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You can read the recommendations in the user guide, the technical guide or the installation guide for LEXMARK X8350. You'll find the answers to all your questions on the LEXMARK X8350 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual LEXMARK X8350
User guide LEXMARK X8350
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LEXMARK

Lexmark 8300 Series All-In-One

User's Guide

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www.lexmark.com

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Manual abstract:

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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. CAUTION: Do not use the fax feature during a lightning storm.

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1 Click Start Programs or All Programs Lexmark 8300 Series. 2 Click User's Guide. CD Description Where to find The CD contains drivers, software, and publication You can find this CD in the printer box. See the files. The CD installs the Help system on your Setup sheet for installation instructions. computer if your printer connects to a computer. Help Description Where to find The Help gives you instructions for using the software While in any Lexmark software program, click if your printer connects to a computer. Help, Tips Help, or Help Help Topics. Lexmark Solution Center Description Where to find The Lexmark Solution Center software is included To access the Lexmark Solution Center: on your CD if your printer connects to a computer. 1 Click Start Programs or All Programs It installs with the other software.

Lexmark 8300 Series. 2 Select Lexmark Solution Center. 11 Readme file Description Where to find This file contains late-breaking information about To access the Readme file: the printer and software that does not appear in 1 Click Start Programs or All Programs other documentation, as well as information specific Lexmark 8300 Series. to your operating system. 2 Select Readme.

Web site Description Where to find Our Web site contains a variety of information. Visit our Web site at www.lexmark.com. Note: All paths for the Web site are subject to change.

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: 12 Setting up the printer Checking the box contents 1 2 3 4 5 x 8 7 6 Name 1 2 3 4 5 Black print cartridge Color print cartridge Telephone cord Power supply cord Telephone line adapter Description Cartridges to be installed into the printer. Note: Cartridge combinations vary depending on the product purchased. Attaches to the EXT port at the back of the printer. Attaches to the power supply port located at the back of the printer. Connects to the telephone line and the answering machine, telephone, or other telecommunications equipment. Note: The telephone line adapter is not shipped to all countries and regions. 6 7 Setup sheet Installation software CD 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. 8 User's Guide or Setup Solutions Printed booklet that serves as a guide. 13 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). x 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. x Getting the printer ready to fax 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 101. 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 See this section · The printer · A telephone cord Send and receive faxes without using a "Connecting directly to a computer. telephone wall jack" on page 15 14 Equipment Benefits See this section "Connecting to a telephone" on page 16 · The printer · A telephone · Two telephone cords · The printer · A telephone · An answering machine · Use the fax line as a normal telephone line. · Send and receive faxes without using a computer. Receive both incoming voice messages "Connecting to an answering and faxes.

machine" on page 17 · Three telephone cords · · · · The printer A telephone A computer modem Three telephone cords Send faxes using the computer or the printer. "Connecting to a computer with a modem" on page 18 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. 15 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.



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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 wall jack. of the printer, and then plug it into an active telephone LINE EXT LIN E EXT 3 Remove the protective plug from the EXT port of the printer. LIN E EXT LIN E EXT 16 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 2 Connect one telephone cord into the LINE port of the printer, and then plug it into an active telephone wall jack. LIN E EXT LIN E EXT 17 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. Connecting to a computer with a modem Connect the printer to a computer with a modem to send faxes from the software application. 1 Make sure you have the following: · A telephone · A computer with a modem · Three telephone cords · A telephone wall jack 18 2 Connect a telephone cord into the LINE port wall jack. of the printer, and then plug it into an active telephone LINE 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 computer modem. 19 5 Connect a third telephone cord from the computer modem to the EXT port of the printer. LIN E 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. 20 Learning about the printer Understanding the parts of the printer 2 1 3 10 9 8 5 6 7 x 4 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. 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. 3 4 ADF exit tray Top cover 5 6 7 8 Memory card slots PictBridge port Paper tray Paper exit tray Insert a memory card. Connect a PictBridge-enabled digital camera or a flash drive to the printer. Load paper. Stack paper as it exits. 21 Use the 9 Control panel To Operate the printer. For more information, see "Using the control panel" on page 23.

