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User manual LEXMARK X782
User guide LEXMARK X782
Operating instructions LEXMARK X782
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Instruction manual LEXMARK X782

LEXMARK

4600 MFP Option

Scanner User's Guide for the C782n, C772n series
printers



February 2007

www.lexmark.com

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Manual abstract:

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PCL is Hewlett-Packard Company's designation of a set of printer commands (language) and functions included in its printer products. This printer is intended to be compatible with the PCL language. This means the printer recognizes PCL commands used in various application programs, and that the printer emulates the functions corresponding to the commands. Details relating to compatibility are included in the Technical Reference. Other trademarks are the property of their respective owners. © 2006 Lexmark International, Inc. 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 CAUTION: Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

CAUTION: Refer service or repairs, other than those described in the operating instructions, to a professional service person.

CAUTION: This product is designed, tested, and approved to meet strict global safety standards with the use of specific Lexmark components. The safety features of some parts may not always be obvious. Lexmark is not responsible for the use of other replacement parts. CAUTION: Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports. CAUTION: Use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. CAUTION: If you are installing memory or option cards sometime after setting up the printer, turn the printer off, and unplug the power cord from the wall outlet before continuing. 2 CAUTION: Follow these guidelines whenever moving the equipment to avoid injuring yourself or damaging the MFP. Always turn off the MFP using the printer power switch. Lock the scanner mechanism. Disconnect all cords and cables from the MFP before attempting to move the MFP.

Remove the scanner from the top of the printer. Failure to repackage the MFP properly for shipment can result in damage to the MFP not covered by the MFP warranty. Damage to the MFP caused by improper moving is not covered by warranty. CAUTION: The printer weighs 4882 kg (105181 lb). It requires at least three (3) people to lift it safely.

Use the printer handholds to lift it, do not lift by the front of the printer, and make sure your fingers are not under the printer when you set it down. CAUTION: The inside of the printer may be hot. Allow the printer to cool before touching any internal components. CAUTION: Certain floor-mounted configurations require additional furniture for stability. More information is available on our Lexmark Web site at www.lexmark.com/multifunctionprinters. Static sensitivity notice Warning: This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the MFP. 3 Contents Chapter 1: Learning about the MFP

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... 111 7 1 Learning about the MFP Basic functions of the scanner The Lexmark™ 4600 MFP option provides copy, fax, and scan-to-network capability for large workgroups.

You can: Make quick copies, or change the settings on the control panel to perform specific copying jobs. Send an outgoing fax using the MFP control panel. Send an outgoing fax to multiple fax destinations at the same time. Scan documents and send them to your PC, an e-mail address, a USB flash memory device, or an FTP destination. Scan documents and send them to another printer (PDF by way of FTP). Automatic document feeder and flatbed Note: Color documents can be scanned to a PC, e-mail address, or an FTP destination. The ADF (automatic document feeder) can scan multiple pages including duplex pages. The ADF has two scanner elements. When using the ADF: Place the paper in the ADF faceup, short-edge first. Place up to 50 sheets of plain paper on the ADF input tray.

Scan media from 114.0 x 139.4 mm (4.5 x 5.5 in.) to 215.9 x 355.6 mm (8.5 x 14 in.).

Scan jobs with mixed page sizes (letter and legal). Scan media weight from 52 to 120 g/m² (14 to 32 lb). Copy and print documents at 600 dpi The flatbed (platen) can be used to scan or copy single pages or book pages. When using the flatbed: Place the document in the left rear corner. Scan or copy media up to 215.

9 x 355.6 mm (8.5 x 14 in.). Copy books up to 25.

3 mm (1 in.) thick. Copy and print documents at 600 dpi. Understanding the MFP control panel MFP and scanner settings can be changed several ways: through the MFP control panel, the software application in use, the print driver, MarkVision™ Professional, or the Web pages. Settings changed from the application or print driver apply only to the job being sent to the MFP. Changes made to print, fax, copy, and e-mail settings from an application override changes made from the control panel. If a setting cannot be changed from the application, use the MFP control panel, MarkVision Professional, or the Web pages. Changing a setting from the MFP control panel, MarkVision Professional, or the Web pages makes that setting the user default. Learning about the MFP 8 Learning about the MFP The MFP control panel consists of: 1 2 ABC DEF 3 GHI JKL MNO PQRS TUV WXYZ 4 10 9 5 6 7 8 Callout 1 Control panel item LCD Function A liquid crystal display (LCD) which shows home screen buttons, menus, menu items, and values. Allows for making selections within Copy, Fax, and so on.

Gives information about the status of the MFP using the colors red and green. Status Off Blinking green Solid green Blinking red Indicates MFP power is off. MFP is warming up, processing data, or printing a job. MFP is on, but idle. Operator intervention is required. 2 Indicator light 3 09 Note: Referred to as the numeric keypad. Press these buttons to enter numbers when the LCD screen has a field that accepts the entry of numbers. Also, use these buttons to dial phone numbers for faxes. Note: If a number is pressed while on the home screen without pressing the # button first, the Copy menu opens and changes the Copy

Quantity. Press this button: · For a shortcut identifier.

