



6500e

User's Guide

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www.lexmark.com

Machine type(s):

4036

Model(s):

310

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Safety information


Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.


 **CAUTION—POTENTIAL INJURY:** The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.


 **CAUTION—POTENTIAL INJURY:** Before moving the scanner, follow these guidelines to avoid personal injury or scanner damage:


- Turn off the scanner using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the scanner before moving it.


 **CAUTION—POTENTIAL INJURY:** Follow these guidelines to avoid personal injury or scanner damage:

- Make sure your fingers are not under the scanner when you set it down.
- Put the scanner on a flat and stable surface.
- Before setting up the scanner, make sure there is adequate clearance around it.


Use only the power cord provided with this product or the manufacturer's authorized replacement.

 **CAUTION—POTENTIAL INJURY:** To reduce risk of fire, use only the telecommunications (RJ-11) cord provided with this product or a UL Listed 26 AWG or larger replacement when connecting this product to the public switched telephone network.




 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

 **CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

Refer service or repairs, other than those described in the user documentation, to a service representative.

-  **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.
-  **CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.
-  **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

SAVE THESE INSTRUCTIONS.

Learning about the printer

Basic functions of the scanner


When configured with the printer, the scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the touch screen to perform specific copy jobs.
- Send fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, 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).

When the printer is converted into a multifunction device, all printer messages will be seen on the touch screen.

Finding information about the scanner

What are you looking for?	Find it here
Initial setup instructions: <ul style="list-style-type: none"> • Connecting the scanner to the printer • Installing the scanner software 	Setup documentation—The setup documentation came with the scanner and is also available on the Lexmark Web site at http://support.lexmark.com .
Additional setup and instructions for using the scanner: <ul style="list-style-type: none"> • Selecting and storing paper and specialty media • Loading paper • Configuring settings • Viewing and printing documents and photos • Setting up and using the scanner software • Configuring the scanner on a network (depending on the model) • Caring for and maintaining the scanner • Troubleshooting and solving problems 	<i>User's Guide</i> —The <i>User's Guide</i> is available on the <i>Software and Documentation CD</i> . For updates, check our Web site at http://support.lexmark.com .
Instructions for: <ul style="list-style-type: none"> • Installing the scanner using Guided or Advanced wireless setup • Connecting the scanner to an Ethernet or a wireless network • Troubleshooting scanner connection problems 	<i>Networking Guide</i> —Open the <i>Software and Documentation CD</i> that came with the scanner, and then look for <i>Printer and Software Documentation</i> under the Pubs folder. From the list of publications, click Networking Guide .

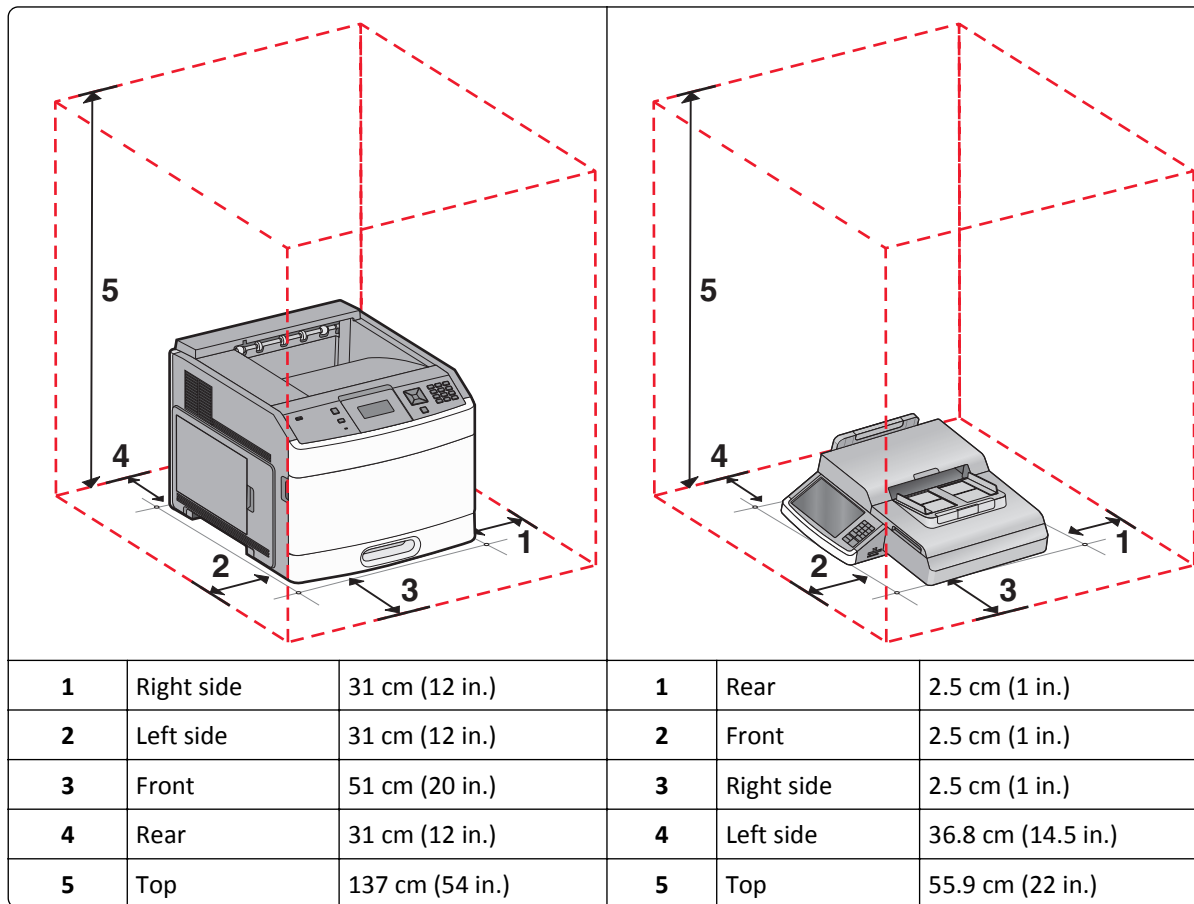
What are you looking for?	Find it here
Help using the scanner software	<p>Windows or Mac Help—Open a scanner software program or application, and then click Help.</p> <p>Click  to view context-sensitive information.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The Help installs automatically with the scanner software. • The scanner software is located in the device Program folder or on the desktop, depending on your operating system.
<p>Latest supplemental information, updates, and technical support:</p> <ul style="list-style-type: none"> • Documentation • Driver downloads • Live chat support • E-mail support • Telephone support 	<p>Lexmark Support Web site— http://support.lexmark.com</p> <p>Note: Select your country or region, and then select your product to view the appropriate support site. Support telephone numbers and hours of operation for your country or region can be found on the Support Web site or on the printed warranty that came with your scanner.</p> <p>Record the following information (located on the store receipt and at the back of the printer), and have it ready when you contact support so they may serve you faster:</p> <ul style="list-style-type: none"> • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	<p>Warranty information varies by country or region:</p> <ul style="list-style-type: none"> • In the US—See the Statement of Limited Warranty included with this scanner, or at http://support.lexmark.com. • In other countries and regions—See the printed warranty that came with your printer.

Selecting a location for the printer and the scanner

When selecting a location for the printer and the scanner, leave enough room to open trays, covers, and doors. If you plan to install any options, then leave enough room for them also. It is important to:

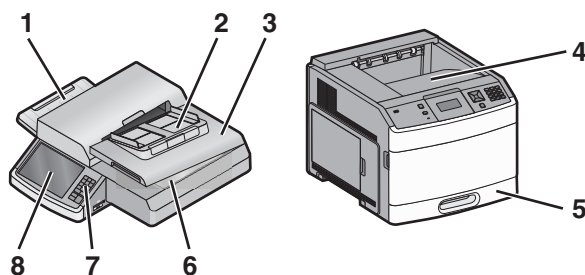
- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer and the scanner:
 - Within the distance allowed by the length of the Ethernet cable.
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight, humidity extremes, or temperature fluctuations
 - Clean, dry, and free of dust

- Allow the following recommended amount of space around the printer and the scanner for proper ventilation:



Printer configurations

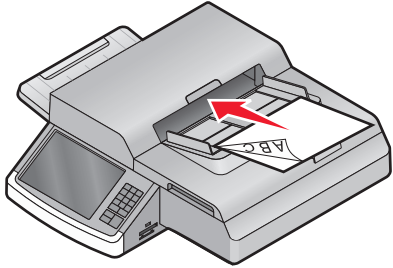
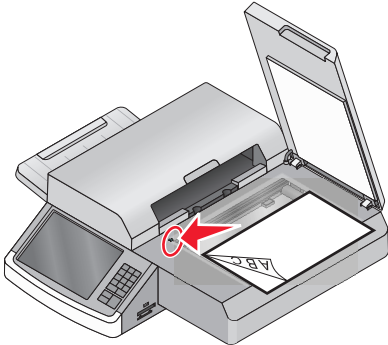
CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.



1	Scanner exit tray
2	Automatic Document Feeder (ADF)
3	Scanner cover
4	Standard exit bin

5	Standard paper tray
6	Scanner glass
7	Keypad
8	Scanner control panel

Understanding the ADF and scanner glass

Automatic Document Feeder (ADF)	Scanner glass
 <p>Use the ADF for multiple pages, including duplex pages.</p> <p>Note: You may also load business cards into the ADF.</p>	 <p>Use the scanner glass for single pages or book pages, small items (such as business cards, postcards or photos), transparencies, photo paper, or thin media such as magazine clippings.</p>

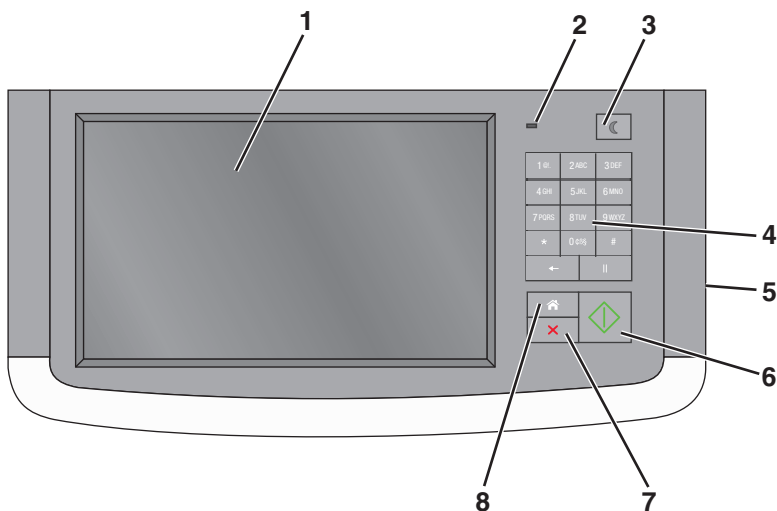
Using the ADF

- Load letter- and A4-size documents into the ADF facedown, long edge first.
- Load legal- and A3-size documents into the ADF facedown, short edge first.
- Load up to 100 sheets of plain paper in the ADF input tray.
- Load up to 30 sheets of A3-, tabloid- or 11 x 17 in. size plain paper.
- Scan sizes from 50.8 x 76.2 mm (2 x 3 in.) to 299.7 x 431.8 mm (11.8 x 17 in.).
- Scan documents with different paper sizes (letter and legal).
- Scan media weights of 52–120 g/m² (12–34 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

- Place a document facedown on the scanner glass in the lower left corner.
- Scan or copy documents up to 114 mm x 140 mm (4.5 x 5.5 in.) to 216 x 356 mm (8.5 x 11 in.).
- Copy books with the book spine on the lower right corner of the scanner glass.

Understanding the scanner control panel



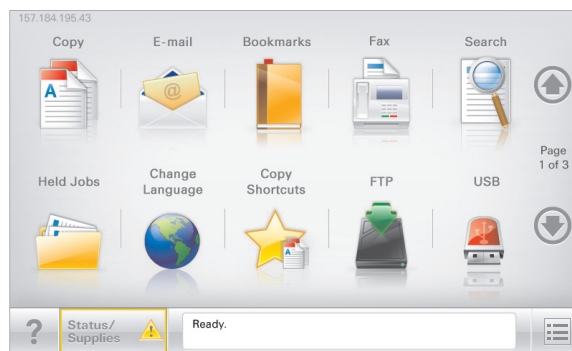
Item	Description	
1	Display	Lets you view scanning, copying, faxing, and printing options as well as status and error messages
2	Indicator light	<ul style="list-style-type: none"> • Off—The power is off. • Blinking green—The scanner is warming up, processing data, or printing. • Solid green—The scanner is on, but idle. • Blinking red—Operator intervention is needed.
3	Sleep	<p>Enables Sleep mode</p> <p>The following are the statuses of the indicator light and the Sleep button:</p> <ul style="list-style-type: none"> • Entering or waking from Sleep mode—The indicator light is illuminated solid green, Sleep button is unilluminated. • Operating in Sleep mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber. <p>The following actions wake the printer from Sleep mode:</p> <ul style="list-style-type: none"> • Touching the screen or pressing any button • Opening an input tray, cover, or door • Sending a print job from the computer • Performing a power-on-reset with the main power switch
4	Keypad	Lets you enter numbers, letters, or symbols on the display
5	USB port	Lets you insert a USB flash drive to send data or to save scanned images. For instructions on how to use the USB port, see “Printing from a flash drive” on page 91.
6	Submit	Lets you submit changes made in the scanner settings
7	Stop/Cancel	Stops all scanner activity Note: A list of options is displayed once Stopped appears on the display.
8	Home	Lets you navigate back to the home screen


Understanding the home screen

Understanding the home screen

When the scanner is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen icons or buttons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Icons and buttons appearing on the home screen may vary depending on your home screen customization settings, administrative setup, and active embedded applications.



Touch	To
Copy	Open the Copy menus.
E-mail	Open the E-mail menus.
Fax	Open the Fax menus.
	Open the scanner menus. These menus are available only when the scanner is in Ready state.
FTP	Open the File Transfer Protocol (FTP) menus.
Status message bar	<ul style="list-style-type: none"> • Show the current status such as Ready or Busy. • Show printer conditions such as Cartridge Low. • Show intervention messages so the scanner and printer can continue processing.
Status/Supplies	<ul style="list-style-type: none"> • Display a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information.
USB	Display the files on a USB drive.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links.
Held Jobs	Display all current held jobs.

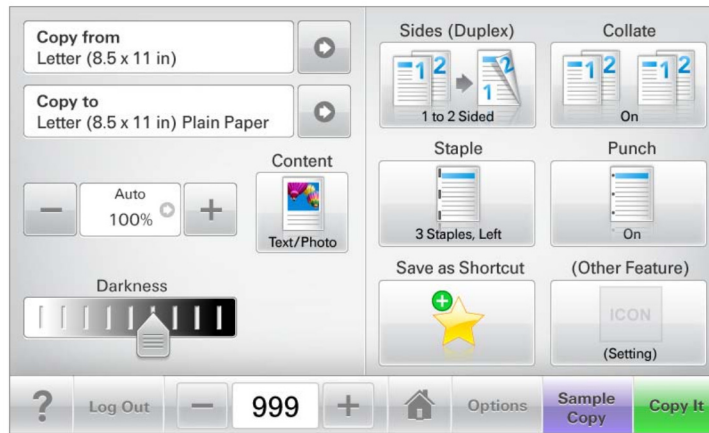
Other buttons that may appear on the home screen:







Touch this	To
Release Held Fax	<p>Access the list of held faxes.</p> <p>This button appears only when there are scheduled held faxes.</p>
Lock Device	<p>Enter the correct password to lock the scanner control panel.</p> <p>This button appears when the scanner is unlocked and password has been set.</p>
Unlock Device	<p>Enter the correct password to unlock the scanner control panel.</p> <p>This button appears when the scanner is locked.</p>
Cancel Jobs	<p>Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.</p> <p>The following options are available under the Print, Fax, and Network headings:</p> <ul style="list-style-type: none"> • Print job • Copy job • Fax profile • FTP • E-mail send <p>Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.</p>
Change Language	<p>Launch the Change Language pop-up window that allows you to change the primary language of the scanner.</p>


Using the touch-screen buttons

Note: Your screens and buttons may vary depending on your options and administrative setup.








Sample touch screen




Button	Function
Submit	Submits changes made in the printer settings
Sample Copy	Prints a sample copy
Right arrow 	Scrolls to the right
Left arrow 	Scrolls to the left
Home 	Returns to the home screen
Right increase 	Lets you select a higher value
Left decrease 	Lets you select a lower value
Exit 	Lets you exit from the current screen

Button	Function
Tips 	Opens a context-sensitive Help dialog on the touch screen

Other touch-screen buttons

Button	Function
Accept 	Saves a setting
Cancel 	<ul style="list-style-type: none"> • Cancels an action or a selection • Exits a screen and lets you return to the previous screen without saving changes
Reset 	Resets values on the screen
Unselected radio button 	Indicates that an item is not selected
Selected radio button 	Indicates a selection
Search 	Lets you search current held jobs
Warning 	Indicates a warning or error condition

Features

Feature	Description
<p>Menu trail line: <u>Menus</u> > <u>Settings</u> > <u>Copy Settings</u> > Number of Copies</p>	<p>A Menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu.</p> <p>Touch any of the underlined words to return to that menu or menu item.</p> <p>The Number of Copies is not underlined since this is the current screen. If you touch an underlined word 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 default setting.</p>
<p>Attendance message alert</p> 	<p>If an attendance message affects a function, this icon appears and the red indicator light blinks.</p>

Customizing the home screen

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only on select printer models.
- There may be additional solutions and applications available for purchase. To learn more, visit www.lexmark.com or inquire from the place where you purchased the printer.

Finding the IP address of the scanner

Notes:

- Make sure your scanner is connected to a network or to a print server.
- An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

You can find the scanner IP address:

- From the top left corner of the scanner home screen.
- From the TCP/IP section in the Network/Ports menu.
- By printing a network setup page or menu settings page, and then finding the TCP/IP section.

Accessing the Embedded Web Server

Type your scanner IP address or host name in the address field of your Web browser.

Note: If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

Showing or hiding icons on the home screen

- 1** From the Embedded Web Server, click **Settings > General Settings > Home screen customization**.

A list of basic printer functions appears.

- 2** Select the check boxes to specify which icons appear on the scanner home screen.


Cleared check box items are hidden.

- 3** Click **Submit**.

Activating the home screen applications

Forms and Favorites

For detailed information about configuring and using Forms and Favorites, visit the Lexmark Web site at <http://support.lexmark.com>.

Icon	Description
	<p>The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen.</p> <p>Note: The printer must have permission to access the network folder, the FTP site, or the Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For more information, see the documentation that came with your operating system.</p>


To configure Forms and Favorites, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Forms and Favorites**.
- 2 Define the bookmarks, and then customize the settings.
- 3 Click **Apply**.

To use the application, touch **Forms and Favorites** on the scanner home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Scan to Network

For detailed information about configuring and using Scan to Network, visit the Lexmark Web site at <http://support.lexmark.com>.

Icon	Description
	<p>The application lets you capture a digital image of a hard-copy document and route it to a shared network folder. You can define up to 30 unique folder destinations.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a <i>write</i> access. For help, see the documentation that came with your operating system. • The Scan to Network icon appears only when one or more destinations are defined.


To configure Scan to Network, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Scan to Network**.
- 2 Specify the destinations, and then customize the settings.
- 3 Click **Apply**.

To use the application, touch **Scan to Network** on the scanner home screen, and then follow the instructions on the scanner display.

My MFP


For detailed information about configuring and using My MFP, visit the Lexmark Web site at <http://support.lexmark.com>.

Icon	Description
	<p>The application lets you customize your touch-screen settings and store those preferences on a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically loaded, including job settings, home screen preferences, and address book.</p> <p>Note: The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.</p>

To activate My MFP, insert a flash drive into the USB port of the printer, and then follow the instructions on the scanner display to run the setup wizard.

To use My MFP, insert the flash drive into the USB port of the printer whenever you want to copy, fax, or scan.

WS-Scan

Icon	Description
	<p>The Web Services-Scan application lets you scan documents at the printer, and then send the scanned image to your computer. WS-Scan is a Microsoft application that is similar to Scan to Network, but has the capability of sending the scanned document to a Windows-based application. To learn more about WS-Scan, refer to the Microsoft documentation.</p> <p>Note: The icon appears on the scanner home screen only when there is a computer registered with the network printer. The computer must have either Windows 8, Windows 7, or Windows Vista operating system installed.</p>

Remote Operator Panel

This application shows the scanner control panel on your computer screen and lets you interact with the scanner control panel, even when you are not physically near the printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the printer.

To activate Remote Operator Panel, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 2 Select the **Enabled** check box, and then customize the settings.
- 3 Click **Apply**.

To use Remote Operator Panel, from the Embedded Web Server, click **Applications > Remote Operator Panel > Launch VNC Applet**.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

Exporting a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Export**.
- 5 Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

Note: If a **JVM Out of Memory** error occurs, then repeat the export until the configuration file is saved.

Importing a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Import**.
- 5 Browse to the saved configuration file, and then load or preview it.

Note: If a timeout occurs and a blank screen appears, then refresh the browser, and then click **Apply**.

Additional printer setup

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Installing a scanner communications card in the printer

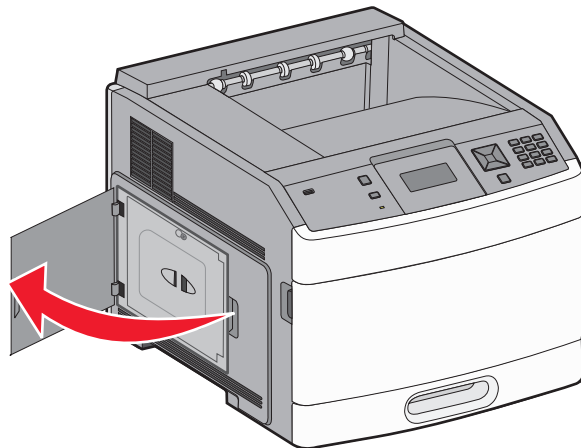
Notes:

- The scanner communications card should be installed only on its designated slot. If an internal memory is installed in this slot, then transfer it to the option slot beside it.
- This task requires a screwdriver.

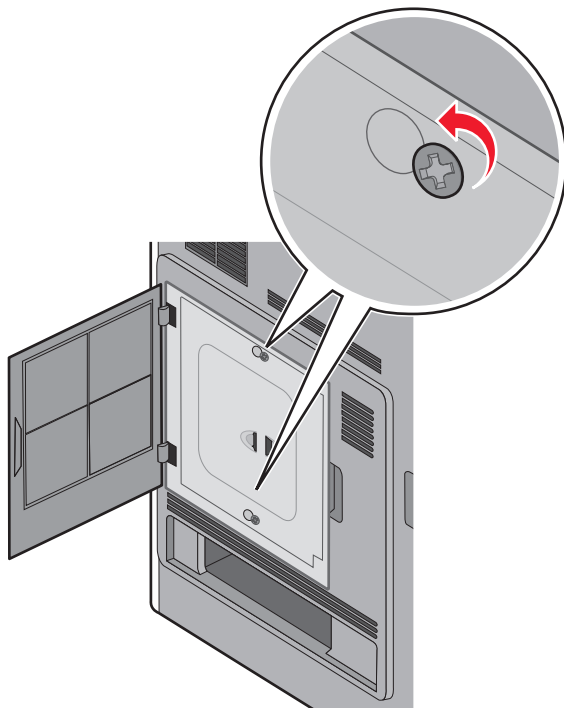
CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

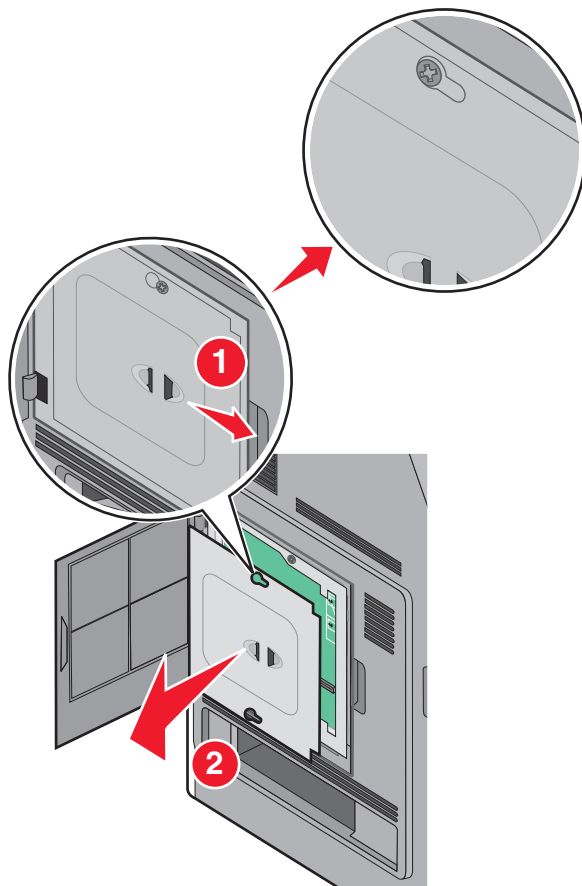
- 1 Open the system board door.