10 Scanner unit Access the print cartridges. 1 LIN E 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 Power supply port Rear access door USB port Connect the printer to a power source. Remove paper jams. Connect the printer to a computer using a USB cable. 22 Use the 5 LINE port To 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 Using the control panel The display shows: · All-In-One status · Messages · Menus 1 2 3 4 5 8 7 6 Press 1 2 Quick Dial buttons (15) Copy Mode To Access any of the five programmed Speed Dial numbers. Access the copy menus and make copies. Note: The mode is selected when the button light is on. 3 Scan Mode Access the scan menus and scan documents. Note: The mode is selected when the button light is on. 4 Fax Mode Access the fax menus and send faxes. Note: The mode is selected when the button light is on. 5 Photo Card Access the photo card menus. You can preview photos stored on a memory card or flash drive, edit the photos, and print them. 23 Press 6 Fax Auto Answer To 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 78. 7 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. 8 Phone Book Access any of the programmed Speed Dial numbers (189) or Group Dial numbers (90-99). 1 2 3 4 5 8 7 6 Press 1 To · Decrease a number. · Scroll through options on the display. · When cropping a photo, move the selected crop area to the left. · Increase a number. · Scroll through menus or options on the display. · When cropping a photo, move the selected crop area up. Choose the option that appears on the display, or save settings. In Photo Card mode, select or deselect a photo. 2 3 4 · Increase a number. · Scroll through options on the display. · When cropping a photo, move the selected crop area to the right. · Decrease a number. · Scroll through menus or options on the display. · When cropping a photo, move the selected crop area down. 5 24 Press 6 To · Cancel a scan, copy, or print job in progress. · Clear a fax number or end a fax transmission and return the display to the fax default. · Exit a menu. · Clear current settings or error messages, and return to default settings. 7 8 Display a control panel menu or submenu. · Return to the previous submenu. · Save the settings in a submenu and return to the previous menu. 1 2 1 4 7 2 5 8 0 3 6 9 # 3 4 * Press 1 A keypad number or symbol To In Fax mode: · · · Enter fax numbers.



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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. In Copy mode: Select the number of copies you want to make.

In Photo Card mode: Select the number of photos you want to print. 2 3 4 Start Color Start Black Power Start a color copy, scan, or photo job, depending on which mode is selected. Start a black-and-white copy, scan, fax, or photo job, depending on which mode is selected. · Turn the printer on and off. · Stop the print, copy, fax, or scan process. 25 Customizing copy settings using the control panel Using the Copy Mode menu To access and navigate the Copy Mode menu: 1 From the control panel, press Copy Mode. 2 Press 3 Press 4 Press Use this Copies Enlarge Lighter/Darker Quality Paper Size Paper Type Repeat (per page) Collate N-Up Content Scan Size or or repeatedly until the menu option you want is highlighted. repeatedly until the setting you want is highlighted. to save the setting. To Specify how many copies to print.

Specify the percentage for enlarging or reducing an image copy. Lighten or darken a copy. Choose a print quality. Specify the size of the paper loaded. Specify the type of 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 type of original document loaded on the scanner glass. Specify the size of the original document loaded on the scanner glass.

Using the Copy menu To access and navigate the Copy menu: 1 From the control panel, press Copy Mode. 2 Press 3 Press 4 Press . . or repeatedly until the menu option you want is highlighted. 26 Use this Copy Print Preview To Preview the image to be printed on the display.

Note: This submenu is not available when you are using the ADF. Maintenance . . . View ink levels. Clean cartridges. Align cartridges. Print a test page. Device Defaults Modify the default settings. Customizing scan settings using the control panel Using the Scan Destination menu To access and navigate the Scan Destination menu: 1 From the control panel, press Scan Mode. 2 Press 3 Press . Use this Clipboard E-mail File An application Note: The applications listed correspond to the applications installed on the computer. To Scan to the clipboard. Scan to e-mail. Scan to a file. Scan to the application you select. or repeatedly until the scan destination you want is highlighted. Using the Scan menu To access and navigate the Scan menu: 1 From the control panel, press Scan Mode.