· Within phone numbers. For a Fax number with a #, enter it twice -- ##. · From the home screen, the Fax Destination List menu item, E-mail Destination List menu item, or Profile List menu item to access shortcuts. 4 # (Pound or number character) Understanding the MFP control panel 9 Learning about the MFP Callout 5 Control panel item Dial Pause Function Press to cause a two- or three-second dial pause in a fax number. The button only functions within the Fax menu or with fax functions.

Press from the home screen to redial a fax number. When outside of the Fax menu, fax function, or home screen, pressing Dial Pause causes an error beep. When sending a fax, in the Fax To: field, a Dial Pause press is represented by a comma (,). When in the function menus, such as Copy, Fax, E-mail, and FTP, it returns all settings to their default values, and then returns the MFP to the main function screen. Press to initiate the current job indicated on the control panel.

From the home screen, press it to start a copy job with the default settings. If pressed while a job runs through the scanner, the button has no effect. Press to cause the printing or scanning to stop. During a scan job, the scanner finishes scanning the current page and then stops, which means paper may remain in the automatic document feeder (ADF). During a print job, the print media path is cleared before the printing stops. Stopping appears on the control panel during this process. Within the Copy menu, which is accessed by touching the Copy button, press Backspace to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing Backspace numerous times. Within the Fax Destination List, press Backspace to delete the right-most digit of a number entered manually. It also deletes an entire shortcut entry.

Once an entire line is deleted, another press of Backspace causes the cursor to move up one line. Within the E-mail Destination List, press Backspace to delete the character to the left of the cursor. If the entry is in a shortcut, the entire entry is deleted. * is used as part of a fax number or as an alphanumeric character. 6 Clear All 7 Start 8 Stop 9 Backspace 10 Asterisk (*) Understanding the MFP control panel 10 Learning about the MFP Home screen and Home screen buttons After the MFP is turned on and a short warm-up period occurs, the LCD shows the following basic screen which is referred to as the Home screen. Use the Home screen buttons to initiate an action such as copy, fax, or scan, to open the menu screen, or to respond to messages.



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1 Copy 8 Fax E-mail 2 FTP 7 6 Status/ Supplies Ready. Toner low. Touch any button to begin. Menus 3 4 5 Callout number 1 Button Copy Function Touch to access the Copy menus.

If the home screen is shown, press a number to access the Copy menus, too. Touch to access the E-mail menus. It is possible to scan a document directly to an e-mail address. Touch to access the menus. These menus are only available when the MFP is in the Ready state.

The Menu button is on a gray bar called the navigation bar. The bar contains other buttons described as follows. Shows the current MFP status such as Ready or Busy. Shows MFP conditions such as Toner Low. Shows intervention messages to give instructions on what the user should do so the MFP can continue processing, such as Close door or insert print cartridge.

Appears on the LCD whenever the MFP status includes a message requiring intervention. Touch it to access the messages screen for more information on the message including how to clear it. All menus have a Tips button. Tips is a context-sensitive Help feature within the LCD touch screens. 2 3 E-mail Menus (A key is shown on the button.) 4 Status message bar 5 Status/Supplies 6 ? (Tips) Understanding the MFP control panel 11 Learning about the MFP Callout number 7 Button FTP Function Touch to access the File Transfer Protocol (FTP) menus. A document can be scanned directly to an FTP site. Note: This function must be set up by your System Support person to appear on the display. Touch to access the Fax menus. 8 Fax Other buttons may appear on the Home screen.

They are: Button Button name Release Held Faxes (or Held Faxes if in Manual Mode) Function There are held faxes with a scheduled hold time previously set. To access the list of held faxes, touch this button. Search Held Jobs To search on any of the following items and return any matches: · User names for held or confidential print jobs · Job names for held jobs, excluding confidential print jobs · Profile names · Bookmark container or job names · USB container or job names for supported extensions only To open a screen containing all the held jobs containers. Held Jobs Lock Device This button appears on the screen when the MFP is unlocked and Device Lockout Personal Identification Number (PIN) is not null or empty. To lock the MFP: 1 Touch Lock Device to open a PIN entry screen. 2 Enter the correct PIN to lock the control panel which locks both the control panel buttons and the touch-screen buttons. Once the control panel is locked, the PIN entry screen clears, and the Lock Device button is replaced with the Unlock Device button. Note: If an invalid PIN is entered, Invalid PIN. appears. A pop-up screen appears with the Continue button.

Touch Continue. The home screen returns with the Lock Device button. Understanding the MFP control panel 12 Learning about the MFP Button Button name Unlock Device Function This button appears on the screen when the MFP is locked. The control panel buttons and shortcuts cannot be used while it appears, and no default copy starts may occur. To unlock the MFP: 1 Touch Unlock Device to open a PIN entry screen.

2 Enter the correct PIN to unlock the numeric keypad (09) and the Backspace button on the control panel. Note: If an invalid PIN is entered, Invalid PIN. appears. A pop-up screen appears with the Continue button. Touch Continue.

The home screen returns with the Unlock Device button. To open the Cancel Jobs screen. The Cancel Jobs screen shows any of the following items under three headings on the screen, which are Print, Fax, and Network: · print job · copy job · fax · profile · FTP · e-mail send Each heading has its own list of jobs shown in a column under the heading. Each column can only show three jobs per screen. The job appears as a button. If more than three jobs exist in a column, then the down arrow appears at the bottom of the column. Each touch of the down arrow accesses one job in the list. When more than three jobs exist, once the fourth job in the list is reached, then an up arrow appears at the top of the column. For illustrations of the up and down arrow buttons, see Information on touch-screen buttons. To cancel a job, see the Canceling a print job for instructions.

