



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X7350. You'll find the answers to all your questions on the LEXMARK X7350 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual LEXMARK X7350**  
**User guide LEXMARK X7350**  
**Operating instructions LEXMARK X7350**  
**Instructions for use LEXMARK X7350**  
**Instruction manual LEXMARK X7350**

**LEXMARK**  
**7300 Series All-In-One**  
**User's Guide**

November 2005

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**Manual abstract:**

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All rights reserved. UNITED STATES GOVERNMENT RIGHTS This software and any accompanying documentation provided under this agreement are commercial computer software and documentation developed exclusively at private expense. Safety information · Use only the power supply and power cord provided with this product or the manufacturer's authorized replacement power supply and power cord. · Connect the power supply cord to a properly grounded electrical outlet that is near the product and easily accessible. · Refer service or repairs, other than those described in the user documentation, to a professional service person.

· Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. 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 cord or telephone, during a lightning storm. Contents Finding information about the printer.....

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printer connects to a computer. *Help Description* The Help gives you instructions for using the software if your printer connects to a computer. Where to find While in any Lexmark software program, click Help, Tips Help, or Help Help Topics. Lexmark Solution Center Description Where to find The Lexmark Solution Center software is included on To access the Lexmark Solution Center: your CD if your printer connects to a computer. It installs 1 Click Start Programs or All Programs with the other software.

Lexmark 7300 Series. 2 Select Lexmark Solution Center. Readme file Description This file contains late-breaking information about the printer and software that does not appear in other documentation, as well as information specific to your operating system. Where to find To access the Readme file: 1 Click Start Programs or All Programs Lexmark 7300 Series. 2 Select Readme.

9 Web site Description Our Web site contains a variety of information. Note: All paths for the Web site are subject to change. Where to find Visit our Web site at [www.lexmark.com](http://www.lexmark.com). 1 Go to the Web site. 2 Select a country from the drop-down list in the upper-left corner of the page. 3 Select the link for the information you need. Record the following information (located on the store receipt and the back of the printer), and have it ready when you contact us so that we may serve you faster: . . . . Machine Type number Serial number Date purchased Store where purchased 10 Setting up the printer Checking the box contents 1 2 3 4 x 7 6 5 Name 1 2 3 4 5 6 Black print cartridge Color print cartridge Telephone cord Power supply cord Setup sheet Installation software CD Description Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased.

Use for faxing. For more information about connecting this cord, see "Choosing a fax connection" on page 12. Attaches to the power supply port located at the back of the printer. Instructions on setting up printer hardware and software, and information on setup troubleshooting. Installation software for the printer. Also includes the printer software Help. Note: Installing the printer software also installs the Help. 7 User's Guide or Setup Solutions Printed booklet that serves as a guide. Installing another language control panel These instructions apply only if you received one or more additional language control panels with the printer. 1 Lift and remove the control panel (if one is installed).

11 2 Choose the correct control panel for your language. 3 Align the clips on the control panel with the holes on the printer, and then press down. Getting the printer ready to fax 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 75. 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 13 · 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 "Connecting to a telephone" on line. page 13 · Send and receive faxes without using a computer. Receive both incoming voice messages and "Connecting to an answering faxes. machine" on page 14 Send faxes using the computer or the printer. "Connecting to a computer with a modem" on page 16 12 Connecting directly to a telephone wall jack Connect the printer directly to a telephone wall jack to make copies or 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. LIN E EXT 3 Connect the other end of the telephone cord into an active telephone wall jack. Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer.

Setup steps may vary depending on your country. 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 send and receive faxes without using a computer. 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. LIN E EXT LIN E EXT 13 3 Remove the protective plug from the EXT port of the printer. LIN E EXT LIN E EXT 4 Connect the other telephone cord to a telephone, and then plug it into the EXT port of the printer. LIN E EXT Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country. Connecting to an answering machine Connect an answering machine to the printer to receive both incoming voice messages and faxes. 1 Make sure you have the following: · A telephone · An answering machine · Three telephone cords · A telephone wall jack 14 2 Connect one telephone cord into the LINE port jack. of the printer, and then plug it into an active telephone wall LIN E EXT LIN E EXT 3 Remove the protective plug from the EXT port of the printer. LIN E EXT LIN E EXT 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. LIN E EXT Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country.

15 Connecting to a computer with a modem Connect the printer to a computer with a modem to send faxes from the software application.



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1 Make sure you have the following: · A telephone · A computer with a modem · Three telephone cords · A telephone wall jack 2 Connect a telephone cord into the LINE port of the printer, and then plug it into an active telephone wall jack. LINE EXT LINE EXT 3 Remove the protective plug from the EXT port of the printer. LINE EXT LINE EXT 4 Connect a second telephone cord from the telephone to the computer modem. 16 5 Connect a third telephone cord from the computer modem to the EXT port of the printer.

