step 3, and then print your document again. Using the Lexmark All-In-One Center a Load paper. For help, see page 24.

b Click Start Programs Lexmark X6100 Series Lexmark X6100 Series All-In-One Center. c From the Maintenance tab, click Clean to fix horizontal streaks. d Click Print. A nozzle page prints, forcing ink through the nozzles to clean the clogged nozzles. e Print your document again to verify that your print quality has improved. f If you are not satisfied with the print quality, continue with step 3, and then print your document again. 3 Wipe the print cartridge nozzles and contacts: a Remove the print cartridges.



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For help, see page 77. b Dampen a clean, lint-free cloth with water. 83 c Gently hold the cloth against the nozzles for about three seconds, and then wipe in the direction shown.

Nozzles d Using another clean section of the cloth, gently hold the cloth against the contacts for about three seconds, and then wipe in the direction shown. Contacts e f g h i With another clean section of the cloth, repeat steps c through d. Let the nozzles and contacts dry completely. Reinsert the print cartridges. Clean the print nozzles. For help, see page 83. Print your document again. 84 j If the print quality does not improve, repeat step 3 up to two more times. For information, see page 76. k If print quality is still not satisfactory, replace the print cartridges.

Preserve the print cartridges To ensure the longest life from your print cartridges and optimum performance from your All-In-One: · Keep a new print cartridge in its packaging until you are ready to install it. · Do not remove a print cartridge from the All-In-One except to replace, clean, or store it in an airtight container. The print cartridges do not print correctly if left exposed for an extended period because the ink dries. Lexmark's warranty does not cover repair of failures or damage caused by a refilled cartridge. We do not recommend use of refilled cartridges.

Refilling cartridges can affect print quality and cause damage to the All-In-One. For best results, use Lexmark supplies. Clean the scanner glass Clean the scanner glass when ink smudges, fingerprints, or dirt are apparent. To clean: · Dampen a clean, lint-free cloth with a non-abrasive cleaning solvent. · Gently wipe the scanner glass clean.

Note: Make sure all ink or corrective fluid on the document is dry before placing the document on the scanner glass. 85 Order supplies To order All-In-One supplies or to locate a dealer near you, contact the Lexmark Web site at www.lexmark.com. Item: Black cartridge Color cartridge USB cable Part number: 82

83 or 88 12A2405 86 Troubleshooting Setup troubleshooting If you experience problems while setting up your All-In-One, make sure: · You unlock the scanner bed by pushing the scanner lock down. For help locating the scanner lock, see the picture of the All-In-One on page 11. · You only have one Lexmark X6100 Series attached to your computer. · Your operating system is compatible with your All-In-One. The Lexmark X6100 Series supports these operating systems: Windows 98 Windows Me Windows 2000 Windows XP General troubleshooting When your All-In-One has a problem, before contacting Lexmark Customer Support, check the following items. If your All-In-One is not attached to a computer, make sure: · The power supply is firmly plugged into your All-In-One and an electrical outlet.

· You installed the print cartridges correctly. The black cartridge is inserted in the left carrier and the color cartridge in the right carrier. For help, see page 76. · You removed the sticker and tape from the bottom of both print cartridges. For help, see page 76. · The paper is loaded correctly. For help, see page 24. 87 If your All-In-One is attached to a computer, make sure: · Both your computer and your All-In-One are on. · The All-In-One is connected directly to your computer. · The All-In-One is set as your default printer.

· The USB cable is securely attached to your computer and to your All-In-One. To purchase a USB cable, part number 12A2405, visit the Lexmark Web site at www.lexmark.com. Anytime your All-In-One has a problem, make sure: · You unlock the scanner: 1 Press Power to turn the All-In-One off.

2 Unlock the scanner. 3 Press Power to turn the All-In-One back on. Note: If you have not unlocked the scanner, you will hear a loud banging noise when you turn the All-In-One on. · You install both of the print cartridges. The Lexmark X6100 Series only works if you have both cartridges installed.

For help installing the cartridges, see page 76. · You remove the stickers, transparent tape, and foam from the bottom of the print cartridges. For an illustration, see page 77. Problem: Document does not print Document prints slowly Document misfeeds or jams Document prints poorly Document is too light or too dark Display language is not preferable Date and time on the display are incorrect All-In-One is not communicating with the computer Black and white copy quality is unsatisfactory Go to: page 89 page 89 page 90 page 93 page 93 page 95 page 95 page 96 page 96 88 Problem: Document has a checkerboard pattern Scanned image is unsatisfactorily cropped Edges of scanned documents are cropped Scanner unit will not close Fax settings need adjustment All-In-One is scanning and copying without a pre-scan Error messages and flashing lights Cannot send a fax Cannot receive a fax Received fax is blank Received fax has poor print quality Go to: page 97 page 98 page 99 page 99 page 99 page 99 page 100 page 104 page 105 page 105 page 105 Document does not print · Make sure the cartridges are properly installed. For help, see page 76. · Use an undamaged USB cable. · Check your All-In-One status to make sure your document is not being held or paused. To check All-In-One status: 1 Click Start Settings Printers. 2 Double-click the Lexmark X6100 Series icon, and then click Printer. 3 Make sure no check mark appears next to Pause Printing.

4 Print a test page. · Check the software program. Document prints slowly · Close programs not in use. 89 · Reduce the print quality resolution (Quick and Normal print more quickly than Better and Best). Note: Photos or documents containing graphics may take longer to print than regular text. · Consider purchasing more Random Access Memory (RAM) for your computer. Document misfeeds or jams Paper misfeeds or multiple sheets feed · Use a paper recommended for inkjet printers. · Do not force the paper into the All-In-One. · Do not load too much paper into the All-In-One. For help, see page 24. · Make sure the paper guide rests against the left edge of the paper and does not cause the paper to bow in the paper support. 90 · Place the All-In-One on a flat, level surface. · Select the correct paper type and size. · If you are printing a banner, make sure you select Letter Banner or A4 Banner in Print Properties. For help, see page 19.

Paper jams If a paper jam occurs in the paper support, remove the paper from the All-In-One. If the paper is lodged too far into the All-In-One and cannot be removed: 1 Press Power to turn the All-In-One off. 2 Pull slowly and firmly on the paper to remove it. If you cannot reach the paper because it is too far into the All-In-One: a Lift the scanner unit, and then pull the paper out.



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