Cancel Jobs Cancel Jobs Understanding the MFP control panel 13 Learning about the MFP Using the LCD touch-screen buttons The following section provides information on navigating through several screens. Only a few are chosen to demonstrate the use of the buttons. Note: Depending on your options and administrative setup, your screens and buttons may vary from those shown. Sample screen one Information on touch-screen buttons Button Button name Select button Function or description Touch the select button to have another screen appear with additional items. On the first screen, the user default setting is shown. Once the select button is touched, and the next screen appears, touching another item shown on the screen changes the user default setting. Left scroll decrease button Touch the left scroll decrease button to scroll to another value in decreasing order. Using the LCD touch-screen buttons 14 Learning about the MFP Button Button name Right scroll increase button Function or description Touch the right scroll increase button to scroll to another value in increasing order. Left arrow button Touch the left arrow button to scroll left to: · Reach a decreased value shown by an illustration. · See a full text field on the left.

Right arrow button Touch the right arrow button to scroll right to: · Reach an increased value shown by an illustration. · See a full text field on the right. Scan the ADF Scan the flatbed Scan the ADF Submit On the gray navigation bar, these two choices indicate that two types of scanning are possible. One may choose to scan from the ADF or the flatbed. A green button indicates a choice.

If a different value within a menu item is touched, it needs to be saved to become the current user default setting. To save the value as the new user default setting, touch Submit. Scan the flatbed Submit Back Back When the Back button is shaped like this, no other navigation is possible from this screen except to go back. If any other choice is made on the navigation bar, the screen closes. For example, in Sample screen one, all the selections for scanning have been made.

One of the preceding green buttons should be touched. The only other button available is Back. Touch Back to return to the previous screen, and all the settings for the scan job made on Sample screen one are lost. When the Back button is shaped like this, both forward and backward navigation is possible from this screen, so there are other options available on the screen besides selecting Back. Back Back Using the LCD touch-screen buttons 15 Learning about the MFP Sample screen two Unknown paper size.



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Copy from: Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.

25 x 10.5 in.) Folio (8.5 x 13 in.) Statement (5.5 x 8.5 in.) A4 (210 x 297 mm) Cancel Job Continue Information on touch-screen buttons Button Button name
Down arrow Function or description Touch the down arrow to move down to the next item in a list, such as a list of menu items or values. The down arrow
does not appear on a screen with a short listing. It only appears if the entire listing cannot be seen on one screen.

On the last screen of the listing, the down arrow is gray to indicate that it is not active since the end of the list appears on this screen. Touch the up arrow to
move up to the next item in a list, such as a list of menu items or values. When on the first screen presented with a long list, the up arrow is gray to indicate
that it is not active. On the second screen needed to show the rest of the listed item, the up arrow is blue to show that it is active. This is an unselected radio
button.

Up arrow Unselected radio button Using the LCD touch-screen buttons 16 Learning about the MFP Button Button name Selected radio button Function or
description This is a selected radio button. Touch a radio button to select it. The radio button changes color to show it is selected. In Sample screen two, the
only paper size selected is Letter. Cancel Job Cancel Job See Cancel Jobs on page 13.

Continue Continue Touch Continue after a menu item or value on a screen is selected and more changes need to be made for a job from the original screen.
Once Continue is touched, the original screen appears. For example, if one touched Copy on the home screen, the Copy screen appears like Sample screen
one on page 14. The following example shows how the Continue button reacts. 1 Touch the select button by the Copy to box, and a new screen appears. 2
Touch MP Feeder, and a new screen appears. 3 Touch Legal, and a new screen appears. 4 Touch Next, and a new screen appears. 5 Touch Plain Paper for
the type of print media needed. 6 Touch Continue.

The Copy screen returns to allow other selections besides Copy to. The other settings on the Copy screen available are Duplex, Scale, Darkness, Collate, and
Copies. Touch Continue to return to the original screen and make other setting changes for a copy job before the Copy it button is touched to start the job.
Other touch-screen buttons Button Button name Cancel Cancel Function or description Touch Cancel to cancel an action or a selection. Touch to cancel out
of a screen and return to the previous screen. Select Touch to select a menu. The next screen appears showing menu items. Touch to select a menu item. The
next screen appears showing values. Using the LCD touch-screen buttons 17 Learning about the MFP Button Button name Done Function or description
Allows specifying that a job is finished.

For example, when scanning an original document, one could indicate that the last page is scanned, and then printing the job would begin. Done Back Back
Touch the Back button to return to the previous screen, and no settings are saved on the screen where it was touched. The Back button appears on each menu
screen except for the home screen. Home Touch the Home button to return to the home screen. The Home button appears on every screen except the home
screen.

See the Home screen and Home screen buttons on page 11 for more information. Grayed out button When this button appears, it looks faded with a faded
word on it. It means the button is not active or unavailable on this screen. It was probably active on the previous screen, but the selections made on the
previous screen caused it to be unavailable on the current screen. Touch this button to select the action appearing on the button.