LINE EXT LINE EXT Note: For more information on connecting the printer to telecommunications equipment, see the additional setup instructions that came with the printer. Setup steps may vary depending on your country. 17 Learning about the printer Understanding the parts of the printer 2 1 3 9 8 7 x 4 5 6 Use the 1 2 Automatic Document Feeder (ADF) ADF input tray To Scan, copy, or fax multiple-page letter, legal, and A4 size documents. Load original documents in the ADF. Recommended for scanning, copying, or faxing multiple-page documents. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 4 ADF exit tray Top cover Pick up your original document after it has gone through the ADF. Access the scanner glass. Note: The scanner glass is recommended for card stock, photos, and delicate or unusually sized originals that cannot be fed through the ADF.

5 6 7 8 PictBridge port Paper tray Paper exit tray Control panel Connect a PictBridge-enabled digital camera to the printer. Load paper. Stack paper as it exits. Operate the printer. For more information, see "Using the control panel" on page 20. Access the print cartridges. 9 Scanner unit 18 1 LINE EXT 5 4 LINE EXT 3 2 Use the 1 EXT port To Connect additional devices, such as a data/fax modem, telephone, or answering machine to the printer. Note: Remove the plug to access the port. EXT 2 3 4 5 Power supply port Rear access door USB port LINE port Connect the printer to a power source. Remove paper jams. Connect the printer to a computer using a USB cable. Connect the printer to an active telephone line to send and receive faxes. The printer must be connected to this telephone line to receive incoming fax calls. Note: Do not connect additional devices to the LINE port, and do not connect a DSL (digital subscriber line), ISDN (integrated services digital network), or cable modem to the printer. LINE 19 Using the control panel buttons and menus Using the control panel The display shows: · All-In-One status · Messages · Menus Note: Words on the display may be abbreviated or shortened using ellipses.

1 2 3 4 7 6 5 Press 1 2 One-Touch Dial buttons (15) Copy Mode To Access any of the five programmed Speed Dial numbers. Access the copy default screen and make copies. Note: The mode is selected when the button light is on. 3 Scan Mode Access the scan default screen and scan documents. Note: The mode is selected when the button light is on.

4 Fax Mode Access the fax default screen and send faxes. Note: The mode is selected when the button light is on. 5 Fax Auto Answer Answer all incoming calls when the button light is on. Note: For information on setting the number of rings before the machine will answer incoming calls, see "Receiving a fax automatically" on page 53. 6 Redial / Pause · In Fax mode, redial the last number entered. · Insert a three-second pause in the number to be dialed to wait for an outside line or get through an automated answering system. Enter a pause only when you have already begun entering the number. 7 Phone Book Access any of the programmed Speed Dial numbers (189) or Group Dial numbers (90-99). 20 1 2 3 4 8 7 6 5 Press 1 2 Quality To Adjust the quality of a copy, scan, or fax. · Increase a number.

· Enter a space between letters or numbers. · Scroll through menus, submenus, or settings on the display. · Choose a menu or submenu item that appears on the display. · Save settings. · Decrease a number. · Delete a letter or number. · Scroll through menus, submenus, or settings on the display. . . . Cancel a scan, copy, or print job in progress. Clear a fax number or end a fax transmission and return to the fax default screen. Exit a menu or submenu, and return to the default copy, scan, or fax screen.

Clear current settings or error messages, and return to default settings. 3 4 5 6 7 Display the Copy, Scan, or Fax menu, depending on which mode is selected. · Return to the previous screen. · Delete a letter or number. Lighter/ Darker Adjust the brightness of a copy or fax.

8 21 1 2 1 4 7 2 5 8 0 3 6 9 # 3 4 \* Press 1 To A keypad number or In Copy mode: Select the number of copies you want to make. symbol In Fax mode: · Enter fax numbers. · Navigate 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 display.

2 3 4 Start Color Start Black Power Start a color copy or scan job, depending on which mode is selected. Start a black-and-white copy, scan, or fax job, depending on which mode is selected. · Turn the printer on and off. · Stop the print, copy, fax, or scan process. Navigating the control panel menus 1 Press Copy Mode, Scan Mode, or Fax Mode. The copy, scan, or fax default screen appears. 2 To change settings, press Menu. 3 Press 4 Press . 5 Press 6 Press . 7 If needed, press or repeatedly until the setting you want appears.

or repeatedly until appears next to the submenu item you want or the setting you want appears. or repeatedly until appears next to the menu item you want. 8 If you want to save the setting for future use, press . 9 If needed, press repeatedly to return to the previous menus. 22 Using the Copy menu To access and navigate the Copy menu: 1 From the control panel, press Copy Mode. The copy default screen appears. 2 If you do not want to change a setting, press Start Color or Start Black. 3 If you want to change a setting, press 4 Press 5 Press . 6 Press 7 Press . 8 If needed, press or repeatedly until appears next to the setting you want.

or repeatedly until appears next to the submenu item or setting you want. or repeatedly until . appears next to the menu item you want. 9 If you want to save the setting for future use, press . 10 Press Start Color or Start Black.