2 Press . 3 Press or repeatedly until the menu item you want is highlighted. · Press or repeatedly until the option you want is highlighted. · Press 4 Press to open a submenu, and then press highlighted. to select the setting, or press or repeatedly until the option you want is to save the setting and exit the menu. 27 Use this Quality Scan Area Preview Scan Maintenance To Specify a scan resolution. Specify the size of the area to be scanned. Preview the scanned image on the display. . . . View ink levels. Clean cartridges.

Align cartridges. Print a test page. Device Defaults Customize printer settings. Customizing fax settings using the control panel Using the Fax Mode menu To access and navigate the Fax Mode menu: 1 From the control panel, press Fax Mode. 2 Enter a number in the text entry box, or press highlighted. or repeatedly until the menu option you want is 3 Press Use this to select this menu, or enter the available submenus. To Enter the number to which you want to send a fax. Enter another number to which you want to send a fax. Send a fax to a number from the phone book and customize phone book settings. Send a fax to, or view, previously dialed numbers.

Text entry box Enter Another Number Add From Phone Book Add From Redial History Using the Fax menu To access and navigate the Fax menu: 1 From the control panel, press Fax Mode. 2 Press 3 Press 4 Press 5 Press 6 Press . or repeatedly until the menu option you want is highlighted. to select this menu or enter the available submenus. or to scroll through options. to save your setting and return to Fax mode. 28 Use this Delay Sending Fax To 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. On Hook Dial 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 "Faxing while listening to a call (On Hook Dial)" on page 84. Quality Brightness History and Reports Ringing and Answering Fax Printing Dialing and Sending Junk Fax Blocking Maintenance Choose a print quality for sending faxes. Lighten or darken a fax. View and print fax history reports. Modify ringing and answering options. Specify fax printing options. Specify the fax dialing and sending options. Block faxes from the numbers you specify. . . . View ink levels. Clean cartridges.

Align cartridges. Print a test page. Device Defaults Block Host Settings Print Fax Settings List Modify the default settings. Block unwanted changes to fax settings. Print a list of the current fax settings.

Customizing photo settings using the control panel Using the Photo Card Mode menu To access and navigate the Photo Card Mode menu: 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 Press or repeatedly until the menu option you want is highlighted. 3 Follow the instructions on the display to navigate the menu option. 29 Use this Browse and Print Photos Print Camera Selections To Browse through photos stored on a memory card or flash drive, preview selected photos, and print.

Print photos using the camera selections in a DPOF file. Note: This submenu only appears if there is a DPOF file on your memory card or flash drive. Print All Photos Save to Computer View Slide Show Print New Photos Change Default Settings Maintenance Print all photos stored on a memory card or flash drive. Save photos stored on a memory card or flash drive to the computer. View a slide show of the photos stored on a memory card or flash drive. Print only the photos most recently stored on a memory card or flash drive. Change the default photo print settings. . . . View ink levels. Clean cartridges. Align cartridges.

Print a test page. Using the Photo More Options menu To access the Photo More Options menu: · When browsing through photos to print: 1 Press 2 Press to select a photo. . . . When previewing photos for printing, press To navigate the menu: 1 Press or repeatedly until the menu option you want is highlighted.



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2 Follow the instructions on the display. Use this Edit Photo View Full Screen Change Print Settings Print Preview To Edit the selected photo. View the selected photo on the full screen. Change the default photo print settings. Preview the selected photos before printing them.

30 Using the Photo Edit menu To access and navigate the Photo Edit menu: 1 From the Photo More Options menu, make sure Edit Photo is highlighted. 2 Press . 3 Press 4 Press Use this Brightness Crop Auto Image Enhance or repeatedly until the menu option you want is highlighted. to select an option or save a setting. To Lighten or darken an image.

Crop an image. Improve the quality of printed photos. Note: The enhanced image will not appear on the display. Red Eye Reduce the red eye effect in photos. Note: The red eye reduction will not appear on the display.