Gray button Using the LCD touch-screen buttons 18 Learning about the MFP Features Feature Settings Menus Copy Settings Number of Copies Feature
name Menu trail line Description A line is located at the top of each menu screen. This feature acts as a trail. It gives the exact location within the menus.
Touch any of the underlined words to return to that menu or menu item. The Number of Copies is not underlined since this is the current screen. If this feature
is used on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the user default
setting. If an attendance message occurs which closes a function, such as copy or fax, then a solid red exclamation point appears over the function button on
the home screen. This feature indicates that an attendance message exists. Press Status/Supplies to see the current status of the MFP. Attendance message
alert Using the LCD touch-screen buttons 19 Learning about the MFP Menus A number of menus are available to make it easy for you to change MFP
settings or print reports.

To access the menus and settings, press the menu button in the lower right corner of the home screen. When a value or setting is selected and saved, it is
stored in MFP memory. Once stored, these settings remain active until new ones are stored or the factory defaults are restored. Note: Settings chosen for
faxing, scanning, e-mailing, copying, and settings for printing from the application may override the settings selected from the control panel. The following
diagram shows the touch screen menu index and the menus and items available under each menu. For more information about menus and menu items, see the
Menus and Messages Guide on the Software and Documentation CD. Paper Menu Reports Network/Ports Settings Manage Shortcuts Help ? Paper Menu
Default Source Paper Size/Type Configure MP Envelope Enhance Substitute Size Paper Texture Paper Weight Paper Loading Custom Types Custom Names
Custom Bin Name Universal Setup Bin Setup Reports Menu Settings Page Device Statistics Network Setup Page Shortcut List Fax Job Log Fax Call Log E-
mail Shortcuts Fax Shortcuts FTP Shortcuts Profiles List NetWare Setup Page Print Fonts Print Directory Network/Ports TCP/IP IPv6 E-mail Server Setup
Address Book Setup Wireless Standard Network Network <x> Standard USB USB <x> Standard Parallel Parallel <x> Standard Serial Serial <x> NetWare
AppleTalk LexLink Back Settings General Settings Copy Settings Fax Settings E-mail Settings FTP Settings Print Settings Security Set Date and Time Manage
Shortcuts Manage Fax Shortcuts Manage E-mail Shortcuts Manage FTP Shortcuts Manage Profile Shortcuts Help Print all guides Copy guide E-mail guide
Fax guide FTP guide Information guide Print defects guide Menus 20 2 Copying The following copy topics are available in this and other chapters. Quick
copy Multiple page copying Using the flatbed Understanding the copy screens and options Copying from one size to another Making transparencies Copying
to letterhead Copying photographs Making copies using media from a selected tray Copying mixed-sized media Setting the duplex option Reducing and
enlarging copies Adjusting copy quality Setting collation options Placing separator sheets between copies Setting paper saving options Placing the date and
time at the top of each page Placing an overlay message on each page Creating a custom job (job build) Canceling a copy job Copy tips Solving copy quality
problems Quick copy 1 2 Place the original document faceup in the automatic document feeder (ADF) or facedown on the flatbed.



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Adjust the paper guides when using the ADF. Press Go on the numeric pad.

Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access. Multiple page copying 1 2 Place the original document faceup in the automatic document feeder or facedown on the flatbed. Adjust the paper guides when using the ADF. Touch Copy on the home screen, or use the numeric keypad to specify the number of copies you want.

After touching Copy or entering the number of copies, the touch screen will automatically change to the copy settings menu. 3 4 Change the copy options to meet your requirements. Touch Copy It. Copying 21 Copying Using the flatbed If you are using the flatbed (scanner glass) to make copies: 1 2 3 4 Open the document cover. Place the document facedown on the scanner flatbed.

Close the document cover. Touch Copy on the home screen, or press Go on the numeric pad. For Copy, continue with step 5. For Go, proceed with step 8. 5 6 7 8 9 Set the number of copies. Change the copy options to meet your requirements. Touch Copy It. Touch Scan Next if you have more pages to scan, or touch Finish the Job if you are done. Touching Finish the Job returns the MFP to the copy screen. Touch Home when you are finished.

Understanding the copy screens and options Copy From: Opens a screen where you can enter the size of the documents you are going to copy. . . . Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy Options Screen. When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size. When using Auto Size Match, the MFP will match the size of the original document as specified in the Copy From box. If a matching paper size is not loaded in one of the paper trays, the MFP will scale the copy to fit loaded media. Copy To: Opens a screen where you can enter the size and type of paper on which your copies will be printed. . . . Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the Copy Options Screen. If the size settings for Copy From and Copy To are different, the MFP will automatically adjust the Scale setting to accommodate the difference. If you have a special type or size of paper that you'd like to copy onto that is not normally in the MFP paper trays, you can select MP Feeder, and manually send the type of paper you want through the MP feeder.

When using Auto Size Match, the MFP will match the size of the original document as specified in the Copy From box. If a matching paper size is not in one of the paper trays, the MFP will scale the copy to fit loaded media. Scale: Creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically. . . . When you want to copy from one size of paper to another, such as legal size to letter size, setting your Copy From and Copy To paper sizes will automatically change the scale to keep all the original document information on your copy.