Note: If needed, press Use this Number-Copies Resize Paper Size Repeat Image Collate N-Up More Settings Maintenance repeatedly to return to the previous menus.



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To Specify how many copies to print. Specify the percentage for enlarging or reducing an image copy. Specify the size of the paper loaded. Choose how many copies of an image to print on a page.

Collate copies as they exit. Choose how many pages to print on a page. Specify the size and type of the original document. . . . View ink levels. Clean cartridges. Align cartridges. Print a test page. Device Setup Color Customize printer settings. Adjust the color intensity. 23 Using the Scan menu To access and navigate the Scan menu: 1 From the control panel, press Scan Mode.

The scan default screen appears. 2 Press or repeatedly until the scan destination you want appears. 3 If you do not want to change a setting, press Start Color or Start Black. 4 If you want to change a setting, press 5 Press 6 Press . 7 Press 8 Press . 9 If needed, press or repeatedly until appears next to the setting you want. or repeatedly until appears next to the submenu item you want or the setting you want appears. or repeatedly until . appears next to the menu item you want. 10 If you want to save the setting for future use, press .

11 Press Start Color or Start Black. Note: If needed, press Use this Original Size Maintenance repeatedly to return to the previous menus. To Specify the size of the original. . . . View ink levels. Clean cartridges.

Align cartridges. Print a test page. Device Setup Customize printer settings. Using the Fax menu To access and navigate the Fax menu: 1 From the control panel, press Fax Mode. The fax default screen appears.

2 If you do not want to change a setting, enter the fax number and press Start Black. 3 If you want to change a setting, press 4 Press 5 Press . 6 Press or repeatedly until appears next to the submenu item you want or the setting you want appears. or repeatedly until . appears next to the menu item you want. 24 7 Press . 8 If needed, press or repeatedly until appears next to the setting you want. 9 If you want to save the setting for future use, press . 10 Press Start Black. Note: If needed, press Use this Ringer Volume On Hook Dial repeatedly to return to the previous menus.

To Modify the volume. Dial a telephone number while listening to the call through a speaker on the printer. This is useful when you must navigate an automated answering system before sending your fax. Note: For more information, see "Sending a fax while listening to a call (On Hook Dial)" on page 52.

Fax Reports Delay Fax Print fax history or transmission status reports. Enter a specific time to send a fax. Note: Make sure the date and time are entered correctly before setting a specific time to send a fax. Phone Books Block Faxes Send Setup Receive (Recv.) Setup Maintenance Add, edit, and print names and fax numbers of individuals or groups. Block faxes from the numbers you specify.

Customize settings for sending a fax. Customize settings for receiving a fax. . . . View ink levels. Clean cartridges. Align cartridges.

Print a test page. Device Setup Customize printer settings. 25 Learning about the software Using the printer software Use this The Productivity Suite The All-In-One Center The Solution Center Print Properties The Photo Editor Fast Pics The Fax Setup Utility To Open the component necessary for you to complete a task. Scan, copy, print, and fax. Find troubleshooting, maintenance, and cartridge ordering information.

Select the best print settings for the document you are printing. Edit photos and graphics. Transfer photos from a PictBridge-enabled digital camera to the computer. Adjust fax settings. Using the Productivity Suite To open the Productivity Suite software, use one of these methods: Method 1 From the desktop, double-click the Productivity Suite icon. Method 2 1 Click Start 7300 Series. Programs or All Programs Lexmark 2 Select Productivity Suite. Click the Productivity Suite icon for the task you want to complete. Click To Manage Documents Details Organize, search for, or print documents. Send documents to other people, or open them with various programs.

Manage Photos Organize or print photos in various layouts. Send photos to other people, or open them with various programs. Visit Lexmark Online Visit our Web site. 26 Click To Scan Details Scan a photo or document. Copy Copy a photo or document with options to enlarge, reduce, or change other features. Fax Send a fax or change fax settings. Attach to E-mail E-mail documents or photos which are scanned or saved on the computer. Scan & Edit Text (OCR) Scan a document to a word processor to edit the text using Optical Character Recognition (OCR). Scan to PDF Scan a document and save it on your computer as a PDF. Learn more about what you can do with this software.

Find maintenance and troubleshooting information and tools to keep the printer working properly. View a Web-based tutorial. Using the All-In-One Center Opening the All-In-One Center Use the All-In-One Center software to scan, copy, and fax documents, or to print saved photos. To open the All-In-One Center, use one of these methods: Method 1 From the desktop, double-click the Productivity Suite icon, and then click Scan or Copy. Method 2 1 Click Start Programs or All Programs Lexmark 7300 Series.

2 Select All-In-One Center. 27 Using the Scanning & Copying tab Use the Scanning & Copying tab to perform scanning and copying tasks, to select a task from Productivity Tools, or to preview an image. From this section Scan You can . Select a program to send a scanned image to. . Select what type of image is being scanned. . Select the scan quality.