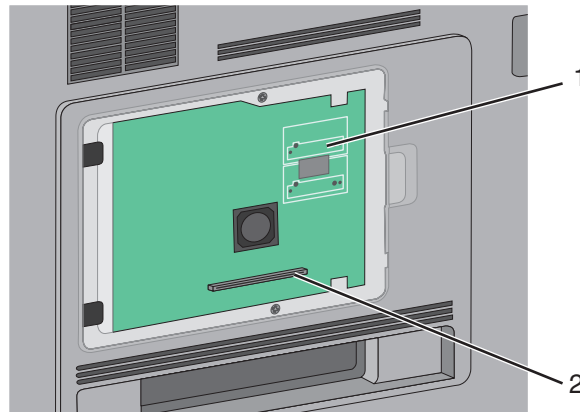
2 Using a screwdriver, loosen the screws on the system board cover, but do not remove them.



3 Remove the system board cover.



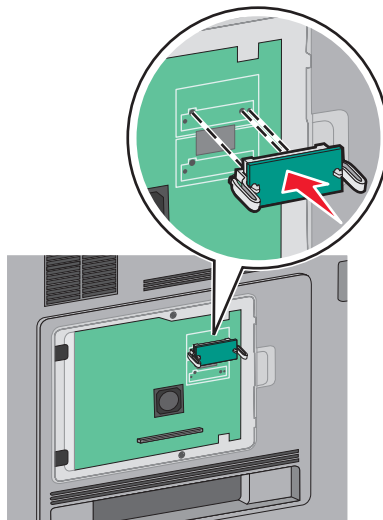
- 4 Unpack the scanner communications card, and then locate the scanner communications card connector.



1	Scanner communications card connector
2	Memory card connector

Note: Avoid touching the connection points along the edge of the card.

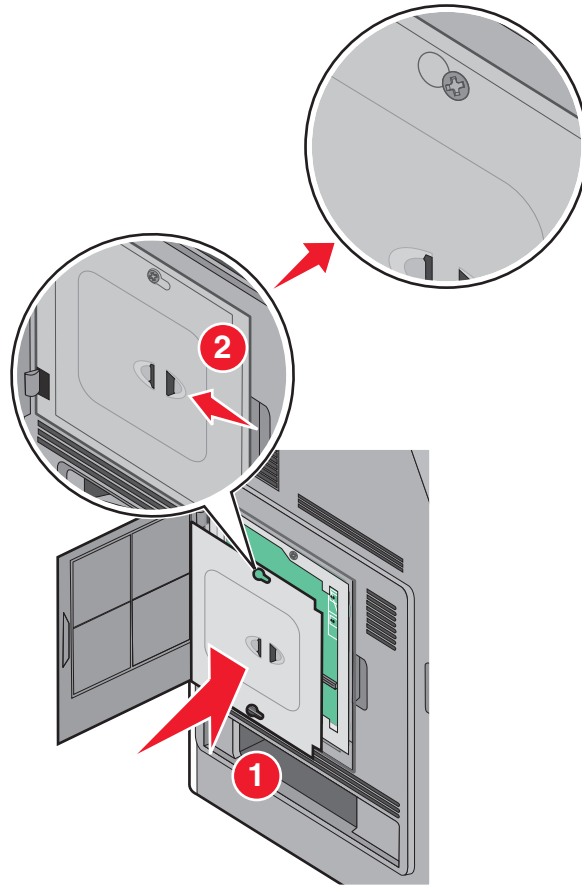
- 5 Holding the card by its sides, align the plastic pins on the card with the holes on the system board, and then push the card firmly into place.



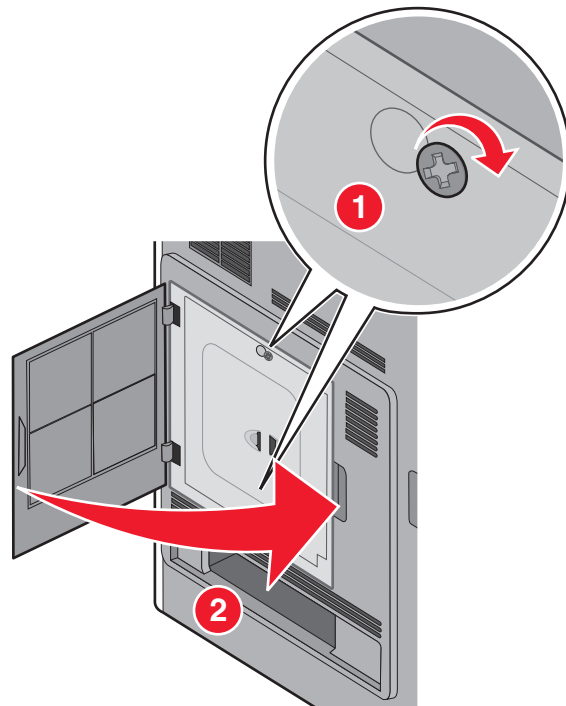
Notes:

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

6 Align the screws with the holes on the system board cover, and then reattach the system board cover.



7 Tighten the screws on the system board cover, and then close the system board access door.



Installing internal options in the scanner

Available internal options

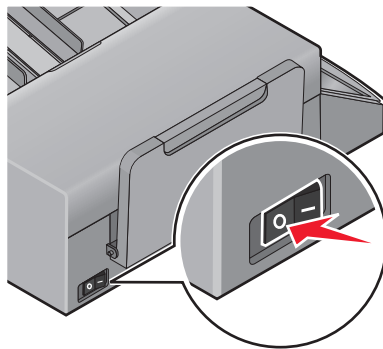
- Memory cards
 - DIMM
 - Flash memory
 - Fonts
- Firmware cards
 - Bar Code
 - PrintCryption™
- Lexmark™ Internal Solutions Ports (ISP)

Accessing the system board


Note: This task requires a flathead screwdriver.

⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

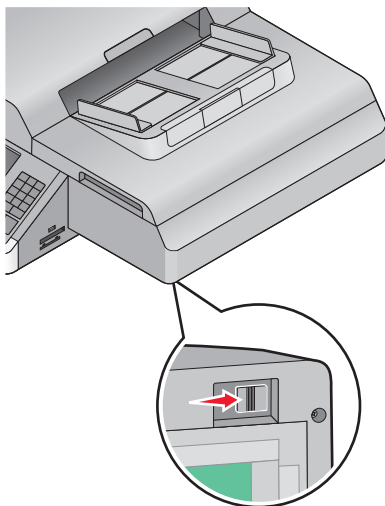
- 1 Turn off the scanner.



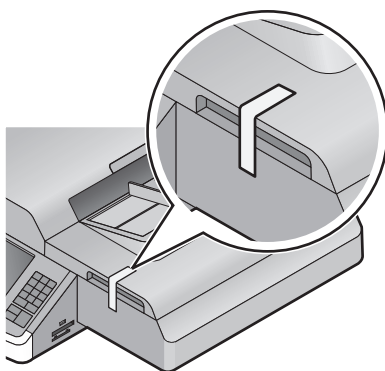
- 2 Move the scan bar to its home position.

- a From the home screen, touch  > **Lock Scanner Head.**
- b Turn off the scanner and printer.

c Lock the scan bar.

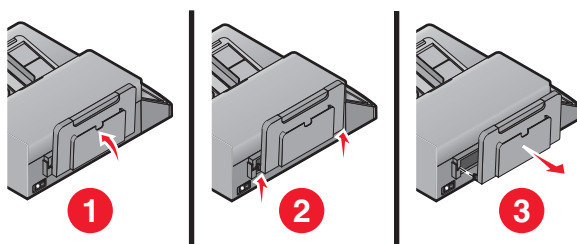


3 Tape the scanner cover to secure it in place.

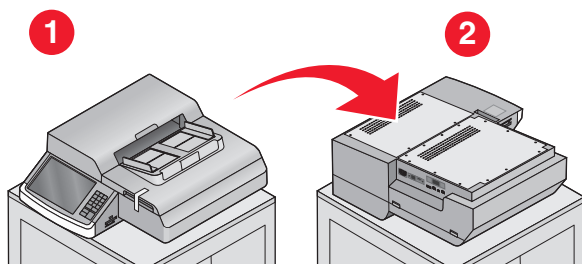


Note: You may use a masking tape.

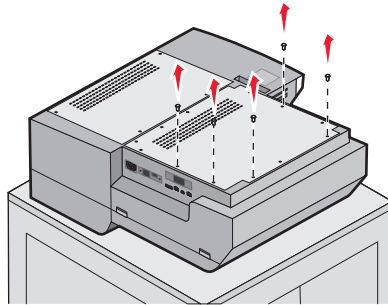
4 Remove the exit tray.



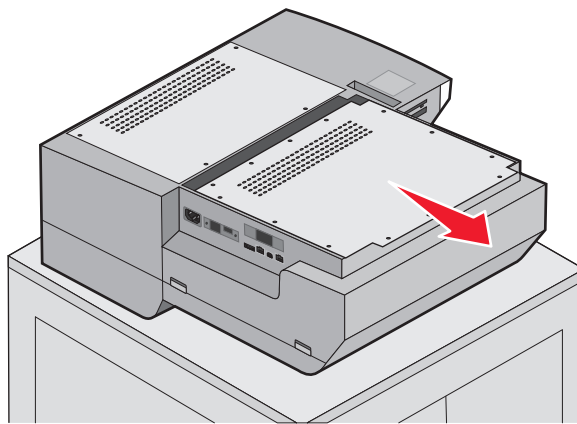
5 Turn the scanner upside down on a flat surface.



- 6 Remove all screws from the system board cover.

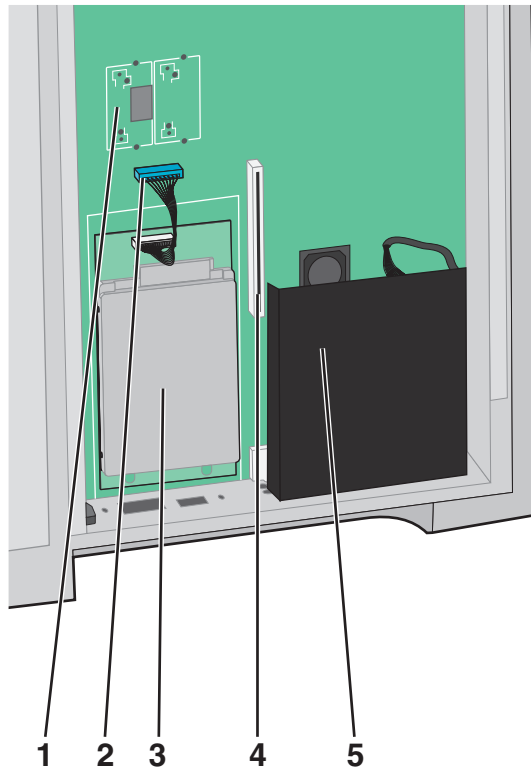


- 7 Remove the system board cover.



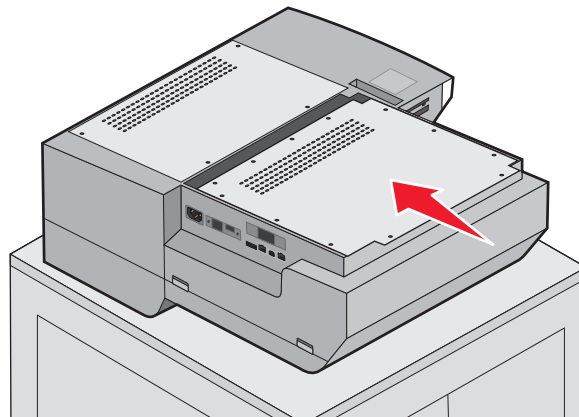
- 8 Locate the appropriate connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

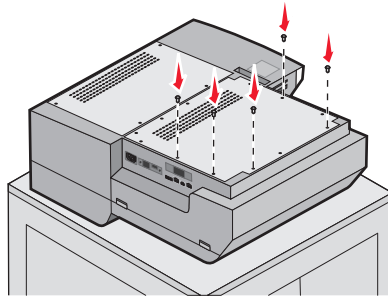


1	Firmware and flash memory card connectors
2	Lexmark Internal Solutions Port or scanner hard disk connector
3	Scanner hard disk*
4	Memory card connector
5	Fax modem*
* The scanner is shipped with one hard disk and one fax modem installed on the system board.	

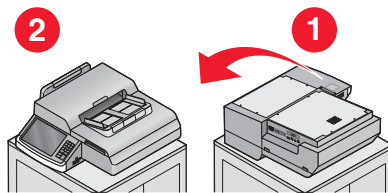
9 Reattach the system board cover.



10 Attach all the screws to secure the system board cover.

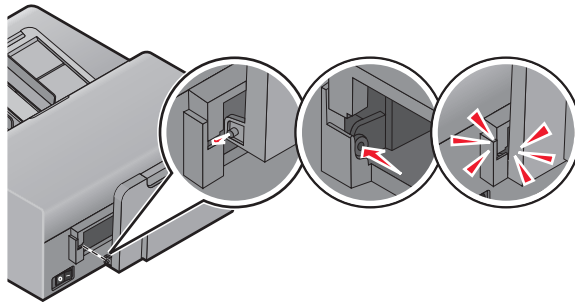


11 While holding the scanner cover, turn the scanner right side up.

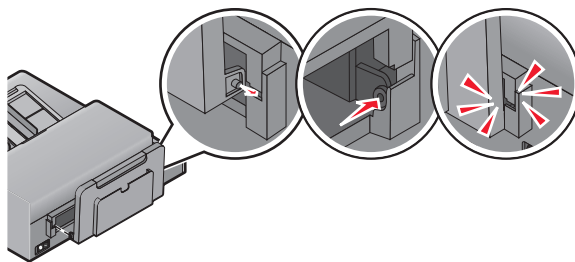


12 Reattach the exit tray.

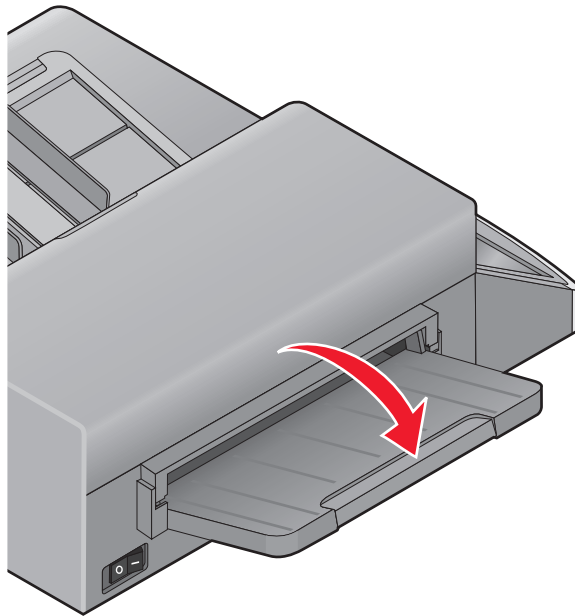
a Attach the tray at the rear hinge.



b Push down the tray to secure it on the front hinge.



- c Return the tray to its original position.



Installing an Internal Solutions Port

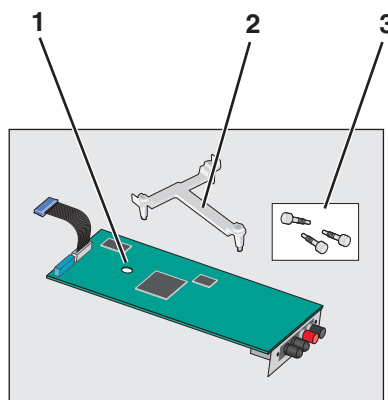
The system board supports one optional Lexmark Internal Solutions Port (ISP). Install an ISP for additional connectivity options.

Note: This task requires a flathead screwdriver.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

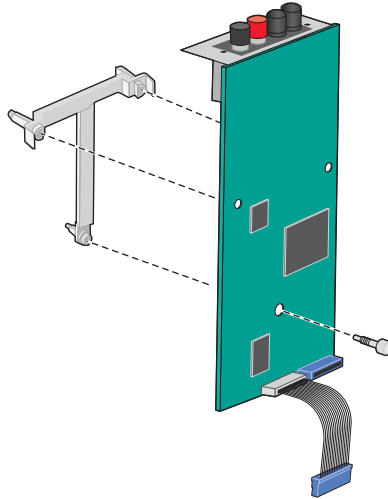
- 1 Unpack the ISP and plastic tee.



1	ISP
2	Plastic mounting bracket

3 Thumbscrews

- 2** Using a thumbscrew, attach the plastic mounting bracket to the back of the ISP.

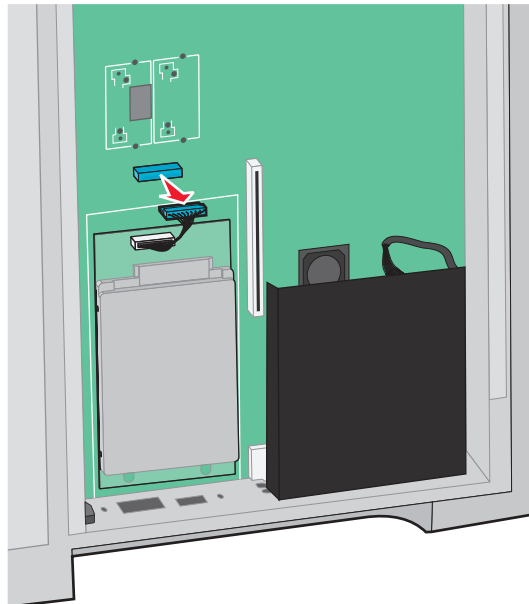


- 3** Access the system board. For more information, see “Accessing the system board” on page 27.

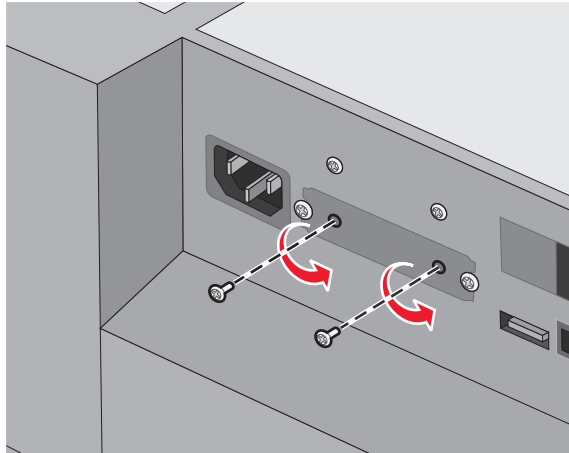
- 4** Remove the scanner hard disk.

Note: The hard disk must be removed first for an ISP to be installed.

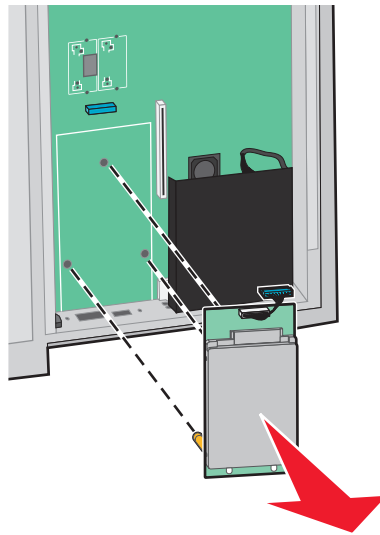
- a** Unplug the hard disk interface cable from the system board.



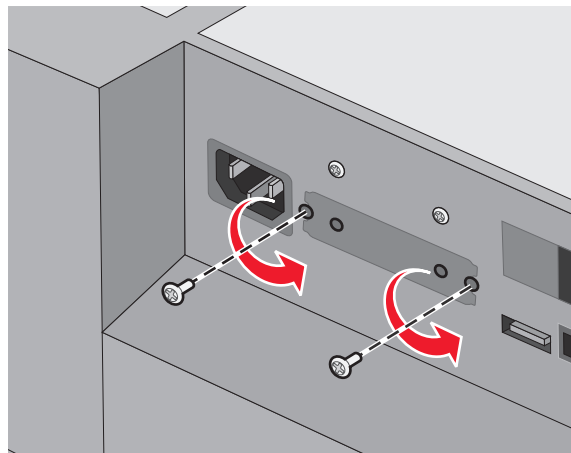
- b** Remove the screws that secure the hard disk.



- c** Remove the hard disk by pulling it upward to unseat the standoffs.

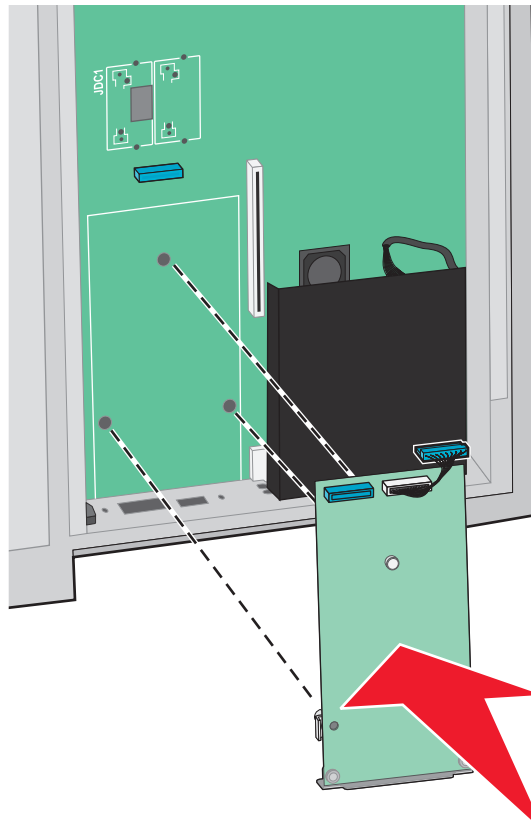


- 5** Remove the metal cover from the ISP opening.



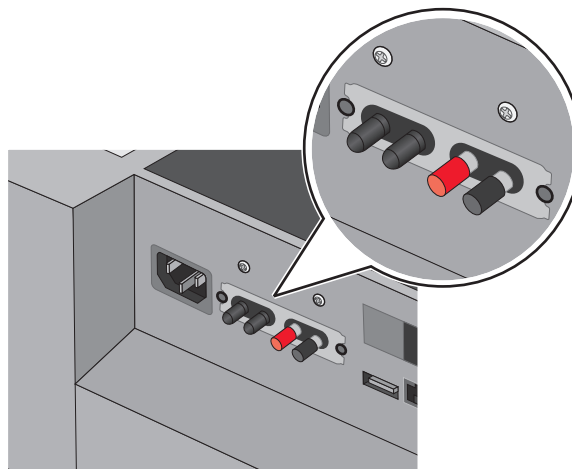
6 Install the ISP.

- a** Install the ISP in the same location where the hard disk was located on the system board.