Touching the arrow to the left lowers the value by 1%; touching the arrow to the right increases the value by 1%. Holding your finger on an arrow makes a continuous increment. Holding your finger on an arrow for two seconds causes the pace of the change to accelerate. . . . Using the flatbed 22 Copying Darkness: Adjusts how light or dark your copies will turn out in relation to the original document. Printed Image: Copies halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper that are composed primarily of images.

For original documents that are a mixture of text, line drawings, or other graphics, leave Printed Image off. Sides (Duplex): Prints copies on 1 or 2 sides, makes 2-sided copies (duplex) of 2-sided original documents, 2-sided copies from 1-sided original documents or 1-sided copies (simplex) from 2-sided original documents. Note: For 2-sided output, you must have a duplex unit attached to your printer. Collate: Keeps the pages of a print job stacked in sequence, particularly when printing multiple copies of the document. The default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3). Options: Opens a screen to change Paper Saver, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/ Time Stamp, Overlay, Content, or Advance Duplex settings. . Paper Saver: Takes two or more sheets of an original document and prints them together on the same page. Paper Saver is also called N-up printing. The N stands for Number.

For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page. Create Booklet: Creates a sequence of collated output that, when folded in half, forms a booklet half the page size of the original document and with all the pages in order. Note: To use Create Booklet, you must have a duplex unit attached to the MFP. . . . Advanced Imaging: Adjusts Background Removal, Contrast, and Shadow Detail before you copy the document. Custom Job (Job Build): Combines multiple scanning jobs into a single job. Separator Sheets: Places a blank piece of paper between each copy of your copying job. The separator sheets can be drawn from a bin with a different kind or color of paper from your copies. Margin Shift: Increases the size of the margin a specified distance. This can be useful in providing space to bind or hole-punch copies.

Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, the copy will be cropped. Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the selected area, leaving nothing printed on that portion of the paper.

Date/Time Stamp: Turns the Date/Time Stamp on and prints the date and time at the top of every page. Overlay: Creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page. Note: A custom overlay can be created by the system administrator.

An additional icon with that message will then be available. . Content: Enhances copy quality. Choose Text for original documents that are mostly text or line art.



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Choose Text/ Photo when the original documents are a mixture of text and graphics or pictures. Choose Photograph when the original document is a high-quality photograph or inkjet print. Choose Printed Image when copying halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper. Advanced Duplex: Controls how many sides and what orientation your original documents have, and whether your original documents are bound along the long edge or the short edge. Understanding the copy screens and options 23 Copying Copying from one size to another 1 2 3 4 5 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen.

Touch Copy from:, and then identify the size of your original document. For example, Legal. Touch Copy to:, and then select the size you want the copy to be. Note: If you select a paper size that is different from the "Copy from" size, the MFP will scale the size automatically. 6 Touch Copy It. Making transparencies 1 2 3 4 5 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen.

Touch Copy from:, and then identify the size of your original document. Touch Copy to:, and then touch the tray that contains transparencies. Note: If you do not see Letterhead as an option, speak with your system support person. 6 Touch Copy It. Copying to letterhead 1 2 3 4 5 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen. Touch Copy from:, and then identify the size of your original document. Touch Copy to:, and then touch the tray that contains letterhead. Note: If you do not see Letterhead as an option, speak with your system support person. 6 Touch Copy It. Copying photographs 1 2 3 4 Open the document cover.

Place the photograph face down on the flatbed. Touch Copy on the home screen. Touch Options. Copying from one size to another 24 Copying 5 6 7 8 Touch Content. Touch Photograph. Touch Copy It. Touch Scan Next or Done. Making copies using media from a selected tray During the copy process, you can select the input tray that contains the media type of choice. For example, if a special media type is located in the multipurpose feeder, and you want to make copies on that media: 1 2 3 4 5 6 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides.

Touch Copy on the home screen. Touch Copy from:, and then identify the size of your original document. Touch Copy to:, and then touch multipurpose feeder or the tray that contains the media type you want. Touch Copy It. Copying mixed-sized media You can place mixed-sized original documents in the ADF and then copy them. Depending on the paper size loaded in the trays, the scanner will print on the same size media or scale the document to fit the media in the tray. Example 1; the MFP has two paper trays, one tray loaded with letter and the other with legal paper. A document mixed with letter and legal pages needs to be copied. 1 2 3 4 5 6 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides.

Touch Copy on the home screen. Touch Copy From, and then touch Mixed Sizes. Touch Copy To, and then touch Auto Size Match. Touch Copy It. The scanner will identify the different size pages as they scan, and then print them on the correct size paper. Example 2; the MFP has one paper tray, loaded with letter-size paper. A document mixed with letter and legal pages needs to be copied. 1 2 3 4 5 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen.

Touch Copy From, and then touch Mixed Sizes. Touch Copy It. The scanner will identify the different size pages as they scan, and then scale the legal size pages to print on letter-size paper. Making copies using media from a selected tray 25 Copying Setting the duplex option 1 2 3 4 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen. Touch the button that looks the way you want your copies duplexed. The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1 --> 2-sided if you have 1-sided original documents and you want 2-sided copies. 5 Touch Copy It.