Note: Click See More Scan Settings to view all settings. Copy . . . . . Select the quantity and color of copies. Select a quality setting for copies. Select a blank paper size. Select the size of the original document. Lighten or darken copies. Enlarge or reduce copies. Note: Click See More Copy Settings to view all settings. Productivity Tools . Print Repeat an image several times on one page. Enlarge or reduce an image.

Print an image as a multiple-page poster. Print more than one page on a sheet of paper. . Share Fax an image or document. E-mail an image or document. . Save Save an image on the computer. MagiChop--Save multiple photos. Scan and save to PDF format. . Edit Edit text found in a scanned document (OCR). Modify an image with a photo editor. . Select a region of the previewed image to scan or copy.

. View an image of what will be printed or copied. Preview Note: For more information about using the Scanning & Copying tab, click Help in the top center of the screen. 28 Using the Saved Images tab Use the Saved Images tab to perform tasks with images that are saved on the computer.



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From this section Preview You can · Show or create folders. · Preview and select images.

· Rename, delete, or edit selected images. Select where to send the saved images. Click Show More Printing Options to view and adjust the print settings. You can: Open With Photo Prints · · · · Productivity Tools Select the quantity and color of copies. Select a quality setting for copies.

Lighten or darken copies. Enlarge or reduce copies. Note: Click Next to select and print photos in standard sizes. · Print Print an album page with various photo sizes. Enlarge or reduce an image. Print an image as a multiple-page poster. · Share Fax an image or document. E-mail an image or document. · Edit Edit text found in a scanned document (OCR). Modify an image with a photo editor.

Note: For more information about using the Saved Images tab, click Help in the top center of the screen. Using the Maintain/Troubleshoot link The Maintain/Troubleshoot link provides you with direct links to the Solution Center and the Fax Setup Utility. 1 Click Start Programs or All Programs Lexmark 7300 Series. 2 Select All-In-One Center. 3 Click Maintain/Troubleshoot. 4 Select from these topics: · Maintain or fix quality problems · Troubleshoot problems · Device status and ink levels · More printing ideas and how to's · Contact information · Advanced (Voice and communication options) 29 · View the software version and copyright information · Display the Fax Setup Utility Using the Solution Center The Solution Center provides help, as well as information about the printer status and ink levels. There are two ways of opening the Solution Center. Method 1 From the desktop, double-click the Productivity Suite icon, and then click the Maintain/Troubleshoot button. Method 2 1 Click Start Programs or All Programs Lexmark 7300 Series. 2 Select Solution Center.

The Solution Center consists of six tabs: From this tab Printer Status (Main dialog) You can · View the status of the printer. For example, while printing, the status of the printer is Busy Printing. · View the type of paper detected in the printer. · View the ink levels of the print cartridges. How To Learn how to: · · · · Scan, copy, fax, and print.

Find and change settings. Use basic features. Print projects such as banners, photos, envelopes, cards, iron-on transfers, and transparencies. · Find the printable User's Guide. Troubleshooting · Learn tips about the current status. · Solve printer problems. Maintenance · Install a print cartridge. Note: Wait until scanning is complete before installing new print cartridges. · · · · Contact Information View shopping options for new cartridges. Print a test page. Clean to fix horizontal streaks. Align to fix blurry edges. Troubleshoot other ink problems. Learn how to contact us by telephone, e-mail, or on the World Wide Web. 30 From this tab Advanced You can · · · · Change the appearance of the Printing Status window.

Turn printing voice notification on or off. Change network printing settings. Share information with us regarding how you use the printer. Obtain software version information. Note: For more information, click Help in the lower right corner of the screen. Using Print Properties Opening Print Properties Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create. You can open Print Properties from almost any program: 1 With a document open, click File Print. 2 From the Print dialog, click Properties, Preferences, Options, or Setup. Using the Save Settings menu From the "Save Settings" menu, you can name and save the current Print Properties settings for future use.

You can save up to five custom settings. Using the I Want To menu The "I Want To" menu contains a variety of task wizards (printing a photo, an envelope, a banner, a poster, or printing on both sides of the paper) to help you select the correct print settings for a project. Using the Options menu Use the "Options" menu to make changes to the Quality Options, Layout Options, and Printing Status Options settings. For more information on these settings, open the tab dialog from the menu, and then click the Help button on the dialog. The "Options" menu also provides direct links to different parts of the Solution Center as well as software version information.

31 Using the Print Properties tabs All of the print settings are on the three main tabs of the Print Properties software: Quality/Copies, Paper Setup, and Print Layout. Tab Quality/Copies Options · Select a Quality/Speed setting. · Select a Paper Type. · Customize how the printer prints several copies of a single print job: collated or normal. · Choose Automatic Image Sharpening.

· Choose to print color images in black and white. · Choose to have the last page printed first. Paper Setup · Specify the size of paper loaded. · Select the orientation of the document on the printed page: portrait or landscape. Print Layout · Select the layout you want to print. · Choose to print on both sides of the paper, and select a duplexing preference. Note: For more information about these settings, right-click a setting on the screen, and then select What's This?