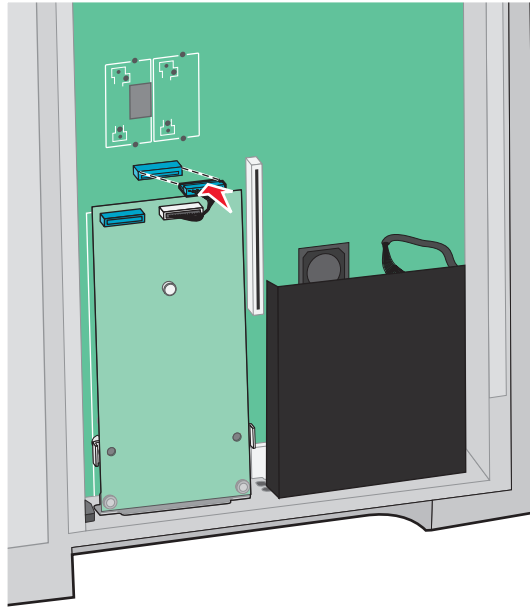


- b** Push the ISP firmly until it *snaps* into place.

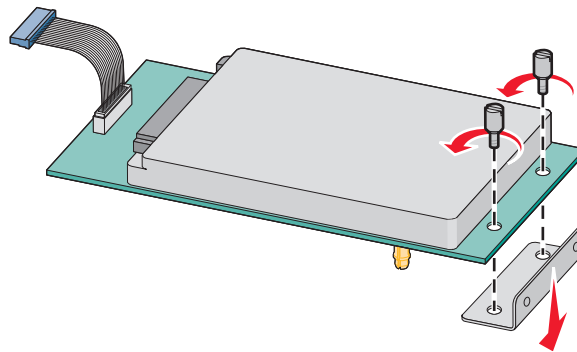
Note: Make sure the screws of the ISP are accessible through the ISP opening.



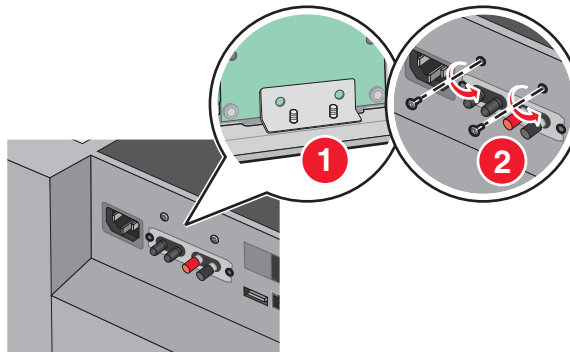
- 7 Insert the plug of the ISP interface cable into the connector of the system board.



- 8 Remove the thumbscrews that attach the hard disk mounting bracket to the hard disk, and then remove the bracket.

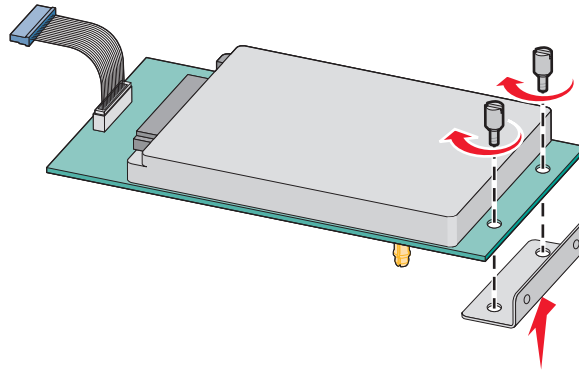


- 9 Remove the small bracket from the system board cage.



Note: Do not discard the screws. These will be used in step 13.

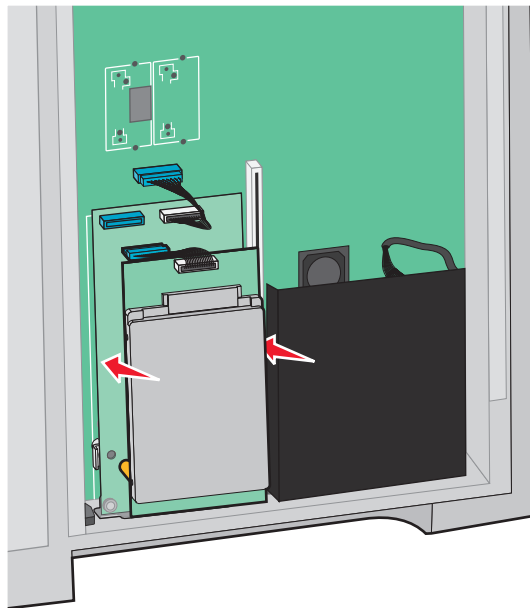
10 Attach the small bracket to the hard disk.



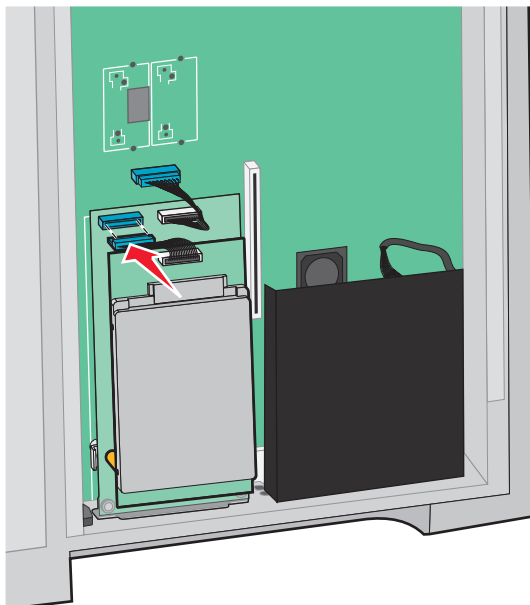
Notes:

- Use the small bracket that was removed from the system board cage in step 9.
- Use the thumbscrews that were removed in step 8 to attach the bracket to the hard disk.

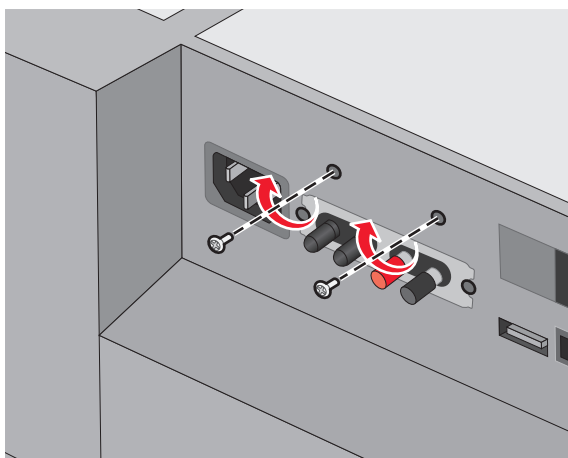
11 Align the standoffs of the hard disk with the holes on the ISP, and then press down the hard disk until the standoffs *snap* into place.



- 12** Insert the plug of the hard disk interface cable into the connector on the ISP.

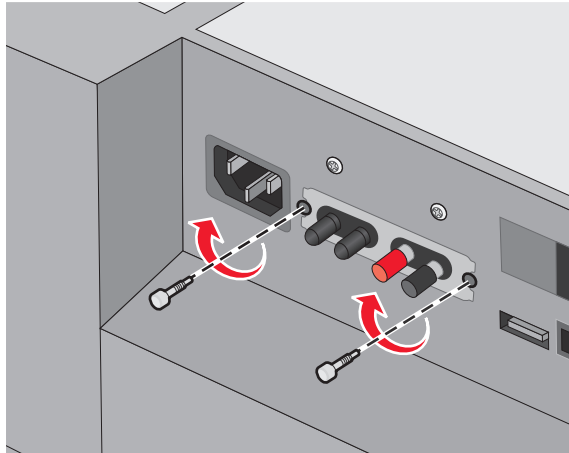


- 13** Secure the hard disk to the system board cage.



Note: Use the thumbscrews that were removed in step 9 to attach the hard disk to the system board cage.

- 14 Secure the ISP to the system board cage using the screws that came with the ISP kit.



Note: The screws will pass through the clearance hole of the system board cage and attached to the bracket of the ISP.

- 15 Reattach the system board cover.

Installing a flash memory or firmware card

Note: This task requires a flathead screwdriver.

The system board has two connections for an optional flash memory or firmware card. Only one of each may be installed, but the connectors are interchangeable.

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

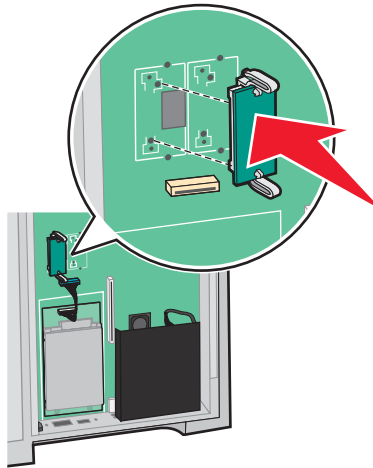
- 1 Access the scanner system board. For more information, see “Accessing the system board” on page 27

- 2 Unpack the card.

Note: Avoid touching any electrical components on the card.

- 3 Holding the card by its sides, align the plastic pins on the card with the holes on the system board.

- 4 Push the card firmly into place.

**Notes:**

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

- 5 Reattach the system board cover.

Installing a memory card

⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the scanner before touching any system board electronic components or connectors.

An optional memory card can be purchased separately and attached to the system board.

- 1 Access the system board.

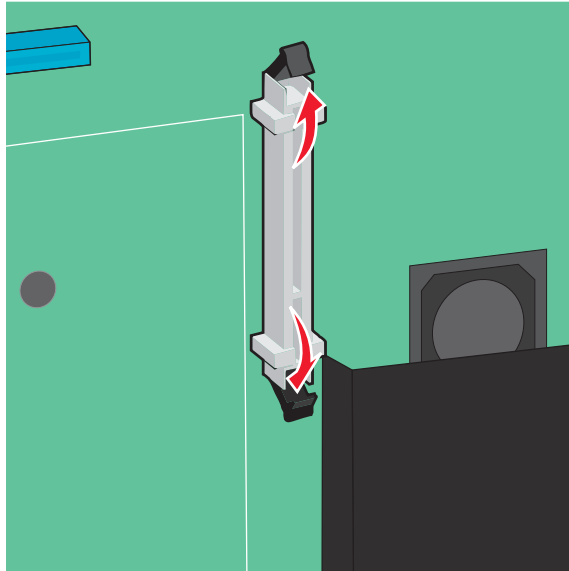
For more information, see “Accessing the system board” on page 27.

Note: This task requires a flathead screwdriver.

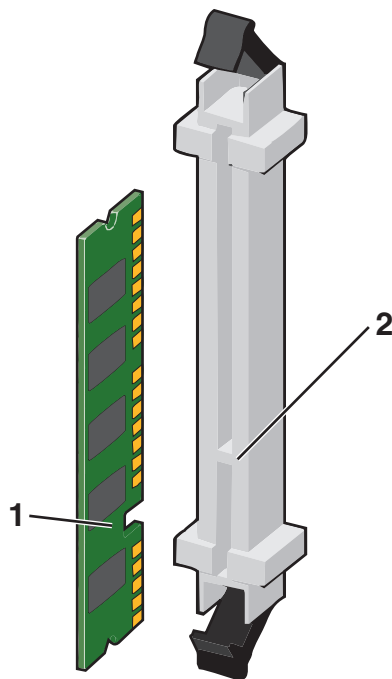
- 2 Unpack the memory card.

Note: Avoid touching the connection points along the edge of the card.

3 On the system board, open the memory card connector latches.

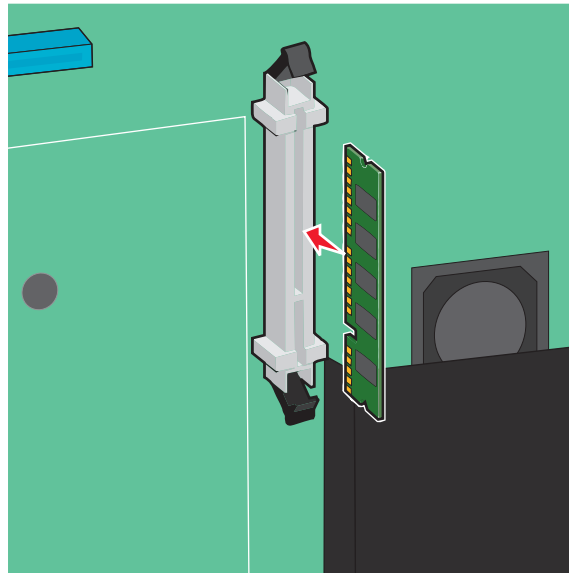


4 Align the notches on the memory card to the ridges on the connector.



1	Notch
2	Ridge

- 5 Push the memory card straight into the connector until it *clicks* into place.



- 6 Reattach the system board cover.

Installing hardware options

Order of installation

CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using a high-capacity input tray, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

Install the printer and any options you have purchased in the following order:

CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- Printer stand or caster base
- 2,000-sheet dual trays and high-capacity feeder
- Standard or optional 500-sheet trays
- Duplex unit
- Printer

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

For more information on installing a printer stand, caster base, or 2,000-sheet tray, see the setup documentation that came with the option.

Installing optional paper drawers

The printer supports up to four optional drawers. A drawer consists of a tray and a support unit. All drawers are installed the same way.

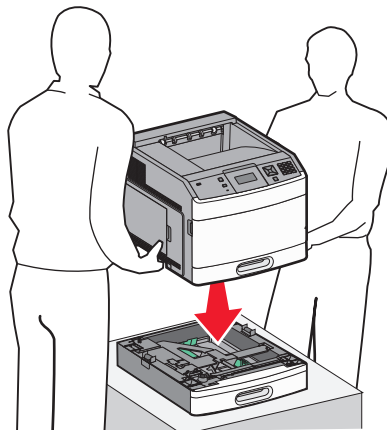
⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- 1 Unpack the drawer, and then remove any packing material.
- 2 Place the drawer near the printer.

Note: If you have multiple options to install, then see the section about the recommended order of installation. The 2000-sheet drawer must be the bottom drawer.

- 3 Align the printer with the drawer, and then lower the printer into place.

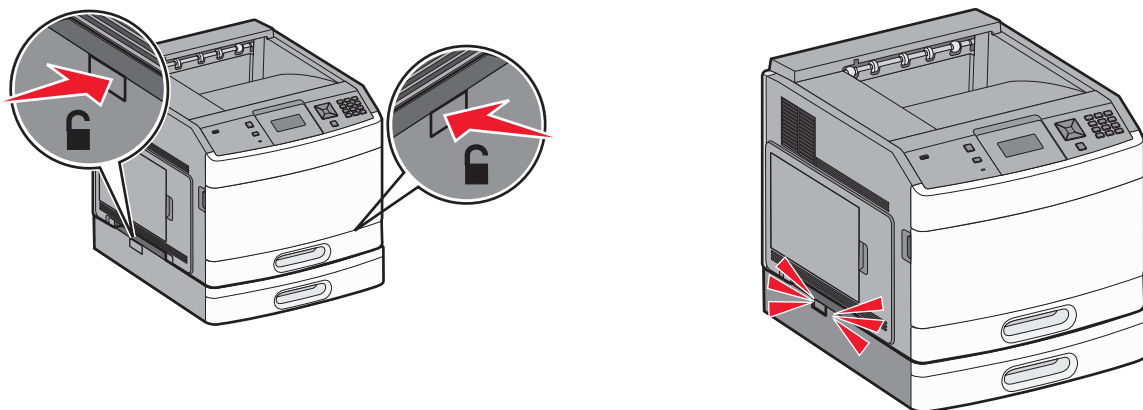
⚠ CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.



Removing an optional drawer

Warning—Potential Damage: Lifting the printer from a drawer without pushing in the safety latches could damage the latches.

Push the safety latches on both sides of the drawer until they *click* and stay recessed, and then lift the printer.



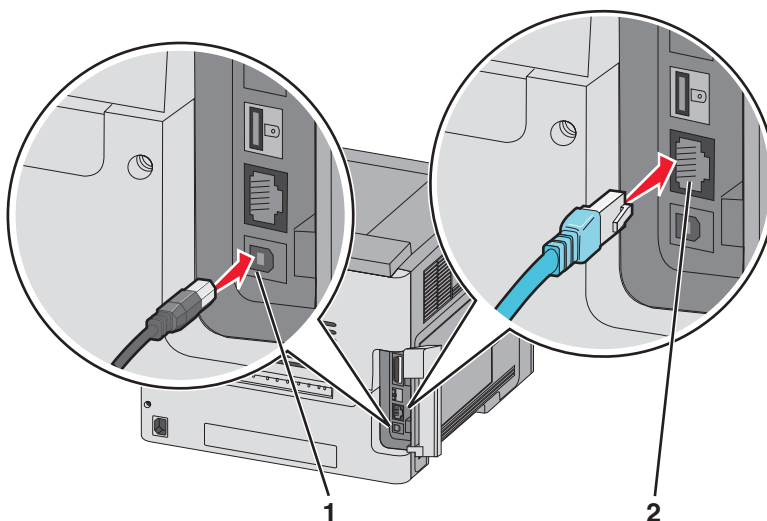
Attaching cables


⚠ CAUTION—POTENTIAL INJURY: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Connect the printer to the scanner using the Ethernet cable.

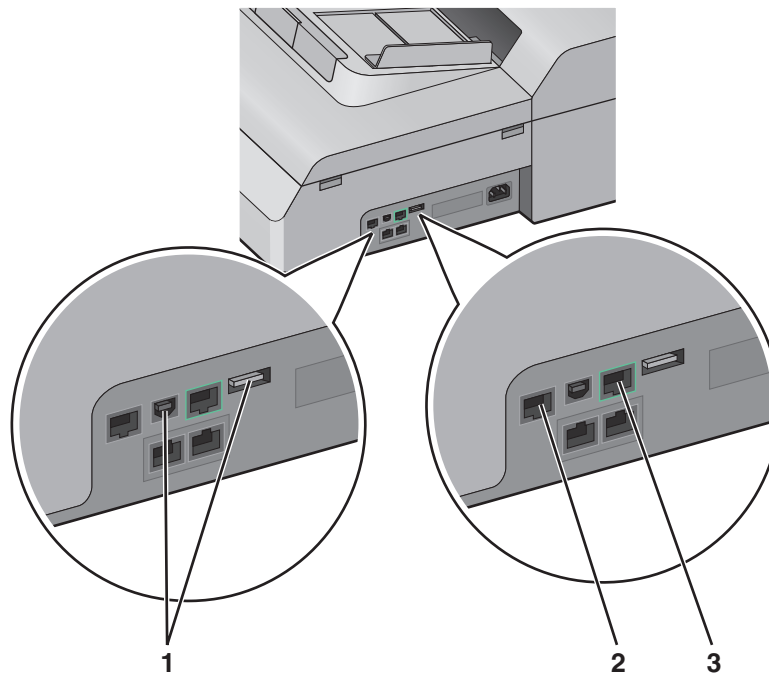
Be sure to match the following:


- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



1	USB ports Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur. 
2	Ethernet port

Be sure to connect the scanner to the printer using the green Ethernet cable.



<p>1</p>	<p>USB ports</p> <p>Warning—Potential Damage: Do not touch the USB cable, any network adapter, or the scanner in the area shown while actively printing. A loss of data or a malfunction can occur.</p> 
<p>2</p>	<p>Ethernet port for network connection</p>
<p>3</p>	<p>Ethernet port for printer connection</p>

Verifying printer setup

Once all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following:

- **Menu settings page**—Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again.
- **Network setup page**—If your printer is a network model and is attached to a network, print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

From the home screen, navigate to:

 > Reports > Menu Settings Page

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

- 1 From the home screen, navigate to:

 > Reports > Network Setup Page

- 2 Check the first section of the network setup page, and confirm that the status is **Connected**.

If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Setting up the scanner software

Installing the scanner software

Notes:

- If you installed the scanner software on the computer before but need to reinstall the software, then uninstall the current software first.
- Close all open software programs before installing the scanner software.

- 1 Obtain a copy of the software installer package.

- From the *Software and Documentation* CD that came with your scanner.
- From our Web site:
Go to <http://support.lexmark.com>, and then navigate to:
SUPPORT & DOWNLOAD > select your scanner > select your operating system

- 2 Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using a *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **D:\setup.exe** > **OK**.

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
- b In the Start Search or Run dialog, type **D:\setup.exe**.
- c Press **Enter** or click **OK**.

Note: D is the letter of your CD or DVD drive.

In Macintosh

Click the CD icon on the desktop.

- 3 Click **Install**, and then follow the instructions on the computer screen.

Updating available options in the printer driver

When any hardware options are installed, you may need to manually add the options in the printer driver to make them available for use.

For Windows users


- 1 Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
 - b In the Start Search or Run dialog, type **control printers**.
 - c Press **Enter**, or click **OK**.
- 2 Depending on your device, do either of the following:
 - Press and hold the printer you want to update.
 - Right-click the printer you want to update.
 - 3 From the menu that appears, do either of the following:
 - For Windows 7 or later, select **Printer properties**.
 - For earlier versions, select **Properties**.
 - 4 Click the **Configuration** tab.
 - 5 Do either of the following:
 - Click **Update Now - Ask Printer**.
 - Under Configuration Options, manually add any installed hardware options.
 - 6 Click **Apply**.

For Macintosh users

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences** > **Print & Scan** > select your printer > **Options & Supplies** > **Driver**
 - **System Preferences** > **Print & Fax** > select your printer > **Options & Supplies** > **Driver**
- 2 Add any installed hardware options, and then click **OK**.

Setting up wireless printing

Follow these instructions if your printer model is wireless.

Note: A Service Set Identifier (SSID) is a name assigned to a wireless network. Wired Equivalent Privacy (WEP), Wi-Fi Protected Access (WPA), WPA2, and 802.1X - RADIUS are types of security used on a network.

Preparing to set up the scanner on a wireless network

Notes:

- Make sure your access point (wireless router) is turned on and is working properly.
- Do not connect the installation or network cables until prompted to do so by the setup software.

Make sure you have the following information before setting up the scanner on a wireless network:

- **SSID**—The SSID is also referred to as the network name.
- **Wireless Mode (or Network Mode)**—The mode is either infrastructure or ad hoc.
- **Channel (for ad hoc networks)**—The channel defaults to automatic for infrastructure networks.

Some ad hoc networks will also require the automatic setting. Check with your system support person if you are not sure which channel to select.

- **Security Method**—There are four basic options for Security Method:

- WEP key

If your network uses more than one WEP key, then enter up to four in the provided spaces. Select the key currently in use on the network by selecting the default WEP transmit key.

- WPA or WPA2 preshared key or passphrase

WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the scanner, or the scanner will not be able to communicate on the network.

- 802.1X-RADIUS

If you are installing the scanner on an 802.1X network, then you may need the following:

- Authentication type
- Inner authentication type
- 802.1X user name and password
- Certificates

- No security

If your wireless network does not use any type of security, then you will not have any security information.

Note: We do not recommend using an unsecured wireless network.

Notes:

- If you do not know the SSID of the network that your computer is connected to, then launch the wireless utility of the computer network adapter, and then look for the network name. If you cannot find the SSID or the security information for your network, then see the documentation that came with the access point or contact your system support person.

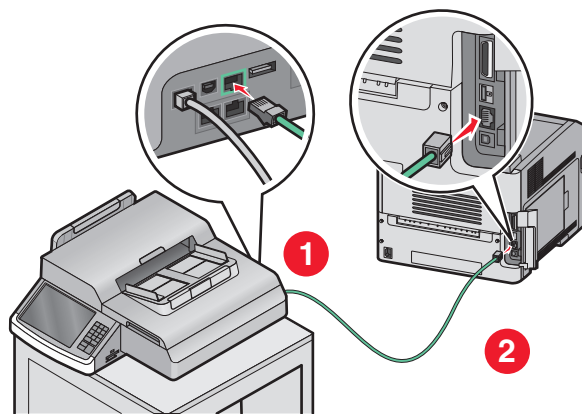
- To find the WPA/WPA2 preshared key or passphrase for the wireless network, see the documentation that came with the access point, see the Embedded Web Server associated with the access point, or consult your system support person.