Reducing and enlarging copies Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The default for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying. To reduce or enlarge a copy: 1 2 3 4 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen. From Scale, touch + or to enlarge or reduce your output. Note: Touching Copy To or Copy From after setting Scale manually will turn the scale value back to Auto. 5 Touch Copy It. Adjusting copy quality 1 2 3 4 5 6 Place your original document in the automatic document feeder faceup, short-edge first.

Adjust the paper guides. Touch Copy on the home screen. Touch Options. Touch Content. Touch the icon that best represents what you are copying (for example, Text, Text/Photo, Photograph, or Printed Image). Text: Used for original documents that are mostly text or line art. Text/Photo: Used when the original documents are a mixture of text and graphics or pictures. Photograph: Used when the original document is a high-quality photograph or inkjet print. Printed Image: Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images. 7 Touch Copy It.

Setting the duplex option 26 Copying Setting collation options If you want your copies collated, you don't need to do anything; this is the default setting. For example, two copies of three pages will print page 1, page 2, page 3, page 1, page 2, page 3. If you don't want your copies collated, you can change the setting. For example, two copies of three pages will print page 1, page 1, page 2, page 2, page 3, page 3. To turn collation off: 1 2 3 4 5 6 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen. Use the numeric keypad to enter the number of copies you want. Touch Off if you do not want your copies collated. Touch Copy It.

Placing separator sheets between copies 1 2 3 4 5 Place your original document in the automatic document feeder faceup, short-edge first.



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Adjust the paper guides. Touch Copy on the home screen. Touch Options. Touch Separator Sheets. Note: Collation must be On for the separator sheets to be placed between copies. If Collation is Off, the separator sheets are inserted after the job has been printed. 6 Touch Copy It. Setting paper saving options 1 2 3 4 5 6 7 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides.

Touch Copy on the home screen. Make your duplex choice. Touch Options. Touch Paper Saver. Select the output you want.

For example, if you have four portrait-oriented original documents that you want copied to the same side of one sheet, touch 4 on 1 Portrait. 8 9 Touch Print Page Borders if you want a box drawn around each page on the copies. Touch Copy It. Setting collation options 27 Copying Placing the date and time at the top of each page 1 2 3 4 5 6 7 8 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides.

Touch Copy on the home screen. Touch Options. Touch Date/Time Stamp. Touch On. Touch Done. Touch Copy It. Placing an overlay message on each page An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, or Draft. To place a message on the copies: 1 2 3 4 5 6 7 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides.

Touch Copy on the home screen. Touch Options. Touch the button containing the overlay you want to use. Touch Done. Touch Copy It. Creating a custom job (job build) The custom job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner will scan the first set of original documents using the supplied parameters, then scan the next set with the same or different parameters. The definition of a set depends on the Scan Source: · · · From the flatbed, a set consists of one page. From the ADF, a set consists of all scanned pages until the ADF becomes empty.

When one page is sent through the ADF, a set consists of one page. For example: 1 2 3 4 5 6 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Touch Copy on the home screen. Touch Options.

Touch Custom Job. Touch On. Placing the date and time at the top of each page 28 Copying 7 8 Touch Done. Touch Copy It. When the end of a set is reached, the "Scan the next page" screen appears.

Touch Scan the next page, or touch Done. For more information on the Custom job or the job build setting, see the Menus and Messages Guide on the Software and Documentation CD. Canceling a copy job While the document is in the ADF When the ADF begins processing a document, the scanning screen is displayed. You can cancel the copy job by touching Cancel Job on the touch screen. Touching Cancel Job cancels the entire job that is being scanned. The scanning screen will be replaced with a "Canceling scan job" screen. The ADF will clear all pages in the ADF and cancel the job. While copying pages using the flatbed During the copy process, the "Scan the next page" screen appears. To cancel the copy job, touch Cancel Job on the touch screen. Touching Cancel Job cancels the entire job that has been scanned.

The scanning screen will be replaced with a "Canceling scan job" screen. Once the job has been flushed, the touch screen will return to the copy screen. While the pages are being printed To cancel the print job, touch Cancel Job on the touch screen, or press cancel on the numeric keypad. Touching Cancel Job or pressing cancel on the keypad cancels the remaining print job. Once the job has been deleted, the touch screen will return to the home screen. Copy tips The following tips may improve the MFP copy quality. For additional information or to solve copy problems, see Solving copy quality problems. Question When should I use Text mode? Tip · Text mode should be used when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern. @@ · Text/Photo mode should be used when copying an original document that contains a mixture of text and graphics. · Text/Photo is best used for magazine articles, business graphics, and brochures.

Printed Image mode should be used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper. Photograph mode should be used when the original document is a high-quality photograph or inkjet print. When should I use Text/Photo mode?

When should I use Printed Image mode? When should I use Photograph mode? Canceling a copy job 29 3 E-mail The MFP can be used to e-mail scanned documents to one or more recipients. There are four ways to send an e-mail from the MFP. You can type the e-mail address, use a shortcut number, use the address book, or a profile.

Permanent e-mail destinations can be created in the Manage Destinations link located under the Configuration tab on the Web page. For more information or detailed instructions, select one of the following: Entering an e-mail address Using a shortcut number Using the address book E-mailing to a profile Adding e-mail subject and message information Changing the output file type E-mailing color documents Creating an e-mail shortcut Creating an e-mail profile Canceling an e-mail Understanding e-mail options E-mail server setup Address book setup Entering an e-mail address 1 2 3 4 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF. Touch E-mail on the home screen. Enter the recipient's address.