Colorized Effect Apply color effects to the image before printing. You can choose from: · Sepia · Antique Brown · Antique Gray Rotate Rotate the image 90 degrees clockwise or counter-clockwise. Using the Photo Print Settings menu To access and navigate the Photo Print Settings menu: 1 From the Photo Card Mode menu, press highlighted. or repeatedly until Change Default Settings is 2 Press . 3 Press 4 Press 5 Press Use this Paper Size or or repeatedly until the menu option you want is highlighted. repeatedly until the setting you want is highlighted. to save the setting. To Select the size of paper loaded in the tray. Note: The default is 4x6 in..

Photo Size Select the size of the photo to be printed. Note: The default is 4x6 in.. 31 Use this Layout To Select a page layout for printed photos. Note: The default is Automatic. Print Quality Select a print quality. Note: The default is Normal. Paper Type Select the type of paper loaded in the paper tray. Note: The default is Auto Detect. 32 Learning about the software Using the printer software Use this To The Productivity Suite Open the component necessary for you to complete a task.

The All-In-One Center Scan, copy, print, and fax. The Solution Center Print Properties The Photo Editor Fast Pics The Fax Setup Utility 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 memory card, flash drive, or PictBridge-enabled digital camera to the computer.

Adjust fax settings. Using the Productivity Suite Use the Productivity Suite to open the correct component for the task you want to complete. To open the Productivity Suite software, use one of these methods: Method 1 From the desktop, double-click the Productivity Suite icon. Method 2 Method 3 Programs or All Lexmark 8300 Right-click the system tray icon, and then select Productivity Suite. 1 Click Start Programs Series.

2 Select Productivity Suite. Using the Productivity Suite buttons 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. 33 Click To Visit us Online Details Visit our Web site. Scan 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 Use the All-In-One Center software to scan, copy, and fax documents, or to print saved photos. 34 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 8300 Series. 2 Select All-In-One Center. 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 8300 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 (Skin, voice, and communication options) · View the software version and copyright information · Display the Fax Setup Utility 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. 35 From this section Copy You can · · · · · 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 an album page with various photo sizes. Enlarge or reduce an image. Print an image as a multiple-page poster. Fax an image or document. E-mail an image or document.

Edit text found in a scanned document with OCR. Modify an image with a photo editor. Preview · Select a region of the previewed image to scan or copy. · View an image of what will be printed or copied. Note: For more information about using the Scanning & Copying tab, click Help in the top center of the screen. Using the Saved Images tab Use the Saved Images tab to perform tasks with images that are saved on the computer. 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 · · · · 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. 36 From this section Productivity Tools You can · · · · · Print an album page with various photo sizes.



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Enlarge or reduce an image. Print an image as a multiple-page poster. Fax an image or document.

E-mail an image or document. Edit text found in a scanned document with 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 Solution Center The Solution Center provides help, as well as information about the printer status and ink levels. To open the Solution Center, use one of these methods: Method 1 From the desktop, doubleclick the Productivity Suite icon, and then click the Maintain/Troubleshoot button. Method 2 Method 3 From the All-In-One Center, click the Maintain/Troubleshoot link located in the top center, and then click one of the available topics. Method 4 Right-click the system tray icon, and then select Solution Center. 1 Click Start Programs or All Programs Lexmark 8300 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. 37 From this tab Troubleshooting You can · 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. Advanced · · · · 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 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. 38 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. 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. 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. 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. 39 Tab Print Layout Options · 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 8300 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. Using Fast Pics Use the Fast Pics software to save or print photos from a digital camera memory card or flash drive. To open Fast Pics, insert a digital camera memory card or flash drive into the printer. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. With Fast Pics, you can: · Print photos using a computer. For more information, see "Printing photos stored on a memory device" on page 63.

· Save photos from a memory card or flash drive to the computer. For more information, see "Transferring digital photos from a memory card or flash drive" on page 57. 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. 40 For a list of options available from the Fax Setup Utility, see "Customizing settings using the Fax Setup Utility" on page 87. 41 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.