Installing the scanner on a wireless network (Windows)

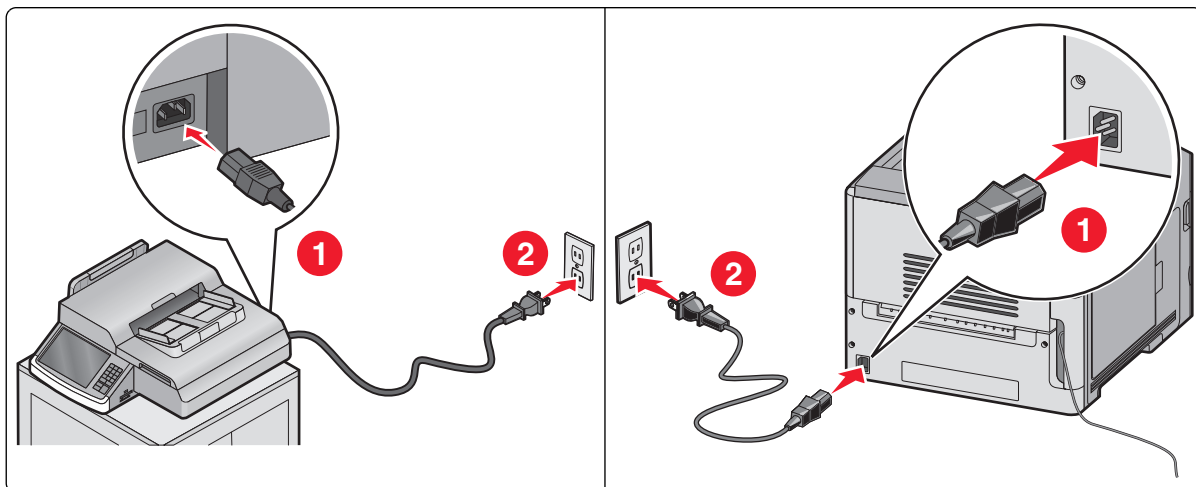
Before installing the scanner on a wireless network, make sure:

- Your wireless network is set up and is working properly.
- The computer and the printer you are using are connected to the same wireless network where you want to set up the scanner.

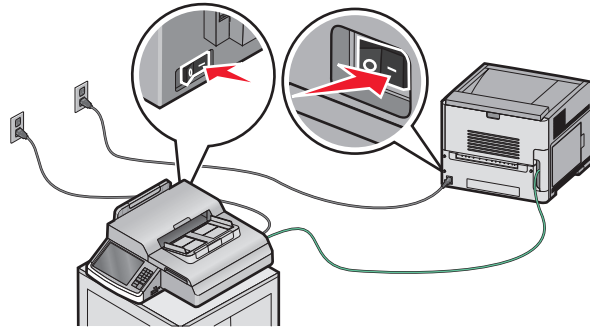
1 Connect one end of the green Ethernet cable to the printer and the other end to the scanner.



2 Connect the power cord to the printer and to the scanner, and then to a properly grounded electrical outlet.



- 3 Turn on the printer and the scanner.



Note: Make sure the scanner, the printer, and the computer are fully on and ready.

Warning—Potential Damage: Do not connect the USB cable until instructed to do so on the computer screen.



- 4 Obtain a copy of the software installer package.

- From the *Software and Documentation* CD that came with your scanner.
- From our Web site:
Go to <http://support.lexmark.com>, and then navigate to:
SUPPORT & DOWNLOAD > select your scanner > select your operating system

- 5 Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using the *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type: **D:\setup.exe** > **OK**

In Windows 7 or earlier

- Click  or click **Start**, and then click **Run**.
- In the Start Search or Run dialog, type **D:\setup.exe**.
- Press **Enter** or click **OK**.

Note: D is the letter of your CD or DVD drive.

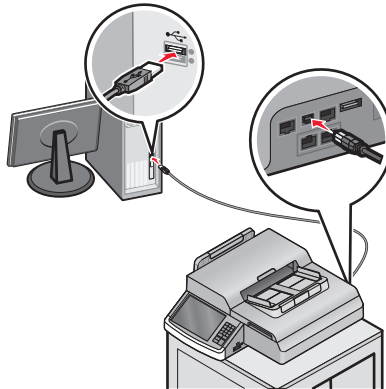
- 6 Click **Install**, and then follow the instructions on the computer screen.

- 7 Select **Wireless connection** when asked to choose a connection type.

- 8 From the Wireless Configuration dialog, select **Guided Setup**.

Note: Choose **Advanced Setup** only if you want to customize your installation.

- 9 Temporarily connect a USB cable between the computer on the wireless network and the scanner.



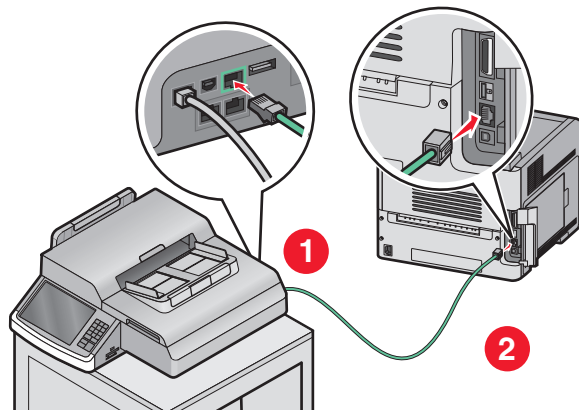
Note: After the scanner is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly.

- 10 Follow the instructions on the computer screen.

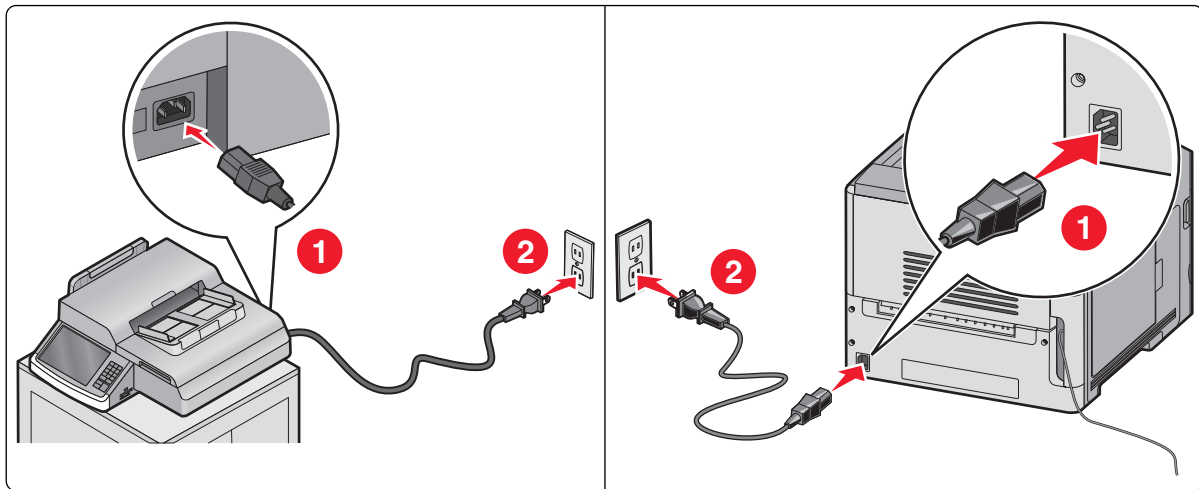
Installing the scanner on a wireless network (Macintosh)

Prepare to configure the scanner

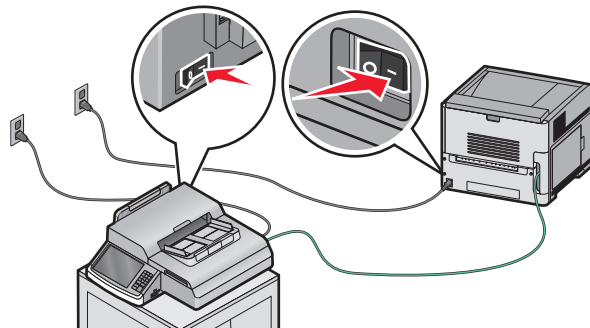
- 1 Connect one end of the green Ethernet cable to the printer and the other end to the scanner.



- 2 Connect the power cord to the printer and to the scanner, and then to a properly grounded electrical outlet.



3 Turn on the printer and the scanner.



4 Locate the scanner MAC address.

a From the home screen, navigate to:

 > **Reports** > **Network Setup Page**

b In the Standard Network Card section, look for **UAA (MAC)**.

Note: You will need this information later.

Enter the scanner information

1 Access the AirPort options.

In Mac OS X version 10.5 or later

From the Apple menu, navigate to either of the following:

- **System Preferences** > **Network** > **Wi-Fi**
- **System Preferences** > **Network** > **AirPort**

In Mac OS X version 10.4 or earlier

From the Finder, navigate to:

Applications > **Internet Connect** > **AirPort**

2 From the Network Name pop-up menu, select **print server [yyyyyy]**, where the y's are the last six digits of the MAC address you obtained earlier from the printed network setup page.

3 Open a Web browser.

- 4 From the Bookmarks menu, select **Show** or **Show All Bookmarks**.
- 5 Under COLLECTIONS, select **Bonjour** or **Rendezvous**, and then double-click the device name.
Note: The application referred to as *Rendezvous* in Mac OS X version 10.2 is now called *Bonjour* by Apple Inc.
- 6 From the Embedded Web Server, navigate to the location of the wireless settings information.

Configure the printer for wireless access

- 1 Type the network name (SSID) in the appropriate field.
- 2 Select **Infrastructure** as the Network Mode setting if you are using an access point (wireless router).
- 3 Select the type of security you want to use to protect your wireless network.
- 4 Enter the security information necessary for the scanner to connect to the wireless network.
- 5 Click **Submit**.
- 6 Open the AirPort application on your computer:

In Mac OS X version 10.5 or later

From the Apple menu, navigate to either of the following:

- **System Preferences > Network > Wi-Fi**
- **System Preferences > Network > AirPort**

In Mac OS X version 10.4 or earlier

From the Finder, navigate to:

Applications > Internet Connect > AirPort

- 7 From the Network pop-up menu, select the name of your wireless network.

Configure your computer to use the scanner wirelessly

To print over a network, you must install a custom printer driver file and create a print queue in the Print Center or Printer Setup Utility.

- 1 Install a printer driver file on the computer:
 - a Obtain a copy of the software installer package.
 - From the *Software and Documentation* CD that came with your printer.
 - From our Web site:
Go to <http://support.lexmark.com>, and then navigate to:
SUPPORT & DOWNLOAD > select your printer > select your operating system
 - b Double-click the installer package for the scanner.
 - c Follow the instructions on the computer screen.
 - d Select a destination, and then click **Continue**.
 - e From the Easy Install screen, click **Install**.
 - f Type the user password, and then click **OK**.
All necessary applications are installed on the computer.
 - g Click **Close** when the installation is complete.

2 Add the device:**a** For IP printing:**In Mac OS X version 10.5 or later**

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences > Print & Scan**
 - **System Preferences > Print & Fax**
- 2 Click +.
- 3 If necessary, click **Add Printer or Scanner** or **Add Other Printer or Scanner**.
- 4 Click the **IP** tab.
- 5 Type the IP address of the scanner in the address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

- 1 From the Finder, navigate to:
Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 From the Printer List, choose **Add**, and then click **IP Printer**.
- 4 Type the IP address of the scanner in the address field, and then click **Add**.

b For AppleTalk printing:**Notes:**

- Make sure AppleTalk is activated on your scanner.
- This feature is supported only in Mac OS X version 10.5 or earlier.

In Mac OS X version 10.5

- 1 From the Apple menu, navigate to:
System Preferences > Print & Fax
- 2 Click +, and then navigate to:
AppleTalk > select the device from the list > Add

In Mac OS X version 10.4 or earlier

- 1 From the Finder, navigate to:
Applications > Utilities
- 2 Double-click **Printer Setup Utility** or **Print Center**.
- 3 From the printer list, click **Add**.
- 4 Click **Default Browser** tab > **More Printers**.
- 5 From the first pop-up menu, select **AppleTalk**.
- 6 From the second pop-up menu, select **Local AppleTalk Zone**.
- 7 Select the device from the list, and then click **Add**.

Preparing to set up the scanner on an Ethernet network

Note: If your network automatically assigns IP addresses to computers and other devices, continue on to installing the scanner.

To configure your scanner to connect to an Ethernet network, organize the following information before you begin:

- A valid, unique IP address for the scanner to use on the network
- The network gateway
- The network mask
- A nickname for the scanner (optional)

Note: A scanner nickname makes it easier for you to identify your scanner on the network. You can choose to use the default scanner nickname, or you can assign a name that is easier to remember.

You will need an Ethernet cable to connect the scanner to the network and an available port where the scanner can physically connect to the network. Use a new network cable when possible to avoid potential problems caused by a damaged cable.

Installing the scanner on an Ethernet network

Note: Make sure you have completed the initial setup of the scanner.

For Windows users

1 Obtain a copy of the software installer package.

- From the *Software and Documentation* CD that came with your scanner.
- From our Web site:

Go to <http://support.lexmark.com>, and then navigate to:

SUPPORT & DOWNLOAD > select your scanner > select your operating system

2 Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using the *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type: **D:\setup.exe** > **OK**

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
- b In the Start Search or Run dialog, type **D:\setup.exe**.
- c Press **Enter** or click **OK**.

Note: D is the letter of your CD or DVD drive.

3 Click **Install**, and then follow the instructions on the computer screen.

Note: To configure the scanner using a static IP address, IPv6, or scripts, select **Advanced Options** > **Administrator Tools**.

4 Select **Ethernet connection**, and then click **Continue**.

5 Attach the Ethernet cable when instructed to do so.

6 Select the scanner from the list, and then click **Continue**.

Note: If the configured scanner does not appear in the list, then click **Modify Search**.

7 Follow the instructions on the computer screen.

For Macintosh users

1 Allow the network DHCP server to assign an IP address to the scanner.

2 Obtain the scanner IP address either:

- From the scanner control panel
- From the TCP/IP section in the Network/Ports menu
- By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: You will need the IP address if you are configuring access for computers on a different subnet than the scanner.

3 Install the printer driver on the computer.

- a Double-click the installer package for the scanner.
- b Follow the instructions on the computer screen.
- c Select a destination, and then click **Continue**.
- d From the Easy Install screen, click **Install**.
- e Type the user password, and then click **OK**.
All the necessary applications are installed on the computer.
- f Click **Close** when the installation is complete.

4 Add the scanner.

- For IP printing:

In Mac OS X version 10.5 or later

- a From the Apple menu, navigate to either of the following:
 - **System Preferences > Print & Scan**
 - **System Preferences > Print & Fax**
- b Click **+**.
- c If necessary, click **Add Printer or Scanner** or **Add Other Printer or Scanner**.
- d Click the **IP** tab.
- e Type the scanner IP address in the address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

- a From the Finder, navigate to:
Applications > Utilities
 - b Double-click **Printer Setup Utility** or **Print Center**.
 - c From the printer list, click **Add**, and then click **IP Printer**.
 - d Type the scanner IP address in the address field, and then click **Add**.
- For AppleTalk printing:

Notes:

- Make sure AppleTalk is activated on your printer.

- This feature is supported only in Mac OS X version 10.5 or earlier.

In Mac OS X version 10.5

- From the Apple menu, navigate to:
System Preferences > Print & Fax
- Click +, and then navigate to:
AppleTalk > select your scanner > Add

In Mac OS X version 10.4 or earlier

- From the Finder, navigate to:
Applications > Utilities
- Double-click **Printer Setup Utility** or **Print Center**.
- From the printer list, click **Add**.
- Click **Default Browser** tab > **More Printers**.
- From the first pop-up menu, select **AppleTalk**.
- From the second pop-up menu, select **Local AppleTalk Zone**.
- Select the device from the list, and then click **Add**.

Note: If the scanner does not show up in the list, then you may need to add it using the IP address. For more information, contact your system support person.

Changing port settings after installing a new network Internal Solutions Port

When a new Lexmark Internal Solutions Port (ISP) is installed in the scanner, the scanner configurations on computers that access the scanner must be updated since the scanner will be assigned a new IP address. All computers that access the scanner must be updated with this new IP address.

Notes:

- If the scanner has a static IP address, then you do not need to make any changes to the computer configurations.
- If the computers are configured to use the network name, instead of an IP address, then you do not need to make any changes to your computer configurations.
- If you are adding a wireless ISP to a scanner previously configured for an Ethernet connection, then make sure the scanner is disconnected from the Ethernet network when you configure the scanner to operate wirelessly. If the scanner is connected to the Ethernet network, then the wireless configuration completes, but the wireless ISP is inactive. To activate the wireless ISP, disconnect the scanner from the Ethernet network, turn off the scanner, and then turn it back on.
- Only one network connection is active at a time. To switch between Ethernet and wireless connection types, turn off the scanner, then connect the cable (to switch to an Ethernet connection) or disconnect the cable (to switch to a wireless connection), and then turn the scanner back on.

For Windows users

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner control panel. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.


2 Open the printers folder.

In Windows 8

From the Search charm, type **run** and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
- b In the Start Search or Run dialog, type **control printers**.
- c Press **Enter** or click **OK**.

3 To select the device that has changed, do either of the following:

- Press and hold the scanner, and then select **Printer properties**.
- Right-click the scanner, and then select **Printer properties** (Windows 7 or later) or **Properties** (earlier versions).

Note: If there is more than one copy of the scanner, then update all of them with the new IP address.

4 Click the **Ports** tab.

5 Select the port from the list, and then click **Configure Port**.

6 Type the new IP address in the Printer Name or IP Address field.

7 Click **OK** > **Close**.

For Macintosh users

1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner control panel. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Add the scanner.

- For IP printing:

In Mac OS X version 10.5 or later

- a From the Apple menu, navigate to either of the following:
 - **System Preferences** > **Print & Scan**
 - **System Preferences** > **Print & Fax**
- b Click **+**.
- c If necessary, click **Add Printer or Scanner** or **Add Other Printer or Scanner**.
- d Click the **IP** tab.
- e Type the scanner IP address in the address field, and then click **Add**.

In Mac OS X version 10.4 or earlier

- a** From the Finder, navigate to:
Applications > Utilities
 - b** Double-click **Printer Setup Utility** or **Print Center**.
 - c** From the Printer List, click **Add**, and then click **IP Printer**.
 - d** Type the IP address of the scanner in the address field, and then click **Add**.
- For AppleTalk printing:

Notes:

- Make sure AppleTalk is activated on your scanner.
- This feature is supported only in Mac OS X version 10.5 or earlier.

In Mac OS X version 10.5

- a** From the Apple menu, navigate to:
System Preferences > Print & Fax
- b** Click **+**, and then navigate to:
AppleTalk > select the scanner > Add

In Mac OS X version 10.4 or earlier

- a** From the Finder, navigate to:
Applications > Utilities
- b** Double-click **Printer Setup Utility** or **Print Center**.
- c** From the Printer List, click **Add**.
- d** Click the **Default Browser** tab > **More Printers**.
- e** From the first pop-up menu, select **AppleTalk**.
- f** From the second pop-up menu, select **Local AppleTalk Zone**.
- g** Select the device from the list, and then click **Add**.

Setting up serial printing

Use serial printing to print when the computer is far from the scanner or to print at a reduced speed.

After installing the serial or communication (COM) port, configure the scanner and the computer. Make sure you have connected the serial cable to the COM port on your scanner.

- 1** Set the parameters in the scanner.
 - a** From the scanner control panel, navigate to the menu for the port settings.
 - b** Locate the menu for the serial port settings, and then adjust the settings if necessary.
 - c** Save the modified settings, and then print a menu settings page.
- 2** Install the printer driver.
 - a** Obtain a copy of the software installer package.
 - From the *Software and Documentation* CD that came with your scanner.
 - From our Web site:
Go to <http://support.lexmark.com>, and then navigate to:
SUPPORT & DOWNLOAD > select your scanner > select your operating system
 - b** Double-click the software installer package.

Wait for the installation dialog to appear.


If you are using the *Software and Documentation* CD and the installation dialog does not appear, then do the following:

In Windows 8

From the Search charm, type **run** and then navigate to:

Apps list > **Run** > type **D:\setup.exe** > **OK**

In Windows 7 or earlier

- 1 Click  or click **Start**, and then click **Run**.
- 2 In the Start Search or Run dialog, type **D:\setup.exe**.
- 3 Press **Enter** or click **OK**.

Note: D is the letter of your CD or DVD drive.

- c Click **Advanced Options** > **Custom Install**.
 - d Follow the instructions on the computer screen.
 - e From the Configure Printer Connection dialog, select **Connect through a port discovered on your computer**, and then select a port.
 - f If the port is not in the list, then click **Refresh** or navigate to:
Add port > select a port type > enter the necessary information > **OK**
 - g Click **Continue**.
 - 1 If you want to add another device, then click **Add Another**.
 - 2 If you want to make changes, then select a device, and then click **Edit**.
 - 3 Follow the instructions on the computer screen.
 - 4 Click **Finish**.
- 3 Set the COM port parameters.

After installing the printer driver, set the serial parameters in the COM port assigned to the printer driver.

Note: Make sure the serial parameters in the COM port match the serial parameters you set in the scanner.


- a Open Device Manager.

In Windows 8

From the Search charm, type **run** and then navigate to:

Apps list > **Run** > type **devmgmt.msc** > **OK**

In Windows 7 or earlier

- 1 Click  or click **Start**, and then click **Run**.
 - 2 In the Start Search or Run dialog, type **devmgmt.msc**.
 - 3 Press **Enter** or click **OK**.
- b Double-click **Ports (COM & LPT)** to expand the list of available ports.
 - c Do either of the following:
 - Press and hold the COM port where you attached the serial cable to your computer (example: COM1).
 - Right-click the COM port where you attached the serial cable to your computer (example: COM1).
 - d From the menu that appears, select **Properties**.

-
- e** On the Port Settings tab, set the serial parameters to the same serial parameters set in the scanner.
Check the serial heading of the menu settings page for the scanner settings.
 - f** Click **OK**, and then close all the dialogs.
 - g** Print a test page to verify scanner installation.

Minimizing your printer's environmental impact

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

For information on how you can quickly save paper and energy using one printer setting, see "Using Eco-Mode".

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see "Using recycled paper and other office papers" on page 83.

Conserving supplies

There are a number of ways you can reduce the amount of paper and toner you use when printing. You can:

Use both sides of the paper

You can control whether print appears on one or two sides of the paper by selecting **2-sided printing** from the Print dialog or the Lexmark Toolbar.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by selecting a setting from the Multipage printing (N-Up) section of the Print dialog.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature, which you can select from the Print dialog or the Lexmark Toolbar, to see how the document will look before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Carefully select and load paper to avoid paper jams. For more information, see “Avoiding jams” on page 248.

Saving energy

Using Eco-Mode

1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the printer, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

2 Click **Settings > General Settings > Eco-Mode > select a setting > Submit.**

Choose	To
Off	Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications of your scanner.
Energy	Reduce energy use, especially when the scanner is idle. <ul style="list-style-type: none"> • Scanner engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed. • The scanner enters Sleep mode after one minute of inactivity. • When the scanner enters Sleep mode, the scanner control panel display and the standard exit bin lights are turned off. • The scanner lamps are activated only when a scan job is started.
Energy/Paper	Use all the settings associated with Energy mode and Paper mode.
Paper	<ul style="list-style-type: none"> • Enable the automatic duplex feature. • Turn off print log features.

Reducing scanner noise

To select a Quiet Mode setting using the Embedded Web Server:

1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

2 Click **Settings > General Settings > Quiet Mode > select a setting > Submit.**

Choose	To
Off Note: Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing.	Use factory default settings. This setting supports the performance specifications of your scanner.
On	Reduce scanner noise. <ul style="list-style-type: none"> • Print jobs will process at a reduced speed. • Scanner engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed. • Fax sounds are reduced or disabled, including those made by the fax speaker and ringer. The fax is placed in standby mode. • The alarm control and cartridge alarm sounds are turned off. • The scanner will ignore the Advance Start command.