You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number. Touch E-mail It. Using a shortcut number 1 2 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF. Touch E-mail on the home screen. E-mail 30 E-mail 3 4 Press #, and then enter the recipient's shortcut number. You can enter additional recipients by pressing next and then entering the recipient's shortcut number or address. Touch E-mail It. Using the address book 1 2 3 4 5 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF.

Touch E-mail on the home screen. Touch Search Address Book. Enter the name or part of the name you are searching for, and then touch Search. Touch the name that you want to add to the To: field. You can enter additional recipients by pressing next and then entering the recipient's address or shortcut number, or searching the address book.



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6 Touch E-mail It. E-mailing to a profile 1 2 3 4 5 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF. Touch Held Jobs on the home screen. Touch Profiles.

Select your e-mail destination from the profile list. Touch E-mail It. Adding e-mail subject and message information 1 2 3 4 5 6 7 8 9 10 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF. Touch E-mail on the home screen.

Touch Options. Touch Subject. Enter the e-mail subject. Touch Done. Touch Message.

Enter an e-mail message. Touch Done. Touch E-mail It. Using the address book 31 E-mail Changing the output file type 1 2 3 4 5 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF. Touch E-mail on the home screen. Enter an e-mail address. Touch Options. Touch the button that represents the file type you want to send. . . . PDF: This creates a single file with multiple pages, viewable with Adobe Reader.

Adobe Reader is provided free by Adobe at www.adobe.com. TIFF: Creates multiple files or a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG. JPEG: Creates and attaches a separate file for each page of your original document, and is viewable by most Web browsers and graphics programs. 6 Touch E-mail It. E-mailing color documents 1 2 3 4 5 6 Place the original document in the automatic document feeder faceup or on the flatbed facedown. Adjust the paper guides when using the ADF.

Touch E-mail on the home screen. Enter an e-mail address. Touch Options. Touch Color. Touch E-mail It.

Creating an e-mail shortcut From a computer 1 2 Enter the IP address of the MFP into the URL field (address bar) of the Web browser. Click Configuration (in the left frame), and then click Manage Destinations (in the right frame). Note: You may be asked to enter a password. If you do not have an ID and password, get one from your system support person. 3 4 Click E-mail Destination Setup.

Enter a unique name for the recipient, and specify the e-mail address. Note: If you are entering multiple addresses, separate each address with a comma (,). 5 6 Choose your scan settings (Format, Content, Color, and Resolution). Enter a shortcut number, and then click Add. If you enter a number that is already in use, you are prompted to select another number. Changing the output file type 32 E-mail 7 8 9 Go to the MFP, and place your original document in the automatic document feeder faceup, short-edge first. Press #, and then enter the recipient's shortcut number. Touch E-mail It. From the MFP 1 2 3 4 5 6 7 Load the original document in the ADF faceup, short-edge first, and adjust the paper guides. Touch E-mail on the home screen.

Enter the recipient's e-mail address. To create a group of recipients, touch Next number, and enter the next recipient's e-mail address. Touch Save as Shortcut. Enter a unique name for the shortcut. Verify the shortcut name and number are correct, and then touch OK. If the name or number is incorrect, touch Cancel, and reenter the information. Touch E-mail It. Creating an e-mail profile 1 2 3 4 5 6 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: http://ip_address/. Click Configuration.

Click E-mail/FTP Settings. Click Manage E-mail Shortcuts. Fill in the fields with the appropriate information. Click Add. Canceling an e-mail 1 2 When using the automatic document feeder, touch Cancel while Scanning.

.. is displayed on the touch screen. When using the scanner bed, touch Cancel while Scan the Next Page / Finish the Job is displayed on the touch screen.

Understanding e-mail options Original Size: Opens a screen where you can enter the size of the documents you are going to e-mail.

.. Touching any of the paper size icons on the follow-on screen will make that your selection and return you to the e-mail Options screen. When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size. Sides (Duplex): Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). Creating an e-mail profile 33 E-mail @@Binding: Tells the MFP whether the original document is bound on the long-edge or short-edge side. E-mail Subject: Lets you enter a subject line to your e-mail. You can enter up to 255 characters. E-mail Message: Lets you enter a message that will be sent with your scanned attachment. Resolution: Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document.

Image resolution can be decreased to reduce the e-mail file size. Send As: Sets the output (PDF, TIFF, or JPEG) for the scanned image. PDF output is a single file. TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files. JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files. Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices.

Content affects the quality and size of your e-mail. Text: Emphasize sharp, black, high-resolution text against a clean, white background. Text/Photo: Used when the original documents are a mixture of text and graphics or pictures. @@@@This increases the amount of information saved. Color: Sets the scan type and output for the e-mail.

Color documents can be scanned and sent to an e-mail address. Advanced Options: Lets you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings. Advanced Imaging: Adjusts Background Removal, Contrast, and Shadow Detail before you copy the document.

Custom Job (Job Build): Combines multiple scanning jobs into a single job. Transmission Log: Prints the transmission log or transmission error log. Scan Preview: Displays the first pages of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears. Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Darkness: Adjusts how light or dark your scanned e-mails will turn out. Understanding e-mail options 34 E-mail E-mail server setup For e-mail to operate, it must be turned on in the MFP configuration and have a valid IP address or gateway address. To set up the e-mail function: 1 2 3 4 5 6 Open your Web browser.