42 4 Adjust the paper guides to rest against the left, right, and bottom edges of the paper. 5 Lower the paper exit tray. 6 Extend the paper exit tray stop to catch the paper as it exits. 2 1 43 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.



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· 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. 10 envelopes · 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. 44 Load up to 25 sheets of labels Make sure · 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. 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.

100 sheets of custom size paper · The print side of the paper faces down. · The paper size fits within these dimensions: Width: 76216 mm 3.085 inches
Length: 127432 mm 5.017.

0 inches · The paper guides rest against the left, right, and bottom edges of the paper. 45 Load up to 25 index cards, photo cards, or postcards Make sure · 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. 20 sheets of banner paper · 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 38. 46 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. Note: Do not load postcards, photo cards, 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.

ADF paper capacity Load up to 50 sheets of Make sure · Letter paper · A4 paper · Legal size paper 50 sheets of custom size paper · The document is loaded text side up. · The paper guide is against the edge of the paper. · The document is loaded text side up. · The paper size fits within the allowable dimensions.

· The document is loaded text side up. · The paper guide is against the edge of the paper. · The paper size fits within the allowable dimensions. The document is loaded text side up. The paper guide is against the edge of the paper.

The paper size fits within the allowable dimensions. You choose media that absorbs ink well. You allow preprinted media to dry thoroughly before loading into the ADF. 50 sheets of: · Pre-punched paper · Reinforced edge copier paper 50 sheets of: · Preprinted forms · Letterhead paper · You do not use media printed with metallic ink particles. · You avoid embossed designs. 47 Allowable dimensions · Width: 210.0 mm 215.9 mm 8.27 in. 8.

5 in. · Length: 279.4 mm 355.6 mm 11.0 in. 14.0 in. Loading original documents on the scanner glass You can scan and then print photos, text documents, magazine articles, newspapers, and other publications. You can scan a document for faxing. 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 threedimensional 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. 3 Place the original document face down on the scanner glass in the upper left corner.

Note: Photos should be loaded as shown.

48 4 Close the top cover to avoid dark edges on the scanned image. 49 Printing Printing a document 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences. 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, Options, Setup, or Preferences. 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 cards 1 Load greeting cards, index cards, or postcards. 2 From the software application, click File Print. 3 Click Properties, Preferences, Options, or Setup. 50 4 Select a Quality/Speed setting. Select Photo for photos and greeting cards and Normal for other types of cards. 5 Select the Paper Setup tab.



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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. 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, Options, Setup, or Preferences. 5 1 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 the last page first (reverse page order) 1 Load paper. 2 With a document open, click File Print. 3 Click Properties, Options, Setup, or Preferences. 4 From the Quality/Copies tab, select Print Last Page First. 5 Click OK. 6 Click OK or Print. Printing transparencies 1 Load transparencies. 2 With a document open, click File Print.

3 Click Properties, Preferences, Options, or Setup. 4 From the Paper Setup tab, select the size of the transparencies loaded. 5 Click OK. 6 Click OK or Print. 52 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. Printing a banner 1 Raise the paper exit tray. 2 Remove all paper from the paper tray. 3 Tear off only the number of pages needed for the banner (up to 20 sheets). 4 Load only the first page of banner paper into the paper tray with the leading edge of the banner going into the printer.

5 Adjust the left and right paper guides. 6 Lower the paper exit tray. 7 With a document open, click File Print. 8 Click Properties, Options, Setup, or Preferences. 9 From the Print Layout tab, select Banner. Note: After you print a banner, return the setting to Normal. 10 To keep banner paper from jamming, select Letter Banner or A4 Banner from the Banner Paper Size dialog. 11 From the Paper Setup tab, select Landscape orientation. 12 Click OK. 13 Click OK or Print.