Adjusting Sleep Mode

To save energy, you can decrease the number of minutes before the scanner enters Sleep Mode.

Available settings range from 1–240 minutes.

Using the Embedded Web Server

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

- 2 Click **Settings > General Settings > Timeouts**.

- 3 In the Sleep Mode field, enter the number of minutes you want the printer to wait before it enters Sleep Mode.

- 4 Click **Submit**.

Using the scanner control panel

- 1 From the home screen, navigate to:

 > **Settings > General Settings > Timeouts**

- 2 Touch the arrows next to **Sleep Mode** to select the number of minutes you want the printer to wait before it enters Sleep Mode.

- 3 Touch **Submit**.

Adjusting the brightness of the display

To save energy, or if you have trouble reading your display, then adjust the brightness of the display.

Available settings range from 20–100. The factory default setting is 100.

Using the Embedded Web Server

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

- 2 Click **Settings** > **General Settings**.

- 3 In the Screen Brightness field, enter the brightness percentage you want for the display.

- 4 Click **Submit**.

Using the scanner control panel

- 1 From the home screen, navigate to:

 > **Settings** > **General Settings**

- 2 Touch the arrows until **Screen Brightness** appears, and then select a setting.

- 3 Touch **Submit**.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

Recycling Lexmark products

To return Lexmark products for recycling:

- 1 Go to www.lexmark.com/recycle.
- 2 Find the product type you want to recycle, and then select your country or region from the list.
- 3 Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in the Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:

- 1 Go to www.lexmark.com/recycle.
- 2 From the Toner Cartridges section, select your country or region.
- 3 Follow the instructions on the computer screen.

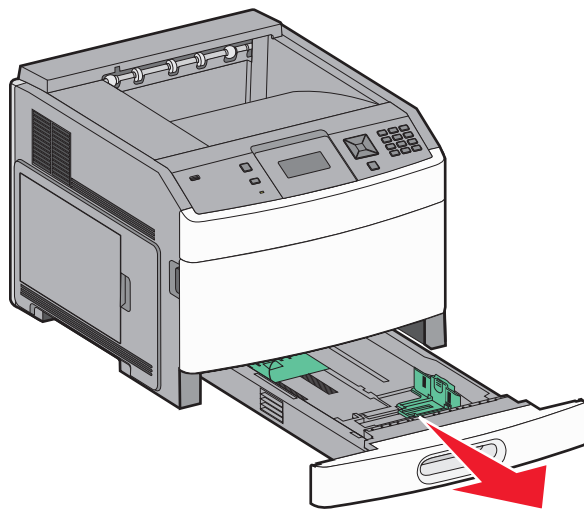
Loading paper and specialty media

Loading paper

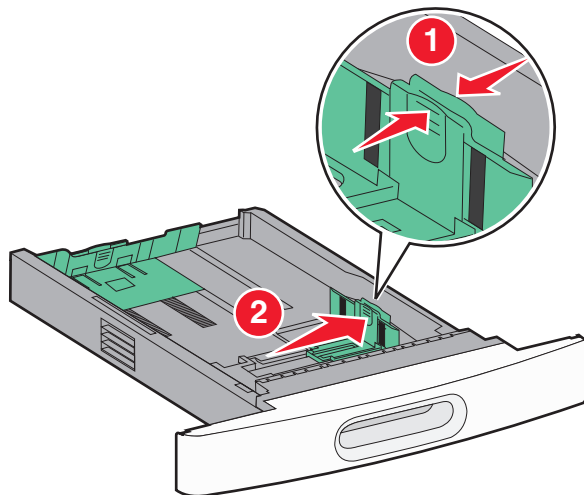
Loading the standard or optional 250- or 550-sheet tray

- 1 Pull the tray out.

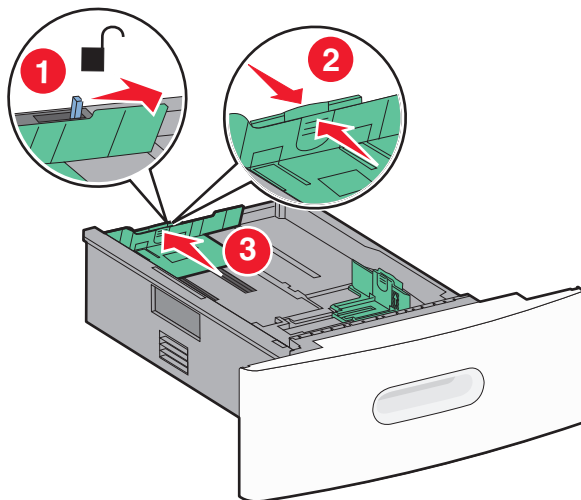
Note: Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.



- 2 Squeeze the width guide tab, and then slide the guide to the correct position for the paper size being loaded.



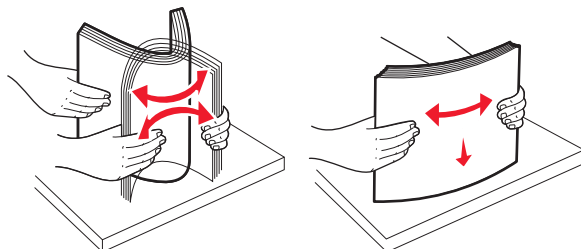
3 Unlock the length guide, squeeze the length guide tab, and then slide the guide to the correct position for the paper size being loaded.



Notes:

- Use the size indicators on the bottom of the tray to help position the guides.
- For standard paper sizes, lock the length guide.

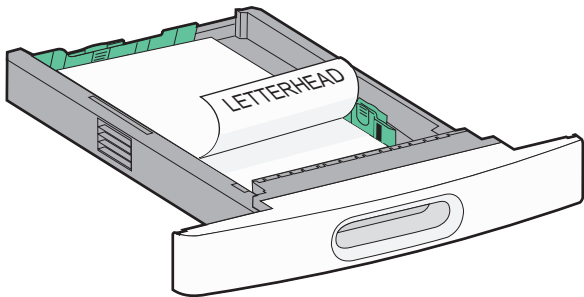
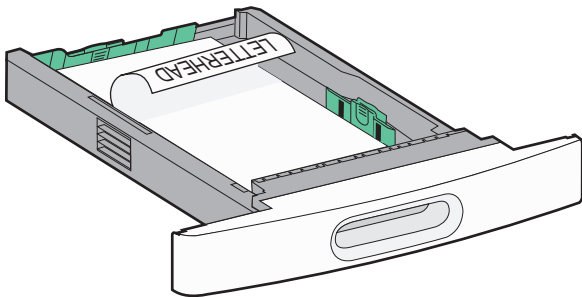
4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

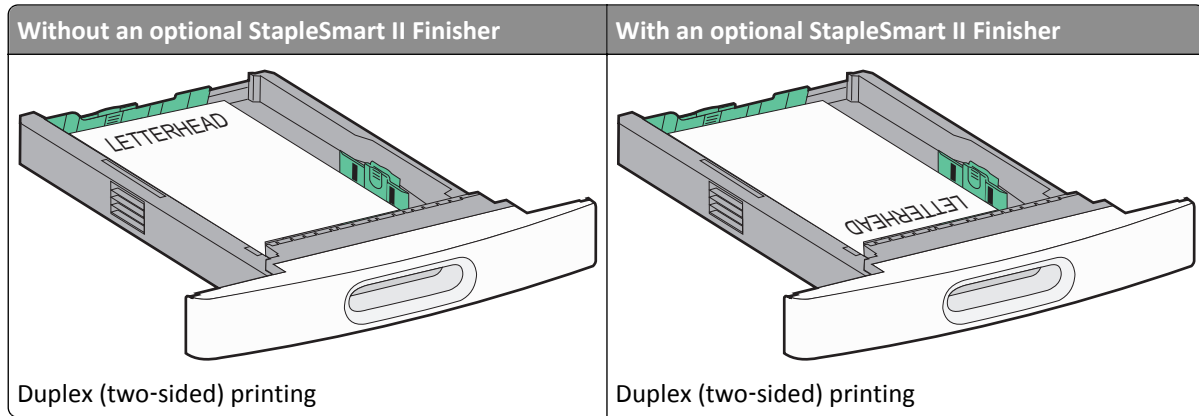


5 Load the paper stack:

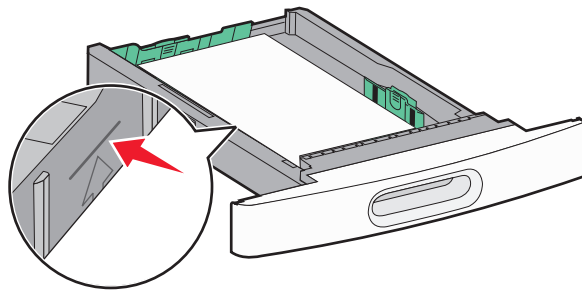
- Print side facedown for single-sided printing
- Print side faceup for duplex printing

Note: Paper must be loaded differently in the trays if an optional StapleSmart™ II Finisher is installed.

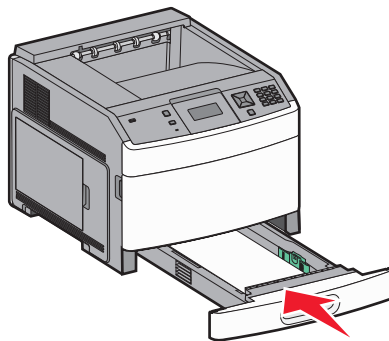
Without an optional StapleSmart II Finisher	With an optional StapleSmart II Finisher
	
Single-sided printing	Single-sided printing



Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray.



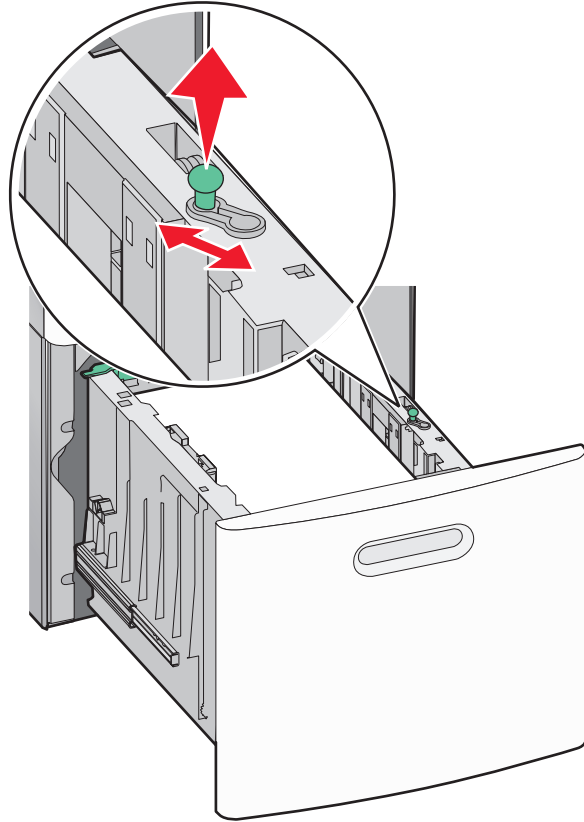
- 6 If necessary, then adjust the paper guides to lightly touch the sides of the stack, and then lock the length guide.
- 7 Insert the tray.



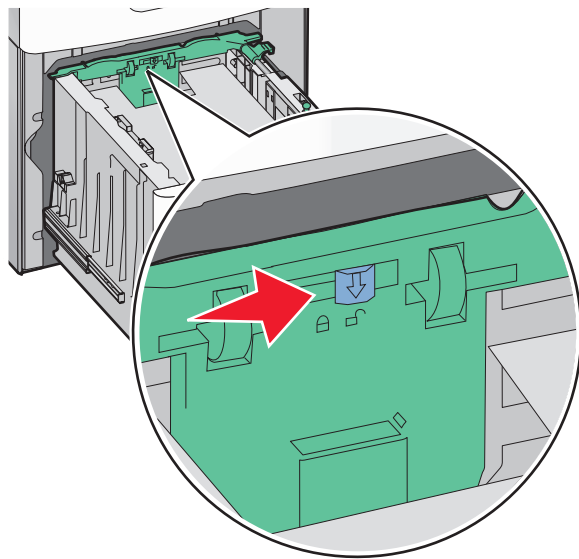
- 8 From the home screen, verify the paper size and paper type for the tray based on the paper you loaded.

Loading the 2000-sheet tray

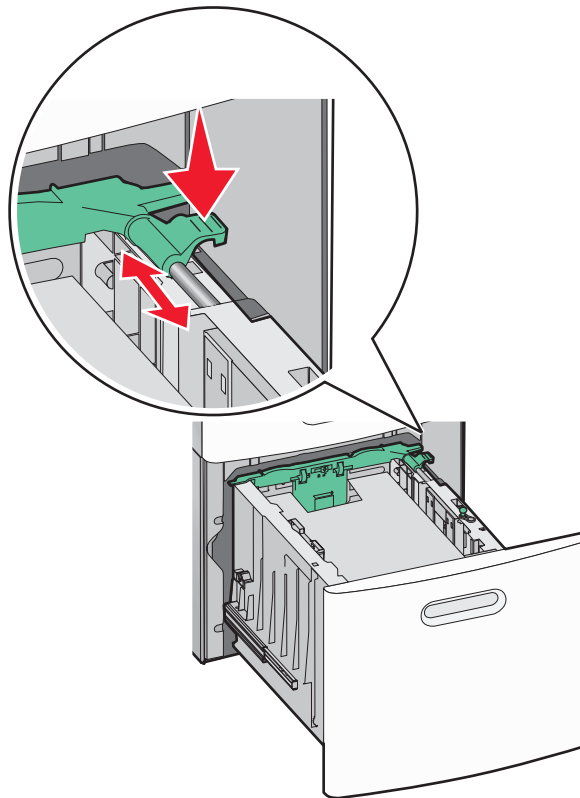
- 1 Pull the tray out.
- 2 Pull up and slide the width guide to the correct position for the paper size being loaded.



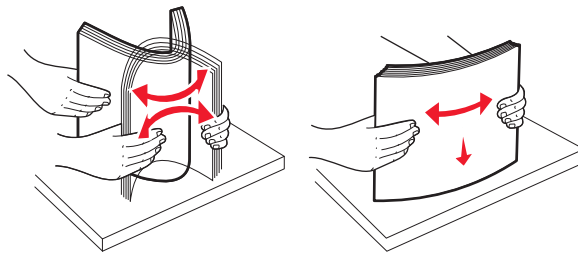
- 3 Unlock the length guide.



- 4 Push the length guide release latch to raise the length guide, slide the guide to the correct position for the paper size being loaded, and then lock the guide.



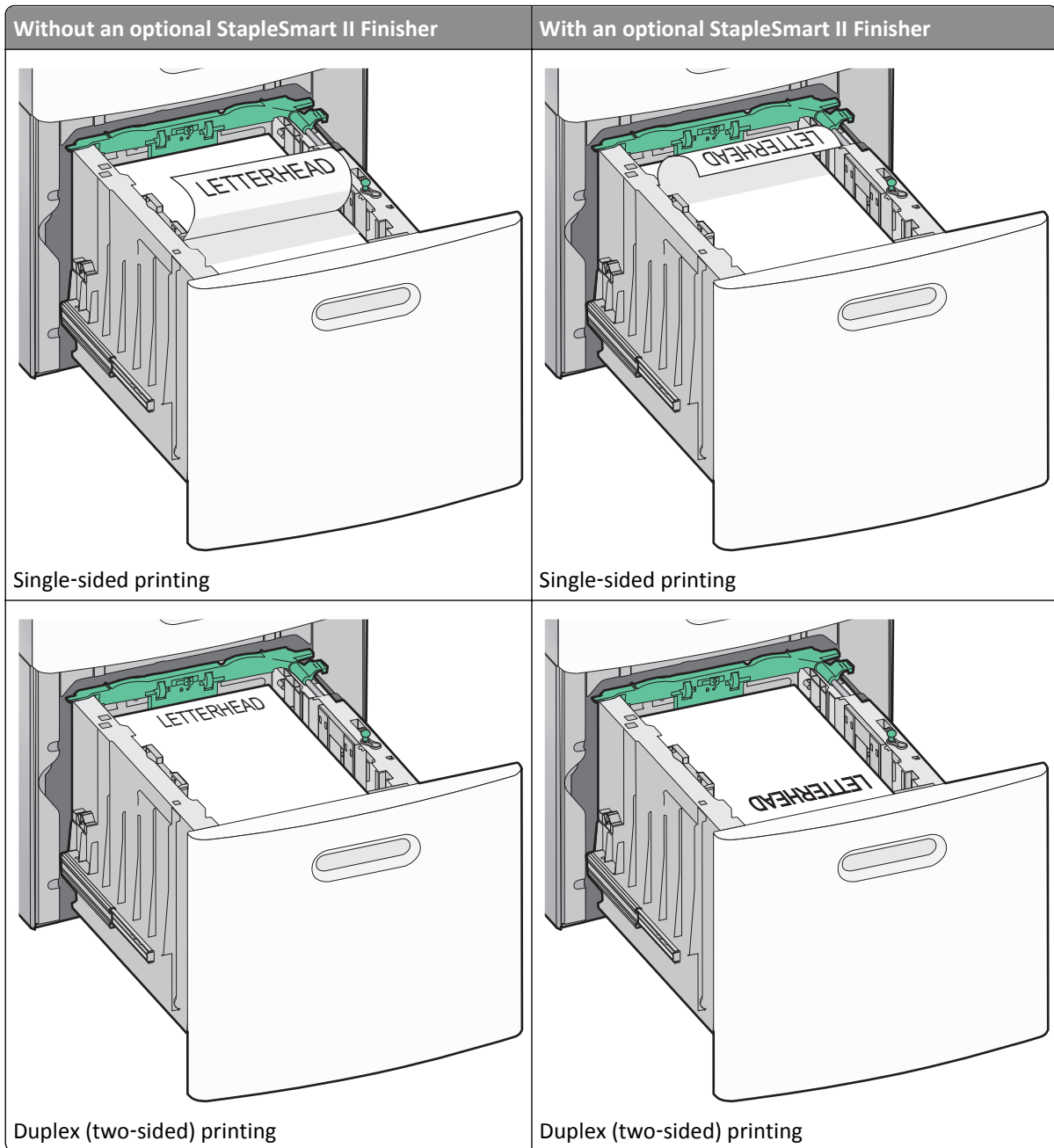
- 5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



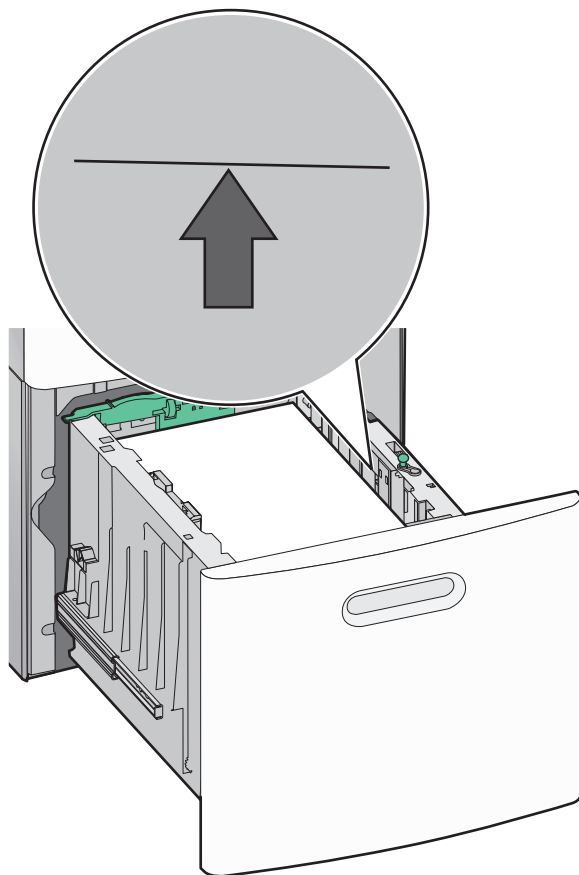
- 6 Load the paper stack:

- Print side facedown for single-sided printing
- Print side faceup for duplex printing

Note: Paper must be loaded differently in the trays if an optional StapleSmart II Finisher is installed.



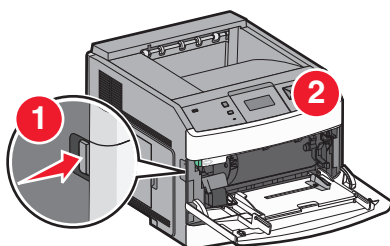
Note: Make sure the paper is below the maximum fill line located on the side of the tray.



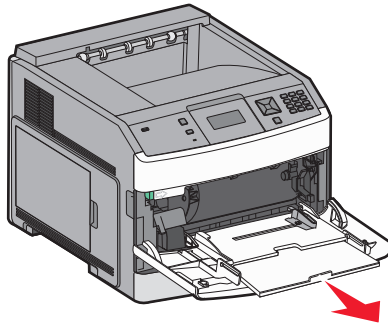
7 Insert the tray.

Loading the multipurpose feeder

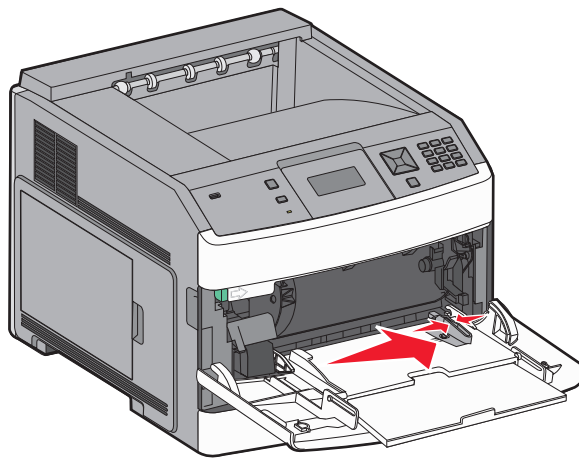
1 Press the release latch, and then pull down the multipurpose feeder door.



2 Pull the extension until it is fully extended.



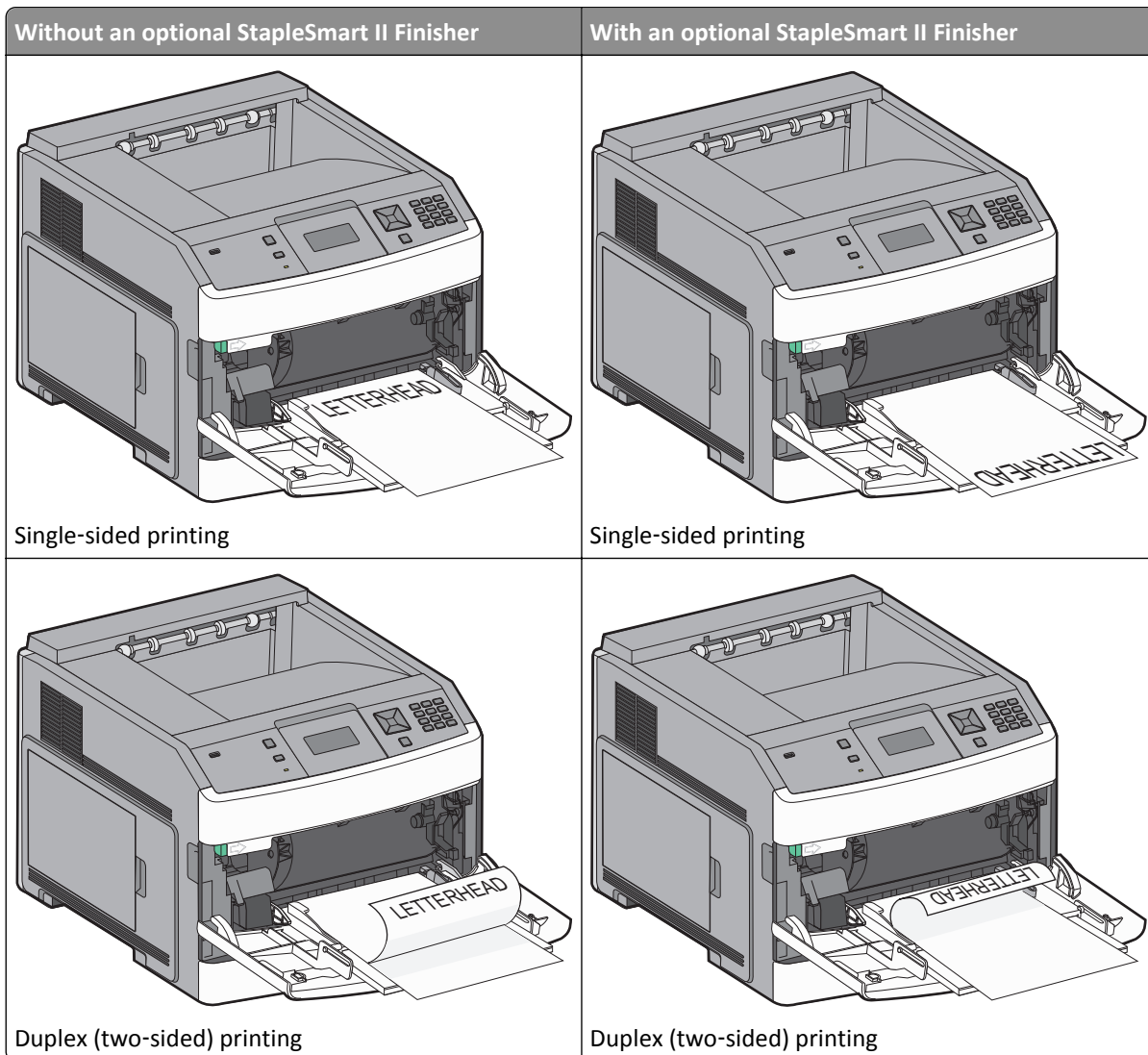
3 Squeeze and slide the width guide to the far right.