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In the address line, enter the IP address of the MFP you want to configure using the format: http://ip_address/. Click Configuration. Click E-mail/FTP Settings.

Click E-mail Server Setup. Fill in the fields with the appropriate information. Click Submit. Address book setup 1 2 3 4 5 6 Open your Web browser. In the address line, enter the IP address of the MFP you want to configure using the format: http://ip_address/. Click Configuration. Click E-mail/FTP Settings. Click Manage E-mail Shortcuts. Fill in the fields with the appropriate information. Click Add.

E-mail server setup 35 4 Faxing The fax function lets you scan items and fax them to one or more recipients directly from the MFP. When you touch Fax, it opens the fax destination screen. You enter the fax number and touch Fax It to send your fax. You can also change the fax settings to fit your personal needs.

During initial MFP setup, you may be required to configure the MFP for faxing.

For additional information, see Fax setup in the Setup Guide. The following fax topics are available in this and other chapters. Sending a fax Using fax destination shortcuts Using the address book Sending faxes from a computer Creating shortcuts Understanding fax options Changing the fax resolution Adjusting the Darkness setting Sending a fax at a later time Cancel an outgoing fax Fax tips Solving fax problems Viewing a fax log Sending a fax There are two ways to send a fax: enter the number using a numeric keypad, or use a shortcut number. Use the instructions below to send a fax using the keypad, or see Using fax destination shortcuts to fax your documents using a shortcut. 1 2 3 4 Place your original document in the automatic document feeder faceup, short-edge first.

Adjust the paper guides. Touch Fax on the home screen. Enter the fax number using the numbers on the touch screen or keypad. Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book. Note: To place a two-second dialing pause within a fax number, use the Dial Pause button. The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first. 5 Touch Fax It. Faxing 36 Faxing Using fax destination shortcuts Fax destination shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations.

Permanent fax destinations or speed dial numbers are created in the Manage Destinations link located under the Configuration tab on the Web page. A shortcut number (199999) can contain a single recipient or multiple recipients. By creating a group fax destination with a shortcut number, you can quickly and easily fax broadcast information to an entire group. 1 2 3 Place your original document in the automatic document feeder faceup, short-edge first. Adjust the paper guides. Press # followed by the shortcut number on the keypad. Press # followed by the shortcut number on the keypad, or touch Next Number to enter another address. For information on creating shortcut numbers, see Creating shortcuts. 4 Touch Fax It. Using the address book Note: If the address book feature is not enabled, contact your system support person.

1 2 3 4 5 6 7 8 Place your original document in the automatic document feeder faceup, short-edge first. Touch Fax on the home screen. Touch Search Address Book. Using the touch screen keyboard, enter the name or part of the name of the person for whom you'd like to find a fax number. (Do not attempt to search for multiple names at the same time.

) Touch Enter. Touch the name to add it to the Fax to: list. Repeat steps 5 through 6 to enter additional destinations. Touch Fax It. Sending faxes from a computer Faxing from a computer lets you send electronic documents without leaving your desk.

This gives you the flexibility of faxing documents directly from software applications. 1 2 From your software application, click File Print. From the Print window, select your MFP, and then click Properties. Note: In order to perform this function from your computer, you must use the PostScript printer driver for your MFP. 3 4 5 6 Choose the Other Options tab, and click on Fax. Click OK. At the next screen, click OK. From the Fax screen, enter the name and number for the fax recipient. Click Send to send your job. Using fax destination shortcuts 37 Faxing Creating shortcuts Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number.

A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen. From a computer 1 2 Enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator. Click Configuration (in the left frame of your browser window), and then click Manage Destinations (in the right frame of your browser window). Note: A password may be required. If you do not have an ID and password, get one from your system support person. 3 4 Click Fax Shortcut Setup. Enter a unique name for the shortcut, and specify the fax number. To create a multiple number shortcut, enter the fax numbers for the group. Note: Separate each fax number in the group with a semicolon (;). 5 6 7 8 9 Assign a shortcut number. If you enter a number that is already in use, you are prompted to select another number. Click Add. Go to the MFP, and load your original document in the automatic document feeder faceup, short-edge first. From the numeric keypad, press #, and then enter your shortcut number. Touch Fax It. From the MFP 1 2 3 4 5 6 7 Load the original document in the ADF faceup, short-edge first, and adjust the paper guides. Touch Fax on the home screen. Enter the recipient's fax number.

To create a group of recipients, touch Next number, and enter the next recipient's fax number. Touch Save as Shortcut. Enter a unique name for the shortcut. Verify the shortcut name and number are correct, and then touch OK. If the name or number is incorrect, touch Cancel, and reenter the information. Touch Fax It. Creating shortcuts 38 Faxing Understanding fax options Original: Opens a screen where you can choose the size of the documents you are going to fax. · · Touching any of the paper size buttons on the follow-on screen will make that your selection and return you to the Fax Options Screen. When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Content: Used to select the type of document you are scanning (for example, Text, Text/Photo, or Photo). Content affects the quality and size of your scan by selecting how the scanner will handle the information on the original document.



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