53 Getting ready to print photos using memory devices Inserting a memory card 1 Insert a memory card into the correct memory card slot on the front of the printer. If there is an arrow on the card, make sure it points toward the printer. 1 2 3 4 Slot Memory card 1 · xD Picture Card · SmartMedia Note: Make sure the gold contact area faces up, and insert the card all the way in quickly. 2 · Memory Stick · Memory Stick PRO · Memory Stick Duo (with adapter) or Memory Stick PRO Duo (with adapter) Note: Make sure to connect the memory card to the adapter that came with it before inserting it in the slot. 3 · Secure Digital · Mini Secure Digital (with adapter) Note: Make sure to connect the memory card to the adapter that came with it before inserting it in the slot. · MultiMedia 4 · CompactFlash Type I and Type II · Microdrive 54 2 Wait for the light on the printer to come on. The light blinks to indicate the memory card is being read or is transmitting data. Warning: Do not remove cables, media devices, or touch the printer while the light is blinking in the area shown. If the printer does not read the memory card, remove and reinsert it. Note: The printer reads only one media device at a time.

Inserting a flash drive 1 Insert the flash drive into the PictBridge port on the front of the printer. Notes: · An adapter may be necessary if your drive does not fit directly into the port. · The printer reads only one media device at a time. 55 2 Wait for the light on the printer to come on. The light blinks to indicate the flash drive is being read or is transmitting data.

Warning: Do not remove cables or media devices, or touch the printer while the light is blinking in the area shown. Browsing and selecting photos from a memory card or flash drive 1 Load paper. For best results, use photo or glossy paper, with the glossy or coated side facing down. 2 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55.

3 Press . 4 Press 5 Press . 6 Press 7 Press or repeatedly to browse through the photos, or repeatedly until the photo size and paper option you want is highlighted. to select the currently displayed photo. to deselect the currently displayed photo. 56 Transferring digital photos from a memory card or flash drive Transferring photos using the control panel 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 Press 3 Press . or repeatedly until Save to Computer is highlighted.

4 Press Start Color or Start Black. 5 Follow the instructions on the computer screen to specify where you want to save the images. Transferring photos using the computer 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 From the Fast Pics dialog, click Save Photos to PC. 3 Select the photos you want to save, and then click Next. 4 Specify where you want to save the images. 5 Specify whether or not you want to erase all photos from the memory card or flash drive after saving the photos to the computer. Note: Select No unless you want to delete the photos from the memory card permanently. 6 Click Save Now.

57 Using a PictBridge-enabled digital camera to control printing photos Connect a PictBridge-enabled digital camera to the printer, and use the buttons on the camera to select and print photos. 1 Insert one end of the USB cable into the camera. Note: Use only the USB cable that came with the digital camera. 2 Insert the other end of the cable into the PictBridge port on the front of the printer. Notes: · Make sure the PictBridge-enabled digital camera is set to the correct USB mode.

For more information, see the camera documentation. · The printer reads only one media device at a time. 3 Follow the instructions in the camera documentation to select and print photos. Warning: Do not remove cables or media devices, or touch the printer while the light is blinking in the area shown. 58 Printing photos using the control panel Printing photos using the control panel 1 Load paper.



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For best results, use photo or glossy paper, with the glossy or coated side facing down. 2 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 3 From the control panel, press 4 Press 5 Press . 6 Press 7 Press or to select Browse and Print Photos. repeatedly until the photo size and paper option you want is highlighted. repeatedly to browse through the photos. to select the currently displayed photo. or . Note: To deselect the currently displayed photo, press 8 To make multiple prints, press or repeatedly until the number of prints you want appears.

, and then press . 9 To edit the currently displayed photo, press 10 Press or repeatedly until the option you want is highlighted. Options include: Brightness Crop Auto Image Enhance Red Eye Colorized Effect Rotate to select an option or save a setting. twice to return to the photo selection screen. 11 Press 12 Press 13 Press Start Color or Start Black. A preview of the print job appears. 14 Press Start Color or Start Black. 59 Printing a DPOF selection Digital Print Order Format (DPOF) is a feature available on some digital cameras. If your camera supports DPOF, you can specify which photos to print, and how many of each, while the memory card is still in the camera. The printer recognizes these settings when you insert the memory card into the printer. Note: If you specified a paper size in the DPOF selection, make sure the size of the paper loaded is not smaller than the size you specified. 1 Load paper. For best results, use photo or glossy paper, with the glossy or coated side facing down. 2 Insert a memory card. For more information, see "Inserting a memory card" on page 54.