4 Flex the sheets of paper or specialty media back and forth to loosen them. Do not fold or crease them. Straighten the edges on a level surface.

<p>Paper</p>	
<p>Envelopes</p>	
<p>Transparencies Note: Avoid touching the print side.</p>	

5 Load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop.



Notes:

- Do not exceed the maximum stack height by forcing paper under the stack height limiter.
- Do not load or close the multipurpose feeder while a job is printing.
- Load only one size and type of media at a time.
- Load envelopes with the flap side down and to the left as shown on the tray.

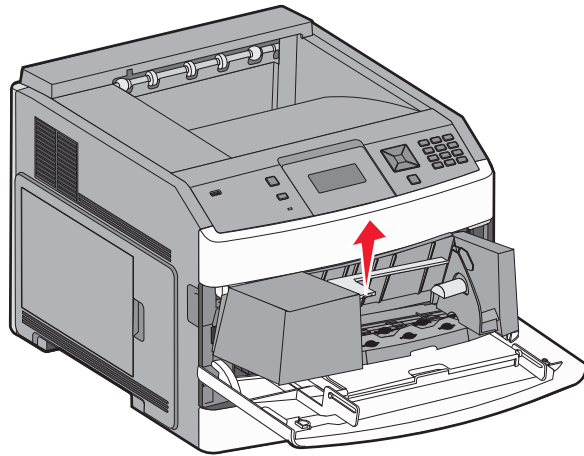
Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

6 Adjust the width guide to lightly touch the edge of the paper stack. Make sure the paper fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.

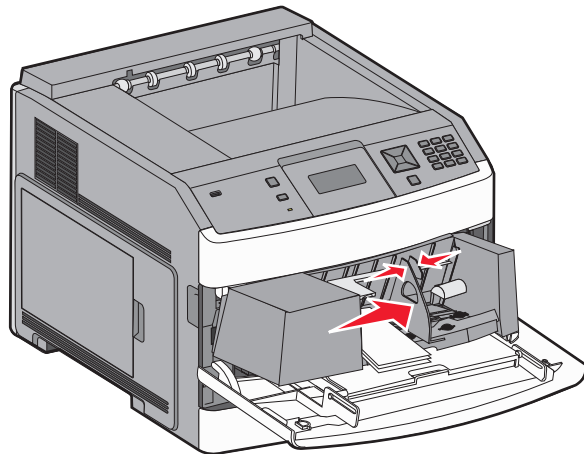
7 From the home screen, set the paper size and paper type.

Loading the envelope feeder

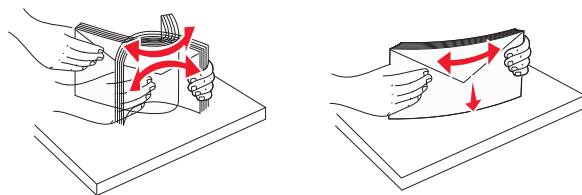
- 1 Adjust the envelope support for the length of envelope being loaded:
 - **Short envelopes**—Fully close the envelope support.
 - **Medium-length envelopes**—Extend the envelope support to the middle position.
 - **Long envelopes**—Fully extend the envelope support.
- 2 Lift the envelope weight back toward the printer.



- 3 Slide the width guide to the right.

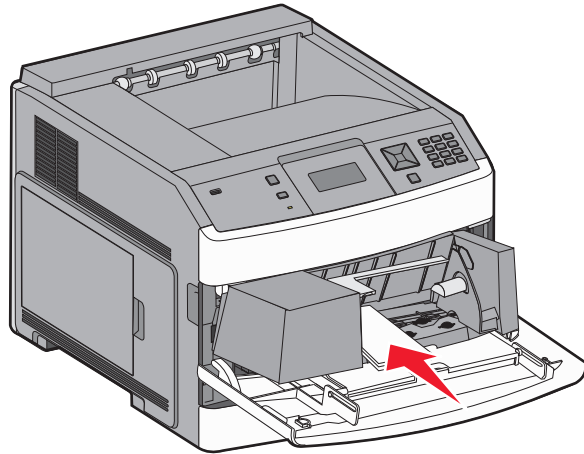


- 4 Flex the envelopes back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 5 Load the stack of envelopes flap side down.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

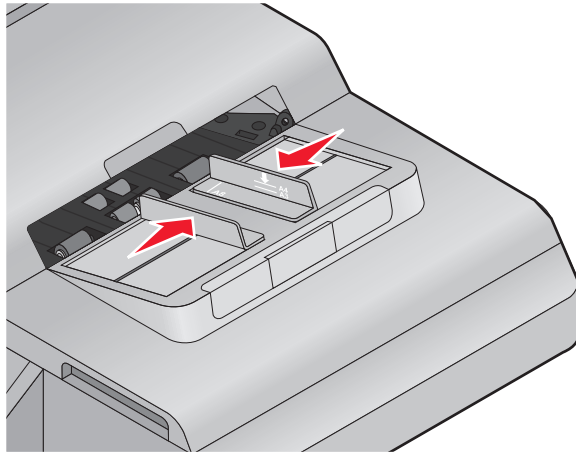


Note: Do not exceed the maximum stack height by forcing envelope under the stack height limiter.

- 6 Adjust the width guide to lightly touch the edge of the envelope stack.
- 7 Lower the envelope weight to touch the envelope stack.
- 8 From the home screen, set the paper size and paper type.

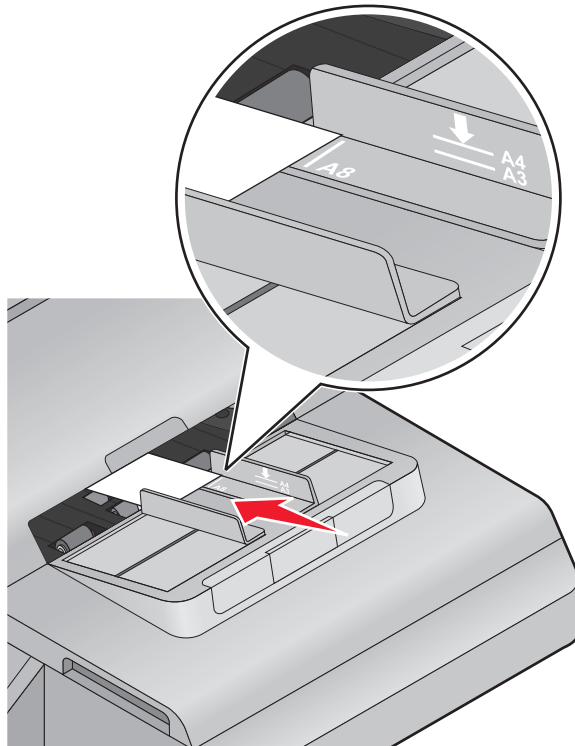
Loading business cards into the ADF

- 1 Move the ADF guides to the A8 paper size position.



Note: Use the size indicators on the bottom of the tray to help position the guides .

- 2 Load the business cards facedown, short-edge first into the ADF.



Note: Make sure the last edge of the business card is aligned with the A8 mark on the ADF guide.

Setting the paper size and type

Setting the paper size and type for *difficult media*

Setting the paper size and type allows the user to optimize the ability of the scanner to handle specific paper types and sizes such as letter, legal, tabloid, A5, A4 and A3.

For more information, see “Custom Scan Sizes menu” on page 155.

Note: Changing the paper size and type settings affects the scanning resolution and speed.

Configuring the ADF scan settings for any paper size and type

- 1 From the home screen, navigate to:

 > Paper Menu > Paper Size/Type > Default ADF Media Type > Rough/Cotton > Submit

- 2 Touch  > Paper Menu > Custom Scan Size [x] > Media Type > ADF Media Type > Submit.

- 3 Touch  > Paper Menu > Paper Texture > Rough/Cotton Texture.

4 Select a value for Rough/Cotton.

Note: Make sure the default value is *not* Normal.

5 Touch **Submit**.

Configuring the ADF scan settings for a specific paper size and type

1 From the home screen, navigate to:

 > **Paper Menu** > **Paper Size/Type** > **Default ADF Media Type** > **Rough/Cotton** > **Submit**

2 Touch  > **Paper Menu** > **Paper Texture** > **Rough/Cotton Texture**.


3 Select a value for Rough/Cotton.

Note: Make sure the default value is *not* Normal.

4 Touch **Submit**.

Configuring the ADF scan settings for custom paper size and type

1 From the home screen, navigate to:

 > **Paper Menu** > **Custom Scan Sizes** > select a scan size name and paper type

Notes:

- Custom Scan Size 1–3 will appear as Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid if the scanner unit of measure unit is set to US.
- Custom Scan Size 1–3 will appear as Difficult Media A5, Difficult Media A4, and Difficult Media A3 if the scanner unit of measure is set to Metric.
- If any value between Custom Scan Sizes 1–3 is selected, then the ADF automatically reduces its feeding speed.

2 Touch  > **Paper Menu** > **Paper Texture** > **Rough/Cotton Texture**.

3 Select a value for Rough/Cotton.


Note: Make sure the default value is *not* Normal.

4 Touch **Submit**.

Setting the paper size and type for the printer

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

1 From the home screen, navigate to:



> **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

2 Touch **Portrait Width** or **Portrait Height** > select the width or height > **Submit**.

Setting the ADF to detect multiple paper feeds

When activated, the multifeed sensor allows the scanner to detect when the ADF picks more than one sheet of paper at once.

Note: The multifeed sensor is on by default.

1 From the home screen, navigate to:



> **Settings** > **General Settings** > **ADF Multi-feed Sensor**

Note: Touch **Off** to turn off the multifeed sensor. You may need to turn off this setting for scan jobs using the following media:

- Business cards
- Thick paper
- Different paper types and sizes
- Paper with labels

2 Touch **Submit**.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked.

The printer automatically senses the Paper Size setting according to the position of the paper guides in each tray except the standard 550-sheet tray and the multipurpose feeder. The printer can sense A4, A5, JIS B5, Letter, Legal, Executive, and Universal paper sizes. The multipurpose feeder and trays using other paper sizes can be linked manually using the Paper Size menu available from the Paper Size/Type menu.

Note: To link the multipurpose feeder, Configure MP must be set to Cassette in the Paper menu in order for MP Feeder Size to appear as a menu item.

The Paper Type setting must be set for all trays from the Paper Type menu available from the Paper Size/Type menu.

Unlinking trays

Note: Trays that do not have the same settings as any other tray are not linked.

Change one of the following tray settings:

- Paper Type
Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.
- Paper Size
Load a different paper size to automatically change the Paper Size setting for a tray. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

Warning—Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

Creating a custom name for a paper type

If the scanner is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

- 1 Type the scanner IP address in the address field of your Web browser.

Note: If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > Paper Menu > Custom Name > type a name > Submit**.


Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

- 3 Click **Custom Types > select a paper type > Submit**.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:

 > **Paper Menu > Paper Size/Type > select a custom paper type name > select a tray > Submit**

Paper and specialty media guidelines

Notes:

- Make sure the paper size, type, and weight are set correctly on the computer or on the printer control panel.
- Flex, fan, and straighten specialty media before loading it.
- The printer may print at a reduced speed to prevent damage to the fuser.
- For more information on card stock and labels, see the *Card Stock & Label Guide* on the Lexmark Web site at <http://support.lexmark.com>.

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 220 g/m² (16 to 58 lb bond) grain long. Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m² (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m² (24 lb) or heavier paper.

Note: Duplex is supported only for 63 g/m²–170 g/m² (17 lb–45 lb bond) paper.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; however, smoothness between 150 and 200 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60 to 135 g/m² (16 to 36 lb bond) paper, grain long paper is recommended. For papers heavier than 135 g/m², grain short is recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Selecting paper

Using the appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid paper jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same tray; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

- Use grain long for 60–90-g/m² (16–24-lb) paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.
- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This determines whether or not the ink in the preprinted form or letterhead will affect print quality.
- When in doubt, contact your paper supplier.

Using recycled paper and other office papers

As an environmentally conscientious company, Lexmark supports the use of recycled paper produced specifically for use in laser (electrophotographic) printers.

While no blanket statement can be made that all recycled paper will feed well, Lexmark consistently tests papers that represent recycled cut size copier papers available on the global market. This scientific testing is conducted with rigor and discipline. Many factors are taken into consideration both separately and as a whole, including the following:

- Amount of post-consumer waste (Lexmark tests up to 100% post-consumer waste content.)
- Temperature and humidity conditions (Testing chambers simulate climates from all over the world.)
- Moisture content (Business papers should have low moisture: 4–5%.)

- Bending resistance and proper stiffness means optimum feeding through the printer.
- Thickness (impacts how much can be loaded into a tray)
- Surface roughness (measured in Sheffield units, impacts print clarity and how well toner fuses to the paper)
- Surface friction (determines how easily sheets can be separated)
- Grain and formation (impacts curling, which also influences the mechanics of how the paper behaves as it moves through the printer)
- Brightness and texture (look and feel)

Recycled papers are better than ever; however, the amount of recycled content in a paper affects the degree of control over foreign matter. And while recycled papers are one good path to printing in an environmentally responsible manner, they are not perfect. The energy required to de-ink and deal with additives such as colorants and “glue” often generates more carbon emissions than does normal paper production. However, using recycled papers enables better resource management overall.

Lexmark concerns itself with the responsible use of paper in general based on life cycle assessments of its products. To gain a better understanding of the impact of printers on the environment, the company commissioned a number of life cycle assessments and found that paper was identified as the primary contributor (up to 80%) of carbon emissions caused throughout the entire life of a device (from design to end-of-life). This is due to the energy-intensive manufacturing processes required to make paper.

Thus, Lexmark seeks to educate customers and partners on minimizing the impact of paper. Using recycled paper is one way. Eliminating excessive and unnecessary paper consumption is another. Lexmark is well-equipped to help customers minimize printing and copying waste. In addition, the company encourages purchasing paper from suppliers who demonstrate their commitment to sustainable forestry practices.

Lexmark does not endorse specific suppliers, although a converter’s product list for special applications is maintained. However, the following paper choice guidelines will help alleviate the environmental impact of printing:

- 1 Minimize paper consumption.
- 2 Be selective about the origin of wood fiber. Buy from suppliers who carry certifications such as the Forestry Stewardship Council (FSC) or The Program for the Endorsement of Forest Certification (PEFC). These certifications guarantee that the paper manufacturer uses wood pulp from forestry operators that employ environmentally and socially responsible forest management and restoration practices.
- 3 Choose the most appropriate paper for printing needs: normal 75 or 80 g/m² certified paper, lower weight paper, or recycled paper.

Unacceptable paper examples

Test results indicate that the following paper types are at risk for use with laser printers:

- Chemically treated papers used to make copies without carbon paper, also known as *carbonless papers*
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise location on the page) greater than ± 2.3 mm (± 0.9 in.), such as optical character recognition (OCR) forms. In some cases, registration can be adjusted with a software application to successfully print on these forms.)
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers or curled papers
- Recycled papers that fail EN12281:2002 (European testing)

- Paper weighing less than 60 g/m² (16 lb)
- Multiple part forms or documents

For more information about Lexmark, visit www.lexmark.com. General sustainability-related information can be found at the **Environmental Sustainability** link.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper input sources and the types of paper they support.

Note: To use a paper size that is unlisted, configure a Universal paper size.

Supported paper sizes

Scanner

Paper size	ADF	ADF - Automatic	ADF - Mixed sizes	Scanner glass
A4 210 x 297 mm (8.3 x 11.7 in.)	√ ¹	√ ¹	√ ¹	√
A5 148 x 210 mm (5.8 x 8.3 in.)	√	√	√ ¹	√
A6 105 x 148 mm (4.1 x 5.8 in.)	√	x	x	√
JIS B5 182 x 257 mm (7.2 x 10.1 in.)	√ ¹	√ ¹	√ ¹	√
Letter 216 x 279 mm (8.5 x 11 in.)	√ ²	√ ²	√ ²	√

¹ Paper size is supported if printer is set to Metric.

² Paper size is supported if printer is set to US.

Paper size	ADF	ADF - Automatic	ADF - Mixed sizes	Scanner glass
Legal 216 x 356 mm (8.5 x 14 in.)	√ ²	√ ²	√ ²	X
Executive 184 x 267 mm (7.3 x 10.5 in.)	√ ²	√ ²	X	√
JIS B4 257 x 364 mm (10.12 x 14.33 in.)	√	√	√ ¹	X
A3 297 x 420 mm (11.69 x 16.54 in.)	√	√	√ ¹	X
11x17 279 x 432 mm (11 x 17 in.)	√	√	√ ²	X
Oficio 216 x 340 mm (8.5 x 13.4 in.)	√	√	X	X
Folio 216 x 330 mm (8.5 x 13 in.)	√ ¹	√ ¹	√ ²	X
Statement 140 x 216 mm (5.5 x 8.5 in.)	√	√	√ ²	√
Universal 138 x 210 mm (5.5 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.)	√	X	X	√

¹ Paper size is supported if printer is set to Metric.

² Paper size is supported if printer is set to US.

Printer

Paper size	250- or 550-sheet trays	2000-sheet tray	MP feeder	Manual Paper	Manual Envelope	Duplex unit
A4 210 x 297 mm (8.3 x 11.7 in.)	√	√	√	√	X	√
A5 148 x 210 mm (5.8 x 8.3 in.)	√	X	√	√	X	√
A6 105 x 148 mm (4.1 x 5.8 in.)	√	X	√	√	X	X

* To support duplexing, the Universal media length must be between 7.17 inches (182.1 mm) and 14.17 inches (355.6 mm). The width must be between 5.83 inches (148.1 mm) and 8.5 inches (215.9 mm).

Paper size	250- or 550-sheet trays	2000-sheet tray	MP feeder	Manual Paper	Manual Envelope	Duplex unit
JIS B5 182 x 257 mm (7.2 x 10.1 in.)	✓	X	✓	✓	X	✓
Letter 216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓	X	✓
Legal 216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	X	✓
Executive 184 x 267 mm (7.3 x 10.5 in.)	✓	X	✓	✓	X	✓
JIS B4 257 x 364 mm (10.12 x 14.33 in.)	X	X	X	X	X	X
A3 297 x 420 mm (11.69 x 16.54 in.)	X	X	X	X	X	X
11x17 279 x 432 mm (11 x 17 in.)	X	X	X	X	X	X
Oficio 216 x 340 mm (8.5 x 13.4 in.)	✓	X	✓	✓	X	✓
Folio 216 x 330 mm (8.5 x 13 in.)	✓	X	✓	✓	X	✓
Statement 140 x 216 mm (5.5 x 8.5 in.)	✓	X	✓	✓	X	✓
Universal 138 x 210 mm (5.5 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.)	✓	X	✓	✓	X	✓*
7 3/4 Envelope (Monarch) 98 x 191 mm (3.9 x 7.5 in.)	X	X	✓	X	✓	X

* To support duplexing, the Universal media length must be between 7.17 inches (182.1 mm) and 14.17 inches (355.6 mm). The width must be between 5.83 inches (148.1 mm) and 8.5 inches (215.9 mm).

Paper size	250- or 550-sheet trays	2000-sheet tray	MP feeder	Manual Paper	Manual Envelope	Duplex unit
9 Envelope 98 x 225 mm (3.9 x 8.9 in.)	X	X	✓	X	✓	X
10 Envelope 105 x 241 mm (4.1 x 9.5 in.)	X	X	✓	X	✓	X
DL Envelope 110 x 220 mm (4.3 x 8.7 in.)	X	X	✓	X	✓	X
C5 Envelope 162 x 229 mm (6.38 x 9.01 in.)	X	X	✓	X	✓	X
B5 Envelope 176 x 250 mm (6.93 x 9.84 in.)	X	X	✓	X	✓	X
Other Envelope 98 x 162 mm (3.9 x 6.4 in.) to 176 x 250 mm (6.9 x 9.8 in.)	X	X	✓	X	✓	X
* To support duplexing, the Universal media length must be between 7.17 inches (182.1 mm) and 14.17 inches (355.6 mm). The width must be between 5.83 inches (148.1 mm) and 8.5 inches (215.9 mm).						

Supported paper types and weights

The printer engine supports 60–176 g/m² (16–47 lb) paper weights. The duplex path supports 63–170 g/m² (17–45 lb) paper weights.

Paper type	250- or 550-sheet trays	Optional 2000-sheet tray	MP feeder	Manual Paper	Manual Envelope	Duplex
Paper <ul style="list-style-type: none"> • Plain • Bond • Colored • Custom • Letterhead • Light • Heavy • Preprinted • Rough/Cotton • Recycled 	✓	✓	✓	✓	x	✓
Card stock	✓	✓	✓	✓	x	✓
Envelopes	x	x	✓	x	✓	x
Labels * <ul style="list-style-type: none"> • Paper • Vinyl 	✓	✓	✓	✓	x	✓
Transparencies	✓	✓	✓	✓	x	✓
* Printing labels requires a special label fuser cleaner which is included with the special cartridge required for label applications.						

Note: The ADF and scanner glass accept any media type supported by the printer.

Printing

This chapter covers printing, printer reports, and job cancelation. The selection and handling of paper and specialty media can affect how reliably documents print. For more information, see “Avoiding jams” on page 248 and “Storing paper” on page 85.

Printing a document

Printing a document

- 1 From the scanner control panel Paper menu, set Paper Type and Paper Size to match the loaded paper.
- 2 Send the print job:

For Windows users

- a With a document open, click **File > Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c Adjust settings as needed.
- d Click **OK > Print**.

For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:
 - 1 With a document open, choose **File > Page Setup**.
 - 2 Choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:
 - 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
 - 2 From the Print dialog and pop-up menus, adjust the settings as needed.
Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
 - 3 Click **Print**.

Printing from a mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit <http://lexmark.com/mobile>.

Note: Mobile printing applications may also be available from your mobile device manufacturer.

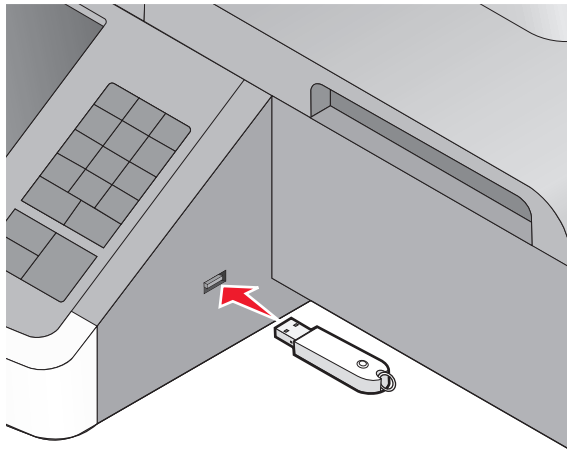
Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, enter the file password from the scanner control panel.
- You cannot print files for which you do not have printing permissions.