Using the Photo Editor Use the Photo Editor software to edit graphics or photos. 1 Click Start Programs or All Programs Lexmark 7300 Series. 2 Select Photo Editor. 3 Click File Open to select the image you want to edit.

4 Edit the image with the available tools. Notes: · You can edit only one image at a time. · Move the mouse pointer over the tool for a description. 5 Click File Save as. 6 Enter a file name and file type, and then click Save. From this section Quick Fixes You can · · · · Remove the red-eye effect caused by light reflection. Fix the photo with one click. Crop the image. Rotate the image. Flip the image.

32 From this section Image Adjust You can · · · · · Adjust the color depth. Adjust the color balance. Colorize the image. Colorize the image to sepia tones. Adjust the Brightness/Contrast.

Adjust the blur. Adjust the sharpness. Despeckle (blur) the image to remove dust and scratches. Adjust the exposure. Adjust the color level. Image Size · Change the units of measurement. · Resize the image.



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· Crop the image. · Select an area by dragging a box around it. Use this for text box placement and cutting and copying areas. Drawing Tools . . . . . Add text. Fill pixels with color. Draw with a pencil tool. Draw with a line tool. Erase areas.

Paint areas with a paintbrush tool. Pick up a color using the eyedropper. Using the Fax Setup Utility Use this utility to adjust how faxes are sent and received. When you save the settings, they apply to every fax you send or receive. You can also use this utility to create and edit the Speed Dial list. 1 From the desktop, double-click the Productivity Suite icon. 2 Click Fax. 3 Click Manage fax history or All-In-One fax settings. For a list of options available from the Fax Setup Utility, see "Customizing fax settings" on page 58. 33 Loading paper and original documents Loading paper 1 Make sure: · You use paper designed for inkjet printers.

· 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 Lift the paper exit tray, and extend the center paper guide. 3 Insert paper into the paper tray.

4 Adjust the paper guides to rest against the left, right, and bottom edges of the paper. 5 Lower the paper exit tray. 34 6 Extend the paper exit tray stop to catch the paper as it exits. Loading various paper types Load up to 100 sheets of plain paper 50 sheets of coated paper 50 sheets of premium paper 50 sheets of photo paper 50 sheets of glossy paper 100 sheets of letterhead paper Make sure The paper guides rest against the left, right, and bottom edges of the paper. · The glossy or coated side of the paper faces down.

· The paper guides rest against the left, right, and bottom edges of the paper. Note: Photos require more drying time. Remove each photo as it exits, and allow it to dry to avoid ink smudging. · The letterhead side of the paper faces down. · The top of the letterhead feeds into the printer first. · The paper guides rest against the left, right, and bottom edges of the paper. 35 Load up to 10 envelopes Make sure · You do not load envelopes with holes, perforations, cutouts, deep embossing, metal clasps, metal folding bars, string ties, or exposed adhesive flaps into the printer. · The print side of the envelopes faces down with the flap to the left as shown. · You print the envelopes in landscape orientation. · You select the correct envelope size.

If the exact envelope size is not listed, select the next biggest size. Set the left and right margins so that the envelope text will be correctly positioned on the envelope. · You load the envelopes vertically and all the way to the back of the paper tray. · The paper guides rest against the left, right, and bottom edges of the envelopes. Note: Envelopes require more drying time. Remove each envelope as it exits, and allow it to dry to avoid ink smudging. 25 sheets of labels · You use full label sheets. Partial sheets (with areas exposed by missing labels) may cause labels to peel off during printing, resulting in a paper jam. · The print side of the labels faces down. · The top of the labels feeds into the printer first.

· The paper guides rest against the left, right, and bottom edges of the label sheets. Note: Labels require more drying time. Remove each sheet of labels as it exits, and allow it to dry to avoid ink smudging. 50 transparencies · The rough side of the transparencies faces down. · You remove any paper backing sheets from the transparencies before loading.

· If the transparencies have a removable strip, each strip faces down toward the paper tray. · The paper guides rest against the left, right, and bottom edges of the transparencies. Note: Transparencies require more drying time. Remove each transparency as it exits, and allow it to dry to avoid ink smudging. 36 Load up to 100 sheets of custom size paper Make sure · The print side of the paper faces down.

· The paper size fits within these dimensions: Width: 76216 mm 3.08.5 inches Length: 127432 mm 5.017.0 inches · The paper guides rest against the left, right, and bottom edges of the paper. 25 index cards, photo cards, or postcards · The thickness does not exceed 0.025 inches (0.635 mm). · The print side of the cards faces down. · You load the cards vertically and all the way to the back of the paper tray.