3 Press 4 Press . A preview of the print job appears. or repeatedly until Print Camera Selections is highlighted. 5 Press Start Color or Start Black to print the photos. Viewing a photo slide show on the control panel You can view a slide show of the photos saved on a memory card or flash drive.

1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 Press 3 Press . or repeatedly until View Slide Show is highlighted. Note: Press when you are finished viewing the slide show. Changing the default photo print settings 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 Press 3 Press . or repeatedly until Change Default Settings is highlighted. A menu appears with an asterisk (*) in front of the current default settings.

4 Press 5 Press 6 Press . or or repeatedly until the menu option you want to change is highlighted. repeatedly until the setting you want appears. 7 To change additional settings, repeat step 4 through step 6. 60 Adjusting brightness 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 From the control panel, press to select Browse and Print Photos. 3 Press 4 Press . 5 Press . 6 Press 7 Press .

8 Press 9 Press 10 Press 11 Press 12 Press . to select Edit Photo. to select Brightness. or repeatedly to make the photo lighter or darker. or repeatedly until the photo you want to adjust appears.

or repeatedly until the photo size and paper option you want is highlighted. to save the setting. Cropping photos using the control panel 1 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. 2 From the control panel, press 3 Press 4 Press .

5 Press . 6 Press 7 Press . 8 Press 9 Press 10 Press 11 Press . . to select Edit Photo. or or or to select Browse and Print Photos. repeatedly until the photo size and paper option you want is highlighted. repeatedly until the photo you want to crop appears. repeatedly until Crop is highlighted. 61 12 Adjust the crop area.

. Press # to reduce the selected area. . Press * to increase the selected area. . Press 0 to change the orientation of the selection box. . Use the arrow buttons to move the selection box up, down, left, or right. 13 Press or to save the settings and exit the menu. 62 Printing photos using the computer Printing photos using the computer Printing photos stored on the computer 1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down. 2 From the desktop, double-click the Productivity Suite icon. 3 Click Manage Photos. The All-In-One Center appears with the Saved Images tab expanded.

4 Click Show Folders. 5 From the directory in the right panel, select the folder where your photos are stored. 6 Close the directory in the right panel. 7 Select the photos that you want to print by clicking each photo. 8 Click Next in the Photo Prints section.

The Fast Pics window appears. 9 Select the size for each photo, the blank paper size in the printer, and the number of copies. 10 Click Print Now. Printing photos stored on a memory device 1 Load paper. For best results, use photo or glossy paper with the glossy or coated side facing down.

2 Insert a memory card or flash drive. For more information, see "Inserting a memory card" on page 54 or "Inserting a flash drive" on page 55. The Fast Pics dialog appears. 3 Click View and Print Photos. 4 From the dialog that appears, click the white box on each photo that you want to print. 5 Select the size for each photo, the blank paper size in the printer, and the number of copies. 6 Click Print Now. Printing borderless photos 1 Load photo paper. For best results, use photo or glossy paper with the glossy or coated side facing down. 2 From the desktop, double-click the Productivity Suite icon.

63 3 Click Manage photos. 4 Click Show Folders. 5 From the directory in the right panel, select the folder where your photos are stored. 6 Close the directory in the right panel. 7 Select the photos that you want to print by clicking each photo. 8 From the Productivity Tools section, click Print an album page with various photo sizes. 9 Click Change the category of layouts listed above. 10 Select Only Borderless. 11 Click OK. 12 Select a paper size for the photos. 13 Select a page layout. 14 Drag your photos onto the page. 15 Click Print Now. Browsing and selecting photos stored on the computer 1 From the desktop, double-click Productivity Suite. 2 Click Manage Photos.

3 Click Show Folders. 4 Select the folder where the photos are stored. 5 Close the folder directory. 6 Select the photos you want to print by clicking each photo. Creating and printing a scrapbook or album page 1 Load paper.

For best results, use photo or glossy paper with the glossy or coated side facing down.



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