· The paper guides rest against the left, right, and bottom edges of the cards. Note: Photo cards require more drying time. Remove each photo card as it exits, and allow it to dry to avoid ink smudging. 37 Load up to 20 sheets of banner paper Make sure · You remove all the paper from the paper tray before loading the banner paper. · You tear off only the number of pages needed to print the banner. · The print side of the banner faces down into the paper tray with the first page of the banner on top. · The leading edge of the banner paper feeds into the printer. · The paper guides rest against the right and left edges of the paper. · You have selected the correct paper size for the banner in Print Properties. For more information, see "Using Print Properties" on page 31.

Loading original documents into the ADF You can load up to 50 sheets of an original document into the ADF for scanning, copying, and faxing. You can load A4, letter, or legal size paper into the ADF. 1 Load an original document text side up into the ADF. x Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 Adjust the paper guide on the ADF against the edges of the paper. 38 ADF paper capacity Load up to 50 sheets of: Make sure · Letter paper · A4 paper · Legal size paper 50 sheets of: · The document is loaded text side up. · The paper guide is against the edge of the paper. . . . . Custom paper Pre-punched paper Reinforced edge copier paper Preprinted forms Letterhead paper · The document is loaded text side up. · The paper guide is against the edge of the paper.

· The paper size fits within these dimensions: Width: 210.0 mm215.9 mm 8.27 in.8.5 in. Length: 279.4 mm355.6 mm 11.0 in.

14.0 in. · You allow preprinted media to dry thoroughly before loading into the ADF. · You do not use media printed with metallic ink particles. · You avoid embossed designs. Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications.



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You can scan a document for faxing. You can also scan three-dimensional objects for use in catalogs, brochures, or product fliers. Note: Place photos, postcards, small items, thin items (such as magazine clippings), and three-dimensional objects on the scanner glass instead of in the ADF. 1 Make sure the computer and the printer are on.

2 Open the top cover. 39 3 Place the original document face down on the scanner glass in the upper left corner. Note: Photos should be loaded as shown. 4 Close the top cover to avoid dark edges on the scanned image. 40 Printing Printing a document 1 Load paper.

2 With a document open, click File Print. 3 Click Properties, Preferences, Options, or Setup. 4 Adjust the settings. 5 Click OK. 6 Click OK or Print.

Printing collated copies 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 With a document open, click File Print. 3 Click Properties, Preferences, Options, or Setup. 4 From the Quality/Copies tab, select the number of copies to print. 5 Select the Collate Copies check box. 6 Select the Print Last Page First check box. 7 Click OK. 8 Click OK or Print. Printing the last page first (reverse page order) 1 Load paper.

2 With a document open, click File Print. 3 Click Properties, Preferences, Options, or Setup. 4 From the Quality/Copies tab, select Print Last Page First. 5 Click OK. 6 Click OK or Print. 41 Printing transparencies 1 Load transparencies. 2 With a document open, click File 3 Click OK or 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. Print.

Printing envelopes 1 Load envelopes. 2 From the software application, click File Print. 3 Click Properties, Preferences, Options, or Setup. 4 From the "I Want To" menu, select Print on an envelope. 5 From the Envelope Size list, select the envelope size loaded.

6 Select Portrait or Landscape orientation. Notes: · Most envelopes use landscape orientation. · Make sure the same orientation is also selected in the software application. 7 Click OK. 8 Click OK.

9 Click OK or Print. Printing multiple pages on one sheet 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Preferences, Options, or Setup. 42 4 From the Print Layout tab, select N-up. 5 Select the number of pages to print on each page. 6 If you want each page image to be surrounded by a border, select Print Page Borders. 7 Click OK. 8 Click OK or Print. Printing cards 1 Load greeting cards, index cards, or postcards.

2 From the software application, click File Print. 3 Click Properties, Preferences, Options, or Setup. 4 Select a Quality/Speed setting. Select Best for photos and greeting cards and Normal for other types of cards. 5 Select the Paper Setup tab. 6 Select Paper. 7 From the Paper Size list, select a card size. 8 Click OK. 9 Click OK or 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. 43 Copying ADF Scanner glass x Use the ADF for multiple-page A4, letter or legal size documents. Use the scanner glass for single pages, small items (such as postcards or photos), or thin media (such as magazine clippings). Note: If you want to customize copy settings, see "Using the Copy menu" on page 23. Making a copy 1 Load paper.

2 Load an original document faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press Start Color or Start Black.

Collating copies 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 faceup into the ADF. 3 From the control panel, press Copy Mode. 44 4 Press 5 Press . or repeatedly until appears next to Collate. 6 Press . 7 Press 8 Press . 9 Press 10 Press . 11 Press Start Color or Start Black.

or repeatedly until the number of copies you want to print appears. or repeatedly until On appears. 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 glossy paper, with the glossy or coated side facing down. 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 appears next to Repeat Image. 8 Press Start Color or Start Black. Enlarging or reducing an image 1 Load paper. Note: If you are copying photos, use photo or glossy paper, with the glossy or coated side facing down.

2 Load an original document faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the control panel, press Copy Mode. 4 Press 5 Press 6 Press .

or repeatedly until appears next to Resize. 45 7 Press or repeatedly until the setting you want appears. 8 Press Start Color or Start Black. 46 Scanning ADF Scanner glass x Use the ADF for multiple-page A4, letter, or legal size documents. Use the scanner glass for single pages, small items (such as postcards or photos), or thin media (such as magazine clippings). Note: If you want to customize scan settings, see "Using the Scan menu" on page 24. 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 faceup into the ADF or facedown on the scanner glass. 3 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 To scan multiple pages from the scanner glass, place successive pages face down on the scanner glass and press Start Color or Start Black. Scanning documents or images for e-mailing 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the control panel, press Scan Mode. 4 Press or repeatedly until Email appears. 5 Press Start Color or Start Black.

6 Follow the instructions on the computer screen.



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47 Scanning text for editing Use the Optical Character Recognition (OCR) software feature to turn scanned images into text you can edit with a word-processing application. 1 Make sure: · The printer is connected to a computer, and both the printer and the computer are on. · ABBYY Fine Reader is installed. 2 Load an original document faceup into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 Double-click the Productivity Suite icon. 4 Click Scan & Edit Text (OCR). 5 Click Preview Now.

6 Select a word-processing program to edit the text. 7 Click Send Now. 8 Edit and save the document. 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 document faceup into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the desktop, double-click the Productivity Suite icon. 4 Click Scan. 5 From the "Send scanned image to" menu, select a graphics program to edit the images.

6 Click Scan Now. When the image finishes processing, it opens in the program you selected. 7 Edit the image using the tools available in the graphics program. For more information, see the documentation that came with the graphics program. Scanning clear images from magazines or newspapers Descreeing 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 faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the desktop, double-click the Productivity Suite icon.

48 4 Click Scan. 5 Click Display Advanced Scan Settings. 6 Select the Image Patterns tab. 7 Select the Remove image patterns from magazine/newspaper (descreeen) check box. 8 From the "What is being scanned?" menu, select Magazine or Newspaper.

9 Click OK. 10 From the "Send scanned image to" menu, select the destination to which you want to send the scan. 11 Click Scan Now. Scanning to a computer over a network 1 Make sure: · The printer is connected to the network through a print server, and the printer, print server, and computer receiving the scan are on. · The printer is configured to scan over a network (Direct IP Printing).

2 Load an original document faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items 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 is highlighted. 5 If you set a PIN during network setup, you will be prompted to enter it. After you enter it, press . 6 Press or repeatedly until the scan destination you want appears. 7 Press Start Color or Start Black. 49 Faxing ADF Scanner glass x Use the ADF for multiple-page A4, letter, or legal size documents.

Use the scanner glass for single pages, small items (such as postcards or photos), or thin media (such as magazine clippings). Note: If you want to customize fax settings: · Using the control panel, see "Using the Fax menu" on page 24. · Using the computer, see "Customizing settings using the Fax Setup Utility" on page 58. 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. Quick Dial Speed Dial or Group Dial Press Quick Dial 1, 2, 3, 4, or 5. 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). 50 3 Press . 4 If you want to send a fax to a group of numbers (broadcast fax), repeat step 2 and step 3, using any combination of the above methods, until a maximum of 30 fax numbers have been entered. Sending a fax using the control panel 1 Make sure the printer is on.

2 Load an original document faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the control panel, press Fax Mode. 4 Enter a fax number; press Quick Dial 1, 2, 3, 4, or 5; 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 50. Notes: · To set the Quick Dial buttons, see "Setting up Quick Dial buttons using the control panel" on page 55 and "Setting up Quick Dial buttons using the computer" on page 55. · To set up Speed Dial, see "Setting up Speed Dial numbers" on page 55. 5 If you want to send a fax to a group of numbers (broadcast fax): a Press . b Repeat step 4 until a maximum of 30 fax numbers have been entered. 6 Press Start Black. The printer scans the document and sends the fax to the number you entered. Sending a fax using the computer You can scan a document to the computer and then fax it to someone using the software. 1 Make sure the printer is connected to a computer, and both the printer and the computer are on. 2 Load an original document faceup into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass. 3 From the desktop, double-click the Productivity Suite icon. 4 Click Fax. 5 Click Fax a document in the All-in-One. 6 Follow the instructions on the computer screen to complete the task. 51 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 faceup into the ADF or facedown on the scanner glass. Note: Do not load postcards, photos, small items, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 From the control panel, press Fax Mode. 3 Press 4 Press 5 Press . appears next to Delay Current. . or repeatedly until Delay Fax appears. 6 Press . 7 Enter the time you want to send the fax. 8 Press . 9 To select AM or PM, press 10 Press to save your settings. or repeatedly until the setting you want appears.



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11 Enter a fax number; press Quick Dial 1, 2, 3, 4, or 5; 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 50. 12 Repeat step 11 until a maximum of 30 fax numbers have been entered. 13 Press Start Black. 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. 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 twice. repeatedly until On Hook Dial appears. You can now hear the dial tone of the telephone line. 52 5 Enter a fax number; press Quick Dial 1, 2, 3, 4, or 5; 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 50. Note: Press the keypad numbers to use an automated answering system. 6 Press Start Black. Receiving a fax Receiving a fax automatically 1 Make sure the Fax Auto Answer light is on. 2 To set the number of telephone rings before the printer automatically receives faxes, see "Setting the number of rings before receiving a fax automatically" on page 57. Receiving a fax with an answering machine Note: You must set up the equipment as shown in "Connecting to an answering machine" on page 14.

To receive a fax with an answering machine connected to the printer: 1 Make sure the Fax Auto Answer light is on. When a telephone ring is detected, the answering machine picks up the call. · If the printer detects a fax, it receives the fax and disconnects the answering machine. · If the printer does not detect a fax, the answering machine receives the call. 2 Set the answering machine to answer incoming calls before the printer does.

For example, if you set the answering machine to answer calls after three rings, set the printer to answer calls after five rings. 3 To set the number of telephone rings before the printer automatically receives faxes, see "Setting the number of rings before receiving a fax automatically" on page 57. Receiving a fax manually 1 Make sure the Fax Auto Answer light is off. 2 To receive the fax: · Press Start Black or · Press \* 9 \* on the telephone after you answer it and hear fax tones 3 Hang up the telephone. The printer receives the fax.

Using Caller ID Caller ID is a service provided by some telephone companies that identifies the telephone number (and possibly the name) of the person who is calling. If you subscribe to this service, it works with the printer. When you receive a fax, the telephone number of the person who is sending you the fax appears on the display. Note: Caller ID is available only in some countries and regions. 53 Forwarding faxes Use the fax forwarding feature if you are going to be away, but still want to receive your faxes. There are three fax forwarding settings: · Off--(Default). · Forward--The printer sends the fax to the designated fax number. · Print & Forward--The printer prints the fax and then sends it to the designated fax number. To set up fax forwarding: 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press .

5 Press 6 Press . 7 Press 8 Press . 9 Enter the number to which you want to forward the fax. 10 Press to save the setting. or repeatedly until the setting you want appears. or repeatedly until Fax Forward appears. · or repeatedly until Recv. Setup appears. Note: If you select Forward or Print & Forward, Forward will appear in the lower left corner of the fax default menu.

To view the selected setting, press . Printing fax activity reports 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press or repeatedly until the type of report you want to print appears. ·

or repeatedly until Fax Reports appears. to print the report. 54 Setting up Quick Dial buttons and Speed Dial numbers Setting up Quick Dial buttons using the control panel 1 From the control panel, press Fax Mode. 2 Enter a fax number. Notes: · You can include a calling card number as part of the fax number. · Enter a maximum of 64 digits in a fax number. 3 Hold down an empty Quick Dial button for two seconds. 4 To program additional Quick Dial buttons, repeat step 2 through step 3. Note: You can also program any empty Quick Dial button whenever you are prompted to enter a fax number. Setting up Quick Dial buttons using the computer 1 Create the first five Speed Dial numbers, which become Quick Dial 1, 2, 3, 4, and 5. 2 If you need more information, see "Setting up Speed Dial numbers" on page 55. Setting up Speed Dial numbers The Quick Dial buttons are automatically programmed when you program the first five Speed Dial numbers. The first five numbers assigned become Quick Dial 1, 2, 3, 4, and 5. 1 From the desktop, double-click the Productivity Suite icon. 2 Click Fax.

3 Click Manage fax history or All-In-One fax settings. 4 Click the Speed Dial tab. 5 To add a fax number to your Speed Dial list: a Click the next empty line in the list. b Enter a fax number. c Place the cursor in the Contact Name field. d Enter a contact name. e Repeat step a through step d as necessary using lines 2-89. 6 To add a fax group: a Scroll down to line 90. A new entry box appears. b c d e f Click on the next empty line in the list.

Enter up to 30 fax numbers for the group. Place the cursor in the Contact Name field. Enter a contact name. Repeat step b through step e to add additional groups using lines 91-99 as necessary. 7 Click OK to save the entries.

55 Notes: · You can include a calling card number as part of the fax number. · Enter a maximum of 64 digits in a fax number. Using the Phone Book The Phone Book is a directory of Speed Dial entries (189) and Group Dial entries (90-99). To access a Phone Book entry: 1 From the control panel, press Phone Book. 2 Press or Use the keypad to enter the number of the Speed Dial or Group Dial entry.

To access the Phone Book menu: or repeatedly until the entry you want appears. 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press . 5 Press 6 Press Use this Add Number Edit Number Remove Number Print or repeatedly until the setting you want appears. · or repeatedly until Phone Books appears. and follow the instructions on the display. To Create a new Speed Dial or Group Dial entry. Edit a Speed Dial or Group Dial entry. Delete a Speed Dial or Group Dial entry.

Print all Speed Dial and Group Dial entries in the Phone Book.



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