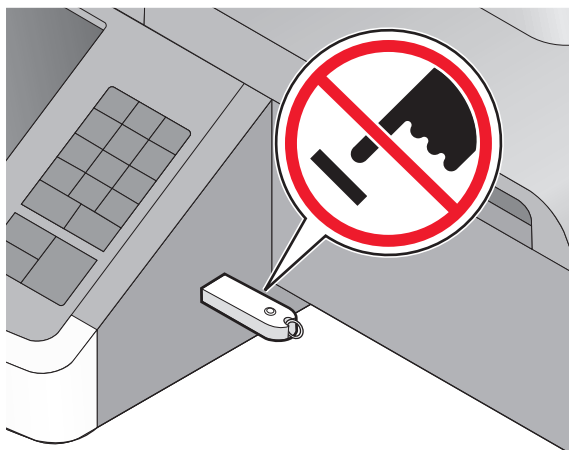
1 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the scanner requires attention, such as when a jam has occurred, then the scanner ignores the flash drive.
- If you insert the flash drive while the scanner is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the scanner in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.



- 2 From the scanner control panel, touch the document you want to print.
- 3 Touch the arrows to increase the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the scanner after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type
<ul style="list-style-type: none"> • Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) <p>Notes:</p> <ul style="list-style-type: none"> • Hi-Speed USB flash drives must support the Full-Speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the FAT (<i>File Allocation Tables</i>) system. Devices formatted with NTFS (<i>New Technology File System</i>) or any other file system are not supported. 	<p>Documents:</p> <ul style="list-style-type: none"> • .pdf • .xps <p>Images:</p> <ul style="list-style-type: none"> • .dcm • .gif • .JPEG • .jpg • .bmp • .pcx • .TIFF • .tif • .png

Printing on specialty media

Tips on using letterhead

- Use letterhead designed specifically for laser printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, fan the stack to prevent sheets from sticking together.
- Page orientation is important when printing on letterhead. For information on how to load letterhead, see:
 - “Loading the standard or optional 250- or 550-sheet tray” on page 67
 - “Loading the 2000-sheet tray” on page 70
 - “Loading the multipurpose feeder” on page 73

Tips on using transparencies

Print samples on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- Feed transparencies from a 250-sheet tray, a 550-sheet tray, or the multipurpose feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 230°C (446°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- Use transparencies that are 138–146 g/m² (37–39 lb. bond) in weight.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.
- We recommend Lexmark part number 12A5010 for A4-size transparencies and Lexmark part number 70X7240 for letter-size transparencies.

Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:

- Feed envelopes from the multipurpose feeder or the optional envelope feeder.
- Set the Paper Type to Envelope, and select the envelope size.
- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 230°C (446°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.
- For the best performance, use envelopes made from 90 g/m² (24 lb bond) paper. Use up to 105 g/m² (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m² (24 lb bond) weight.
- Use only new envelopes.
- To optimize performance and minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way

- Have windows, holes, perforations, cutouts, or embossing
- Have metal clasps, string ties, or folding bars
- Have an interlocking design
- Have postage stamps attached
- Have any exposed adhesive when the flap is in the sealed or closed position
- Have bent corners
- Have rough, cockle, or laid finishes
- Adjust the width guide to fit the width of the envelopes.

Note: A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

Tips on using labels

Print samples on the labels being considered for use before buying large quantities.

Notes:

- Paper, dual-web paper, polyester, and vinyl labels are supported.
- When using the duplex unit, specially-designed, integrated, and dual-web paper labels are supported.
- Printing labels requires a special label fuser cleaner which is included with the special cartridge required for label applications. For more information, see “Ordering supplies” on page 237.

For detailed information on label printing, characteristics, and design, see the *Card Stock & Label Guide* available on the Lexmark Web site at www.lexmark.com/publications.

When printing on labels:

- Feed labels from a 250-sheet tray, a 550-sheet tray, or the multipurpose feeder.
- Use labels designed specifically for laser printers. Check with the manufacturer or vendor to verify that:
 - The labels can withstand temperatures up to 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.
 - Label adhesives, face sheet (printable stock), and topcoats can withstand up to 25 psi (172 kPa) pressure without delaminating, oozing around the edges, or releasing hazardous fumes.
- Do not use labels with slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6-mm (0.06-in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:

- Feed card stock from a 250-sheet tray, a 550-sheet tray, or the multipurpose feeder.
- Make sure the Paper Type is Card Stock.
- Select the appropriate Paper Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.
- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 230°C (446°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

Printing confidential and other held jobs

Storing print jobs in the scanner

You can set the scanner to store print jobs in the scanner memory until you start the print job from the scanner control panel.

All print jobs that can be initiated by the user at the scanner are called *held jobs*.

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the scanner requires extra memory to process additional held jobs.

Print job type	Description
Confidential	Confidential lets you hold print jobs in the computer until you enter the PIN from the scanner control panel. Note: The PIN is set from the computer. It must be four digits, using the numbers 0–9.
Verify	Verify lets you print one copy of a print job while the printer holds the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the scanner memory once all copies are printed.
Reserve	Reserve allows the scanner to store print jobs for printing at a later time. The print jobs are held until deleted from the Help Jobs menu.
Repeat	Repeat prints <i>and</i> stores print jobs in the scanner memory for reprinting.

Printing confidential and other held jobs

Note: Confidential and Verify print jobs are automatically deleted from memory after printing. Repeat and Reserve jobs are held in the printer until you choose to delete them.

For Windows users


- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 5 Click **OK** or **Print**.
- 6 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > Confidential Jobs > enter PIN > select print job > specify number of copies > Print
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > Print

For Macintosh users

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose **Job Routing**.
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 4 Click **OK** or **Print**.
- 5 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > your user name > Confidential Jobs > enter PIN > select print job > specify number of copies > Print
 - For other print jobs, navigate to:
Held jobs > your user name > select print job > specify number of copies > Print

Printing information pages


Printing a font sample list

- 1 From the home screen, navigate to:
 **> Reports > Print Fonts**
- 2 Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list



A directory list shows the resources stored in a flash memory or on the printer hard disk.

From the home screen, navigate to:

 > **Reports** > **Print Directory**

Printing print quality test pages

Print the print quality test pages to isolate print quality problems.



- 1 Turn the printer off.
- 2 Hold down  and  while turning the printer on.
- 3 Release the buttons when the screen with the progress bar appears.
The printer performs a power-on sequence, and then the Configuration menu appears.
- 4 Touch **Print Quality Pages Menu** > **Print Quality Pages**.
- 5 Touch **Exit Config Menu** to return to the home screen.

Adjusting toner darkness

- 1 Type the scanner IP address in the address field of your Web browser.
If you do not know the IP address or host name of the scanner, then you can::
 - View the information on the scanner control panel home screen, or in the TCP/IP section under the Network/Ports menu.
 - Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.
- 2 Click **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**.
- 3 Adjust the toner darkness setting.
- 4 Click **Submit**.

Canceling a print job

Canceling a print job from the scanner control panel

- 1 From the scanner control panel, touch **Cancel Jobs** or press  on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.
Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users


- 1 Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

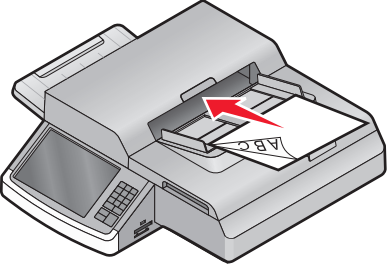
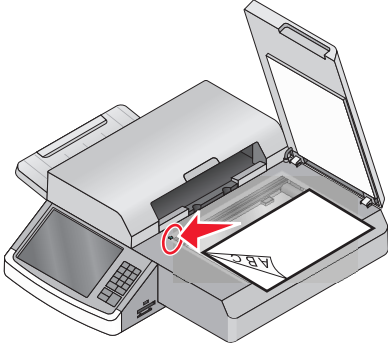
- a Click  or click **Start**, and then click **Run**.
- b In the Start Search or Run dialog, type **control printers**.
- c Press **Enter**, or click **OK**.

- 2 Double-click the printer icon.
- 3 Select the print job you want to cancel.
- 4 Click **Delete**.

For Macintosh users

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences** > **Print & Scan** > select your printer > **Open Print Queue**
 - **System Preferences** > **Print & Fax** > select your printer > **Open Print Queue**
- 2 From the printer window, select the print job you want to cancel, and then delete it.

Copying

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<ul style="list-style-type: none"> • Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). • Load an original document facedown on the lower left corner of the scanner glass.

Making copies

Making a quick copy

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the scanner control panel, touch **Copy It**.

Copying using the ADF

- 1 Load an original document facedown into the ADF.



Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 Adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > change the copy settings > **Copy It**

Copying using the scanner glass




- 1 Place an original document facedown on the scanner glass in the lower left corner.
Note: Make sure the edge of the document is aligned with the edge of the scanner glass.
- 2 From the home screen, navigate to:
Copy > specify the copy settings > **Copy It**
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 4 Touch **Finish the Job** to return to the home screen.

Copying film photos

- 1 Place a photo facedown on the lower left corner of the scanner glass.
- 2 From the home screen, navigate to:
Copy > **Content** > **Photo** >  > **Photo/Film** >  > **Copy It**
- 3 Touch **Scan the Next Page** or **Finish the Job**.

Copying on specialty media

Copying on transparencies

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > **Copy from** > select the size of the original document > 
- 4 Touch **Copy to**, and then select the tray that contains transparencies, or touch **Manual Feeder Size**.
- 5 Load transparencies in the multipurpose feeder.
- 6 From the home screen, navigate to:
 > select the size of the transparencies loaded > **Manual Feeder Type** >  > **Copy It**

Copying on letterhead

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > specify the size of the original document > Copy to > Manual Feeder

- 4 If you are printing on one side of the letterhead and using a finisher, then place the letterhead faceup, top edge first in the multipurpose feeder.

Note: For the proper letterhead orientation, see “Loading the multipurpose feeder” on page 73.

- 5 Select the size of the letterhead.

- 6 Navigate to:

Continue > Letterhead > Continue > Copy It

Customizing copy settings


Copying to a different size


- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Copy**.

- 4 Touch **Copy from** > select the size of the original document > .

- 5 Touch **Copy to** > select the size of the copy > .

- 6 Touch **Copy It**.

Making copies using paper from a selected tray

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > specify the size of the original document > Copy to

- 4 Touch **Manual Feeder** or select the tray that contains the paper type you want to use.

Note: If you choose Manual Feeder, then you will also need to select the paper size and type.

- 5 Touch **Copy It**.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the “Copy to” and “Copy from” settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).



Example 1: Copying on mixed paper sizes

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > Copy to > Auto Size Match >  > Copy It

The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > Copy to > Letter >  > Copy It

The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

- 1 Load an original document facedown into the ADF or on the scanner glass.


Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Copy**.

- 4 From the Sides (Duplex) area, touch the button for your preferred duplexing method.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

- 5 Touch , and then **Copy It**.

Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, then the content of your original document will be scaled to fit the size of the paper onto which you are copying.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Copy**.
- 4 From the Scale area, touch the arrows to enlarge or reduce your copies.

Note: Touching “Copy to” or “Copy from” after setting Scale manually changes the scale value back to Auto.

- 5 Touch **Copy It**.

Adjusting copy quality

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:

Copy > Content

- 4 Touch the button that best represents the content type of the document you are copying:

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

- 5 Touch .

- 6 Touch the button that best represents the content source of the document you are copying:

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.

- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

7 Touch  > **Copy It.**

Collating copies

If you print multiple copies of a document, then 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



By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off:

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > enter the number of copies > **Collate** > **Off** >  > **Copy It**

Placing separator sheets between copies

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > **Advanced Options** > **Separator Sheets**

Note: Collate must be set to On for the separator sheets to be placed between copies. If Collate is set to Off, then the separator sheets are added to the end of the print job.

4 Select one of the following:

- **Between Copies**
- **Between Jobs**
- **Between Pages**
- **None**

5 Touch , and then **Copy It.**

Copying multiple pages onto a single sheet

To save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The paper size must be set to letter, legal, A4, or JIS B5.
- The copy size must be set to 100%.

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Paper Saver > select output >  > Copy It

Creating a custom copy job (job build)

The custom copy 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 scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Options > Custom Job > On > Done > Copy It

When the end of a set is reached, the scan screen appears.

4 Load an original document facedown into the ADF or on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

Note: If required, change the job settings.

5 If you have another document to scan, then repeat the previous step. Otherwise, touch **Finish the job**.

Pausing a print job

Job Interrupt pauses the current print job and lets you print copies.

Note: The Job Interrupt setting must be set to On for this feature to function.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.


- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Touch **Copy It**.
- 4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

Placing information on copies

Placing the date and time at the top of each page

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.


- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Header/Footer
- 4 Pick an area of the page where you want to place the date and time.
- 5 Touch **Yes** or **No**.
- 6 Touch , and then **Copy It**.

Placing an overlay message on each page

You can choose the overlay message from Urgent, Confidential, Copy, Custom, or Draft.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > Advanced Options > Overlay > select overlay message > 

- 4 Touch **Copy It**.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, touch **Cancel Job** on the scan screen.


A “Canceling scan job” screen appears. The ADF clears the page in the ADF and cancels the job.


Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while pages are being printed

- 1 From the scanner control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the size of the documents you are going to copy.

- Touch a paper size button to select it as the “Copy from” setting. The copy screen appears with the new setting displayed.
- When “Copy from” is set to Mixed Sizes, you can copy an original document that contains mixed paper sizes.
- When “Copy from” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Copy to

This option opens a screen where you can enter the size and type of paper on which your copies will be printed.

- Touch a paper size button to select it as the “Copy to” setting. The copy screen appears with your new setting displayed.
- If the size settings for “Copy from” and “Copy to” are different, the printer automatically adjusts the Scale setting to accommodate the difference.
- If the type or size of paper that you want to copy onto is not loaded in one of the trays, touch **Manual Feeder**, and manually send the paper through the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the size of the original document. If a matching paper size is not in one of the trays, the printer scales each copy to fit loaded paper.

Copies

This option allows you to set the number of copies to be printed.

Scale

This option 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 from legal-size to letter-size paper, setting the “Copy from” and “Copy to” paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory 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).

Content

This option lets you set the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.

- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Advanced Options

Touching the Advanced Options button opens a screen where you can change ADF Skew Fix, Advanced Duplex, Advanced Imaging, Create Booklet, Cover Page Setup, Custom Job, Edge Erase, Header/Footer, Margin Shift, Overlay, Paper Saver, and Separator Sheets settings.

- **ADF Skew Fix**—Use to correct slight skew in the scanned image.
- **Advanced Duplex**—Use to specify the document orientation, whether documents are one-sided or two-sided, and how documents are bound.

Note: Some Advanced Duplex options are available only on select printer.

- **Advanced Imaging**—Use to change or adjust Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—Use to create a booklet. You can choose between 1-sided and 2-sided booklets.
Note: This option appears only when a print duplexer and printer hard disk are installed.
- **Cover Page Setup**—Use to set copy cover page and booklet cover page.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 area selected, leaving nothing on that portion of the scan.
- **Header/Footer**—Use to turn on Date/Time, Page number, Bates number, or Custom text, and prints them in the specified header or footer location.
- **Margin Shift**—Use to increase the size of the margin of an specified distance by shifting the scanned image. 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, then the copy will be cropped.
- **Overlay**—Use to create a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.

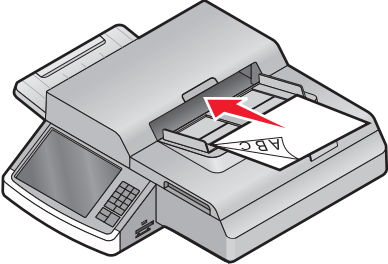
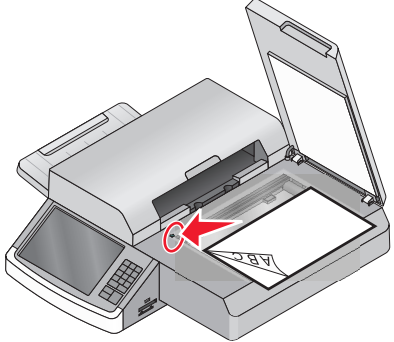
Note: A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

- **Paper Saver**—Use to print two or more sheets of an original document 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.
- **Separator Sheets**—Use to place a blank piece of paper between copies, pages, or print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.

E-mailing

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

Getting ready to e-mail

Setting up the e-mail function

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

 - View the information on the scanner control panel home screen or in the TCP/IP section under the Network/Ports menu.
 - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click **Settings > E-mail/FTP Settings > E-mail Settings > Setup E-mail Server**.
- 3 Fill in the fields with the appropriate information.
- 4 Click **Submit**.

Configuring e-mail settings

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings > E-mail/FTP Settings > E-mail Settings**.

3 Fill in the fields with the appropriate information.

4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts > E-mail Shortcut Setup**.

4 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

5 Select the scan settings (Format, Content, Color, and Resolution).

6 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 From the home screen, navigate to:

E-mail > Recipient > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2 Touch .

3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

E-mailing a document

Sending an e-mail using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient

- 4 Enter the e-mail address, or press  and then enter the shortcut number.

To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

Note: You can also enter an e-mail address using the address book.



- 5 Touch **Done > Send It**.

Sending an e-mail using a shortcut number

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , enter the shortcut number using the keypad, and then touch .

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.

- 4 Touch **Send It**.


Using the address book

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient(s) >  > enter the name of recipient > Browse shortcuts

- 4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

- 5 Touch **Done**.

Customizing e-mail settings

Adding e-mail subject and message information

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, touch **E-mail**.
- 4 Type an e-mail address.
- 5 Touch **Options > Subject**.
- 6 Type the e-mail subject.
- 7 Touch **Done > Message**.
- 8 Type an e-mail message.
- 9 Touch **Done > E-mail It**.

Changing the output file type

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
E-mail > Recipient > type an e-mail address > Send as
- 4 Touch the button that represents the file type you want to send.
 - **PDF**—Use to create a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
 - **Secure PDF**—Use to create an encrypted PDF file that protects the file contents from unauthorized access.
 - **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.

- **JPEG**—Use to create and attach a separate file for each page of your original document, viewable by most Web browsers and graphics programs.
- **XPS**—Use to create a single XML Paper Specification (XPS) file with multiple pages, viewable using a Web browser-hosted viewer and the .NET Framework, or by downloading a third-party standalone viewer.

5 Touch **E-mail It**.

Note: If you selected Secure PDF, then you will be prompted to enter your password twice.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning** appears, or while **Scan the Next Page / Finish the Job** appears.

Understanding e-mail options

Recipients

This option lets you enter the destination of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you enter a subject line for your e-mail.

Message

This option lets you enter a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

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.

Color

This option sets the output color for the scanned image. Touch to enable or disable color.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, 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, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Specifies the orientation of the original document, and then changes **Sides** and **Binding** to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page 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.

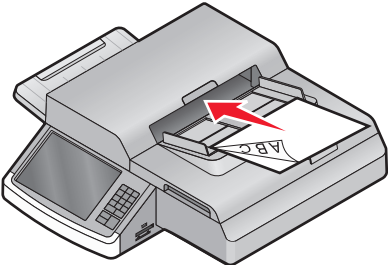
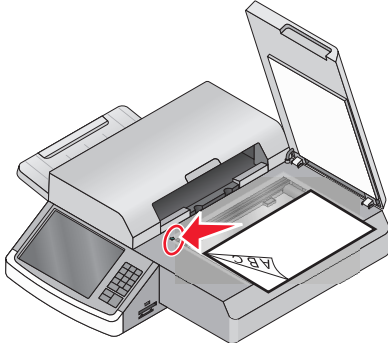
Advanced Options

Touching this button opens a screen where you can change ADF Skew Fix, Advanced Imaging, Custom Job, Edge Erase, and Transmission Log settings.

- **ADF Skew Fix**—This lets you correct slight skew in the scanned image.
- **Advanced Imaging**—This lets you adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you e-mail the document.
- **Custom Job**—This lets you combine multiple scanning jobs into a single job
- **Edge Erase**—This lets you eliminate smudges or information around the edges of a 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 area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This lets you print the transmission log or transmission error log

Faxing

Note: Fax capabilities may not be available on all printer models.

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

Getting the scanner ready to fax

The following connection methods may not be applicable in all countries or regions.

Note: During the initial scanner setup, deselect Fax and any other function you plan to set up later, and then touch **Continue**. The indicator light may blink red if the fax function is enabled and not fully set up.

CAUTION—SHOCK HAZARD: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Warning—Potential Damage: Do not touch cables or the scanner in the area shown while actively sending or receiving a fax.



Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

Choosing a fax connection

To determine the best way to set up the scanner, see the following table.


Notes:

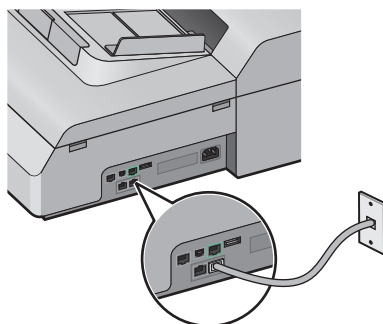
- The scanner is an analog device that works best when directly connected to the wall outlet.
- If you want a digital connection such as ISDN, DSL, or ADSL, then a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the scanner to fax properly.
- You *do not* need to attach the scanner to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

Equipment and service options	Fax connection setup
Connect directly to the telephone line	See “Connecting to an analog telephone line” on page 119.
Connect to a Digital Subscriber Line (DSL or ADSL) service	See “Connecting to a DSL service” on page 120.
Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system	See “Connecting to a PBX or ISDN system” on page 120.
Use a Distinctive Ring service	See “Connecting to a distinctive ring service” on page 121.
Connect through an adapter used in your area	See “Connecting to an adapter for your country or region” on page 121.

Connecting to an analog telephone line


If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

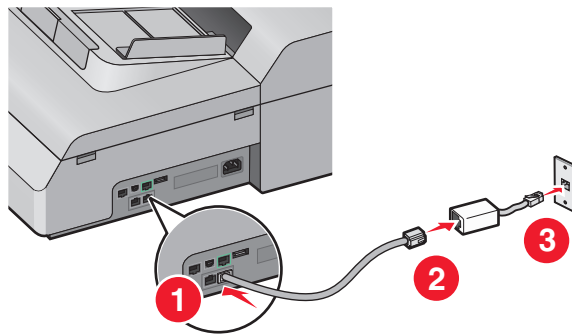
- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



Connecting to a DSL service


If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to the DSL filter.
Note: Your DSL filter may look different than the one in the illustration.
- 3 Connect the DSL filter cable to an active telephone wall jack.



Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:


- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to the port designated for fax and telephone use.

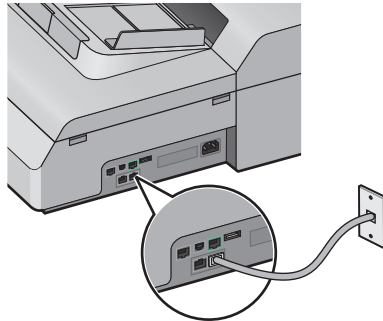
Notes:

- Make sure the terminal adapter is set to the correct switch type for your region.
- Depending on the ISDN port assignment, you may have to connect to a specific port.
- When using a PBX system, make sure the call waiting tone is off.
- When using a PBX system, dial the outside line prefix before dialing the fax number.
- For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



- 3 Change the Distinctive Rings setting to match the setting you want for the scanner to answer:

Note: The factory default setting for distinctive rings is **On**. This allows the scanner to answer single, double, and triple ring patterns.

- a From the home screen, navigate to:

 > **Settings** > **Fax Settings** > **Analog Fax Settings** > **Rings to Answer**

- b Select the pattern setting you want to change, and then touch **Submit**.


Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

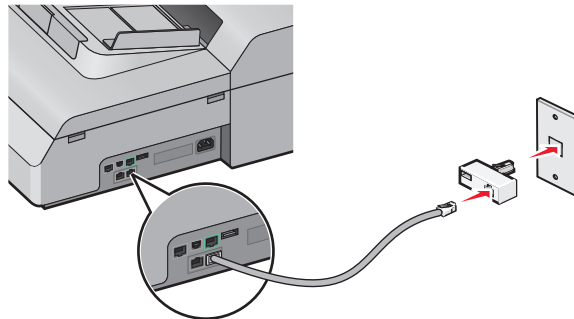
Country/Region

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

Note: Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



Setting the outgoing fax or station name and number

- 1 Type the scanner IP address in the address field of your Web browser.
If you do not know the IP address of the scanner, then you can:
 - View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, then you may have to reset the date and time.

- 1 Type the scanner IP address in the address field of your Web browser.
If you do not know the IP address of the scanner, then you can:
 - View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Security > Set Date and Time**.
- 3 In the Set Date & Time field, enter the current date and time.
- 4 Click **Submit**.

Note: It is recommended to use the network time.

Configuring the scanner to observe daylight saving time

The scanner can be set to automatically adjust for daylight saving time:

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address of the scanner, then you can:

- View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Security > Set Date and Time**.

- 3 Select the **Automatically Observe DST** check box, and then enter the DST start and end dates in the Custom Time Zone Setup section.

- 4 Click **Submit**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the scanner control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address of the scanner, then you can:

- View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Manage Shortcuts > Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, then get one from your system support person.

- 3 Type a unique name for the shortcut, and then enter 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 (;).

- 4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.


- 5 Click **Add**.

Creating a fax destination shortcut using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.


- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Fax**, and then enter the fax number.
To create a group of fax numbers, touch **Next number**, and then enter the next fax number.
- 4 Navigate to:
 > type a name for the shortcut > **Done** > **OK** > **Fax It**

Sending a fax

Sending a fax using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Fax**.
- 4 Enter the fax number or a shortcut using the touch screen or keypad.
To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.
- 5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option allows you to "print to fax," where the scanner sends a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but it is controlled through the printer driver instead of through the scanner control panel.

- 1 With a document open, click **File** > **Print**.
- 2 Select the printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.
- 3 Navigate to:
Fax tab > **Enable fax**
- 4 Enter the recipient fax number or numbers in the "Fax number(s)" field.
Note: Fax numbers can be entered manually or by using the Phone Book feature.
- 5 If necessary, enter a prefix in the "Dialing prefix" field.
- 6 Select the appropriate paper size and page orientation.
- 7 If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.
- 8 Click **OK**.

Notes:


- The Fax option is available for use only with the PostScript driver or with the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation CD*.
- The Fax option must be configured and enabled in the PostScript driver under the Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , and then enter the shortcut number using the keypad.
- 4 Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:

Fax >  > **Browse shortcuts**

- 4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.
Note: Do not attempt to search for multiple names at the same time.
- 5 Touch **Done** > **Fax It**.


Using shortcuts and the address book

Using fax shortcuts

Fax 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 Shortcuts link located under Settings on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax shortcut with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , and then enter the shortcut number using the keypad.
- 4 Touch **Fax It**.

Using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:

Fax >  > **Browse shortcuts**

- 4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

Note: Do not attempt to search for multiple names at the same time.

- 5 Touch **Done** > **Fax It**.

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options**
- 4 From the Resolution area, touch the arrows to change to the resolution you want.
- 5 Touch **Fax It**.

Making a fax lighter or darker

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options**
- 4 From the Darkness area, touch the arrows to adjust the darkness of the fax.
- 5 Touch **Fax It**.

Sending a fax at a scheduled time

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options** > **Advanced Options** > **Delayed Send**

Note: If Fax Mode is set to Fax Server, then the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

- 4 Touch the arrows to adjust the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, then the left arrow is unavailable.

- 5 Touch **Fax It**.

Note: The document is scanned and then faxed at the scheduled time.

Viewing a fax log

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > Reports > Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup > Block No Name Fax**.

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **Scanning...** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning...** appears or while **Scan the Next Page / Finish the Job** appears.

Canceling a fax after the original documents have been scanned to memory

- 1** On the home screen, touch **Cancel Jobs**.
The Cancel Jobs screen appears.
- 2** Touch the job or jobs you want to cancel.
Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.
- 3** Touch **Delete Selected Jobs**.
The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Understanding fax options

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail
- **Ultra fine**—Recommended for documents with pictures or photos

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Color

This option enables or disables color in faxing.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding settings.

- **Sides (Duplex)**—Use to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—Use to specify the orientation of the original document, and then changes Sides and Binding to match the orientation.
- **Binding**—Use to specify if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching this button lets you change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Edge Erase and ADF Skew Fix settings.

- **Delayed Send**—This lets you send a fax at a later time or date. After setting up your fax, touch **Delayed Send**, enter the time and date you would like to send your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

Note: If the printer is turned off when the delayed fax is scheduled to be sent, the fax is sent the next time the printer is turned on.

- **Advanced Imaging**—This lets you adjust the Background Removal, Contrast, Color Balance, Negative Image, Mirror Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.
- **Custom Job (Job Build)**—This lets you combine multiple scanning jobs into a single job.
- **Transmission Log**—This lets you print the transmission log or transmission error log.
- **Edge Erase**—This lets you eliminate smudges or information around the edges of a 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 area selected, leaving nothing on that portion of the scan.
- **ADF Skew Fix**—This lets you correct slight skew in the scanned image.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > Fax Settings > Analog Fax Setup > Holding Faxes**.

- 3 In the Print Faxes Password field, enter a password.

- 4 From the Held Fax Mode menu, select one of the following:

- **Off**
- **Always On**
- **Manual**
- **Scheduled**

- 5 If you selected Scheduled, then continue with the following steps:

- a Click **Fax Holding Schedule**.
- b From the Action menu, select **Hold faxes**.
- c From the Time menu, select the time you want the held faxes released.
- d From the Day(s) menu, select the day you want the held faxes released.

- 6 Click **Add**.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > Fax Settings**.

- 3 From the Fax Forwarding menu, select one of the following:

- **Print**
- **Print and Forward**
- **Forward**

4 From the “Forward to” menu, select one of the following:

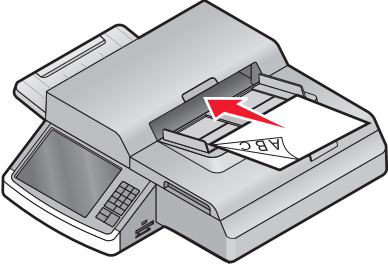
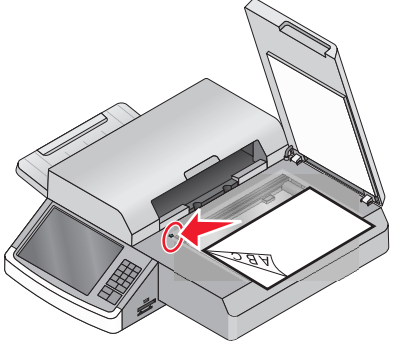
- Fax
- E-mail
- FTP
- LDSS
- eSF

5 In the Forward to Shortcut field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the “Forward to” menu.

6 Click **Submit**.

Scanning to an FTP address

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

The scanner lets you scan documents directly to a File Transfer Protocol (FTP) server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut. An FTP destination could also be another PostScript printer; for example, a color document can be scanned, and then sent to a color printer.

Creating shortcuts

Instead of entering the entire FTP site address on the scanner control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using a computer and using the scanner touch screen.

Creating an FTP shortcut using the Embedded Web Server

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.


- 2 Click **Settings**.

- 3 Under Other Settings, click **Manage Shortcuts**.

Note: A password may be required. If you do not have an ID and password, then get one from your system support person.

- 4 Click **FTP Shortcut Setup**.
- 5 Enter the appropriate information.
- 6 Enter a shortcut number.
If you enter a number that is already in use, then you are prompted to select another number.
- 7 Click **Add**.

Creating an FTP shortcut using the touch screen


- 1 From the home screen, navigate to:
FTP > type the FTP address >  > enter a name for the shortcut > **Done**
- 2 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.
If you enter a number that is already in use, then you are prompted to select another number.
- 3 Touch **Submit**.

Scanning to an FTP address

Scanning to an FTP address using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
FTP > **FTP** > type the FTP address > **Send It**

Scanning to an FTP address using a shortcut number

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press , and then enter the FTP shortcut number.
- 4 Touch **Send It**.


Scanning to an FTP address using the address book

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, adjust the paper guides.

- 3 From the home screen, navigate to:

FTP > **FTP** >  > enter the name of recipient > **Browse shortcuts** > name of recipient > **Done**

Understanding FTP options

FTP

This option lets you enter the IP address for the FTP destination.

Note: Addresses should be in dot notation form (for example: **yyy . yyy . yyy . yyy**).

File Name

This option lets you enter the file name of the scanned document.

Original Size

This option opens a screen where you can choose the size of the documents for FTP sending.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with the new setting displayed.
- When “Original Size” is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at www.adobe.com.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, 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, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

Color

This option enables or disables color for the scanned image.

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Darkness

This option adjusts how light or dark your files will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Specifies if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned.
- **Orientation**— Specifies the orientation of the original document, and then changes the Sides and Binding settings to match the orientation.
- **Binding**— Specifies if the original document is bound on the long-edge or short-edge side.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Scan Preview

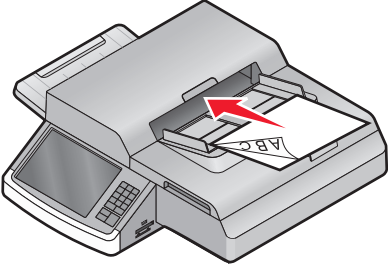
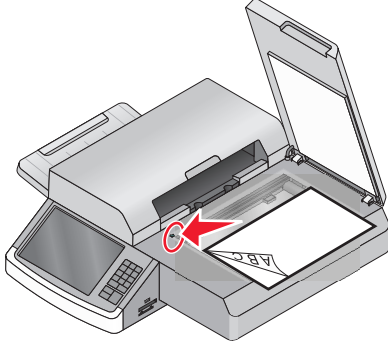
This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **ADF Skew Fix**—Use to correct slight skew in the scanned image.
- **Advanced Imaging**—Use to adjust the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Negative Image, Mirror Image, Scan edge to edge, Shadow Detail, Sharpness, and Temperature image output settings before you send the document.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a 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 area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—Use to print the transmission log or transmission error log.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.

Scanning to a computer or flash drive

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

The scanner lets you scan documents directly to a computer or to a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer, and then downloading the profile to the printer.

Scanning to a computer

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Navigate to:

Scan Profile > Create > select the scan settings > Next

- 3 Select a location in your computer where you want to save the scanned output file.

- 4 Type a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

- 5 Click **Submit**.

A shortcut number is automatically assigned when you click **Submit**. You can use this shortcut number when you are ready to scan your documents.

6 Review the instructions on the Scan Profile screen:

- a** Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- b** If you are loading a document into the ADF, then adjust the paper guides.

- c** Press **#**, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

- d** After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched Profiles on the home screen, then locate your shortcut on the list.

7 View the file from your computer.

Scanning to a flash drive

- 1** Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2** If you are loading a document into the ADF, then adjust the paper guides.

- 3** Insert the flash drive into the USB port on the side of the scanner control panel.

The USB Drive home screen appears.

- 4** Select the destination folder, and then navigate to:

Scan to USB drive > adjust the scan settings > **Scan It**

Understanding the Scan Center features

The Scan Center software lets you modify scan settings and select where to send the scanned output. Scan settings modified with the Scan Center software can be saved and used for other scan jobs.

The following features are available:

- Scan and send images to your computer
- Convert scanned images to text
- Preview the scanned image and adjust the brightness and contrast
- Make larger scans without losing detail
- Scan two-sided documents

Using the ScanBack Utility

You can use the Lexmark ScanBack™ Utility to create scan-to-PC profiles. The ScanBack Utility can be downloaded from the Lexmark Web site at <http://support.lexmark.com>.

- 1** Set up a scan-to-PC profile:
 - a** Launch the ScanBack Utility.
 - b** Select the scanner you want to use.

If no scanners are listed, then contact your system support person to obtain a list, or click **Setup** to manually search for an IP address or host name.
 - c** Follow the instructions on your computer screen to define the type of document being scanned and what kind of output you want to create.
 - d** Select any of the following:
 - **Show MFP Instructions**—View or print the final directions.
 - **Create Shortcut**—Save this group of settings to use again.
 - e** Click **Finish**.

A dialog box appears with your scan profile information and the status of the received images.
- 2** Scan original documents:
 - a** Load original documents in the ADF or on the scanner glass.
 - b** From the scanner control panel, navigate to:
Scan/Email > Profiles > select your scan profile > Submit

Note: The scanned image is saved in a directory or launched in the application you specified.

Understanding scan profile options

Original Size

This option sets the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

Color

This option enables or disables color for the scanned image.

Content

This option lets you specify the content type and source of the original document.

Choose content type from Text, Text/Photo, Photo, or Graphics.

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.
- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

- **Sides (Duplex)**— Use this to specify if the original document is simplex (printed on one page) or duplex (printed on both sides). This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**— Use this to specify the orientation of the original document, and then change **Sides** and **Binding** to match the orientation.
- **Binding**— Use this to specify if the original document is bound on the long-edge or short-edge of the page.

Scan Preview

This option displays the first page 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.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **ADF Skew Fix**— Use this to correct slight skew in the scanned image.
- **Advanced Imaging**— Use this to change or adjust Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature before scanning a document.
- **Custom Job**—Use this to combine multiple scan jobs into a single scan job.

- **Edge Erase**—Use this to remove smudges or information around the edges of a 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 area selected, leaving nothing on that portion of the scanned image.
- **Transmission Log**—Use this to print the transmission log or transmission error log.

Understanding printer menus

Menus list

Supplies

Replace Supply
Separator Pad
Pick Roller

Paper Menu

Default Source
Paper Size/Type
Configure MP
Envelope Enhance
Substitute Size
Paper Texture
Paper Weight
Paper Loading
Custom Types
Custom Names
Custom Scan Sizes
Custom Bin Names
Universal Setup
Bin Setup

Reports

Menu Settings Page
Device Statistics
Network Setup Page
Network [x] Setup Page
Shortcut List
Fax Job Log
Fax Call Log
Copy Shortcuts
E-mail Shortcuts
Fax Shortcuts
FTP Shortcuts
Profiles List
Print Fonts
Print Directory
Asset Report

Settings

General Settings
Copy Settings
Fax Settings
E-mail Settings
FTP Settings
Flash Drive
Print Settings

Security

Edit Security Setups
Miscellaneous Security Settings
Confidential Print
Disk Wiping
Security Audit Log
Set Date and Time

Network/Ports

Active NIC
Network [x]¹
Standard USB
Parallel [x]
Serial [x]
SMTP Setup

Help

Print All Guides
Copy Guide
E-mail Guide
Fax Guide
FTP Guide
Print Defects Guide
Information Guide

Manage Shortcuts

Fax Shortcuts
E-mail Shortcuts
FTP Shortcuts
Copy Shortcuts
Profile Shortcuts

Option Card Menu²

A list of installed DLEs (Download Emulators) appears.

Lock Scanner Head³

Instructions for locking the scan bar will appear

¹ Depending on the printer setup, this menu appears as Standard Network or Network [x].

² This menu appears only when one or more DLEs are installed.

³ This menu appears only on scanners that have a scan bar locking mechanism.

Supplies menu

Menu item	Description
Replace Supply Separator Pad Pick Roller	Provides the option to reset the supply counter for the separator pad and pick roller <ul style="list-style-type: none"> • Select Yes to reset the supply counter. • Select No to exit.
Separator Pad OK Replace	Shows the status of the separator pad
Pick Roller OK Replace	Shows the status of the pick roller

Paper menu

Default Source menu

Menu item	Description
Default Source Tray [x] MP Feeder Envelope Feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs <p>Notes:</p> <ul style="list-style-type: none"> • From the Paper menu, Configure MP feeder must be set to Cassette for MP feeder to appear as a menu setting. • Tray 1 (standard tray) is the factory default setting. • Envelope Feeder only appears if an envelope feeder is supported and installed.

Paper Size/Type menu

Menu item	Description
<p>Tray [x] Size</p> <ul style="list-style-type: none"> Letter Legal Executive Oficio (México) Folio Statement Universal A4 A5 JIS B5 	<p>Specifies the paper size loaded in each tray</p> <p>Notes:</p> <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • For trays with automatic size sensing, only the size detected by the hardware appears. • If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the print job uses the linked tray.
<p>Tray [x] Type</p> <ul style="list-style-type: none"> Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Vinyl Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x] 	<p>Specifies the type of paper loaded in each tray</p> <p>Notes:</p> <ul style="list-style-type: none"> • Plain Paper is the factory default setting for Tray 1. Custom Type [x] is the factory default setting for all other trays. • If available, a user-defined name will appear instead of Custom Type [x]. • Use this menu to configure automatic tray linking.
<p>Note: Only installed trays are listed in this menu.</p>	

Menu item	Description
<p>MP Feeder Size</p> <ul style="list-style-type: none"> Letter Legal Executive Oficio (México) Folio Statement Universal 7 3/4 Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope A4 A5 A6 JIS B5 	<p>Specifies the paper size loaded in the multipurpose feeder</p> <p>Notes:</p> <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • From the Paper menu, Configure MP Feeder must be set to Cassette for MP Feeder Size to appear as a menu.
<p>MP Feeder Type</p> <ul style="list-style-type: none"> Custom Type [x] Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Vinyl Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper 	<p>Specifies the type of paper loaded in the multipurpose feeder</p> <p>Notes:</p> <ul style="list-style-type: none"> • Custom Type [x] is the factory default setting. • From the Paper menu, Configure MP Feeder must be set to Cassette for MP Feeder Type to appear as a menu.
<p>Note: Only installed trays are listed in this menu.</p>	

Menu item	Description
Envelope Feeder Size 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope 7 3/4 Envelope 9 Envelope	Specifies the size of the envelope being loaded in the envelope feeder Note: This menu appears only when a supported envelope feeder is installed.
Envelope Feeder Type Envelope Rough Envelope Custom Type [x]	Specifies the type of the envelope being loaded in the envelope feeder Note: This menu appears only when a supported envelope feeder is installed.
Manual Paper Size Letter Legal Executive Oficio (México) Folio Statement Universal A4 A5 A6 JIS B5	Specifies the size of the paper being manually loaded Note: Letter is the US factory default setting. A4 is the international factory default setting.
Manual Paper Type Plain Paper Card Stock Transparency Recycled Glossy Heavy Glossy Labels Vinyl Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Paper Custom Type [x]	Specifies the type of paper being manually loaded Note: Plain Paper is the factory default setting.
Note: Only installed trays are listed in this menu.	

Menu item	Description
Manual Envelope Size 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope 7 3/4 Envelope 9 Envelope	Specifies the size of the envelope being manually loaded Note: 10 Envelope is the US factory default setting. DL Envelope is the international factory default setting.
Manual Envelope Type Envelope Rough Envelope Custom Type [x]	Specifies the type of envelope being manually loaded Note: Envelope is the factory default setting.
Default ADF Media Type Plain Paper Card Stock Transparency Recycled Labels Vinyl Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Light Heavy Rough/Cotton Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x]	Specifies the type of paper being loaded in the ADF Notes: <ul style="list-style-type: none"> • The Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid menus appear only when the scanner measurement unit is set to US. • The Difficult Media A5, Difficult Media A4, and Difficult Media A3 menus appear only when the scanner measurement unit is set to Metric.
Note: Only installed trays are listed in this menu.	

Configure MP menu

Menu item	Description
Configure MP Cassette Manual First	Determines when the printer selects paper from the multipurpose feeder Notes: <ul style="list-style-type: none"> • Cassette is the factory default setting. Cassette configures the multipurpose feeder as the automatic paper source. • First configures the multipurpose feeder as the primary paper source. • If Manual or First is selected, and Paper Source or Separator Sheet Source is set to MPF, then these values automatically change to Tray 1.

Envelope Enhance

The envelope conditioner significantly reduces the wrinkling of some envelopes.

Menu item	Description
Envelope Enhance Off 1 (Least) 2 3 4 5 6 (Most)	Enables or disables the envelope conditioner Notes: <ul style="list-style-type: none"> • The factory default setting is 5. • If noise reduction is more important than wrinkle reduction, then decrease the setting.

Substitute Size menu

Menu item	Description
Substitute Size Off Statement/A5 Letter/A4 All Listed	Substitutes a specified paper size if the requested paper size is not available Notes: <ul style="list-style-type: none"> • All Listed is the factory default setting. All available substitutions are allowed. • The Off setting indicates no size substitutions are allowed. • Setting a substitution lets the job print without a Change Paper message appearing.

Paper Texture menu

Menu item	Description
Plain Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.
Card Stock Texture Normal Rough Smooth	Specifies the relative texture of the card stock loaded in a specific tray Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if card stock is supported.
Transparency Texture Normal Rough Smooth	Specifies the relative texture of the transparencies loaded in a specific tray Note: Normal is the factory default setting.
Recycled Texture Normal Rough Smooth	Specifies the relative texture of the recycled paper loaded in a specific tray Note: Normal is the factory default setting.
Labels Texture Normal Rough Smooth	Specifies the relative texture of the labels loaded in a specific tray Note: Normal is the factory default setting.
Vinyl Labels Texture Normal Rough Smooth	Specifies the relative texture of the vinyl labels loaded in a specific tray Note: Normal is the factory default setting.
Bond Texture Rough Smooth Normal	Specifies the relative texture of the paper loaded in a specific tray Note: Rough is the factory default setting.
Envelope Texture Normal Rough Smooth	Specifies the relative texture of the envelopes loaded in a specific tray Note: Normal is the factory default setting.
Rough Envelope Texture Rough	Specifies the relative texture of the rough envelopes loaded in a specific tray Note: Rough is the factory default setting.
Letterhead Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.

Menu item	Description
Preprinted Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.
Colored Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.
Light Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.
Heavy Texture Normal Rough Smooth	Specifies the relative texture of the paper loaded in a specific tray Note: Normal is the factory default setting.
Rough/Cotton Texture Rough	Specifies the relative texture of the paper loaded in a specific tray Note: Rough is the factory default setting.
Custom [x] Texture Normal Rough Smooth	Specifies the relative texture of the custom paper loaded in a specific tray Note: Normal is the factory default setting.

Paper Weight menu

Menu item	Description
Plain Weight Normal Heavy Light	Specifies the relative weight of the plain paper loaded Note: Normal is the factory default setting.
Card Stock Weight Normal Heavy Light	Specifies the relative weight of the card stock loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if card stock is supported.
Transparency Weight Normal Heavy Light	Specifies the relative weight of the transparencies loaded Note: Normal is the factory default setting.
Heavy Glossy Weight Heavy	Specifies the relative weight of the glossy paper loaded Note: Heavy is the factory default setting.

Menu item	Description
Labels Weight Normal Heavy Light	Specifies the relative weight of the labels loaded Note: Normal is the factory default setting.
Vinyl Labels Weight Normal Heavy Light	Specifies the relative weight of vinyl labels loaded Note: Normal is the factory default setting.
Bond Weight Normal Heavy Light	Specifies the relative weight of the bond paper loaded Note: Normal is the factory default setting.
Envelope Weight Normal Heavy Light	Specifies the relative weight of the envelopes loaded Note: Normal is the factory default setting.
Rough Envelope Weight Heavy Light Normal	Specifies the relative weight of the envelopes loaded Note: Heavy is the factory default setting.
Letterhead Weight Normal Heavy Light	Specifies the relative weight of the letterhead loaded Note: Normal is the factory default setting.
Preprinted Weight Normal Heavy Light	Specifies the relative weight of the preprinted paper loaded Note: Normal is the factory default setting.
Colored Weight Normal Heavy Light	Specifies the relative weight of the colored paper loaded Note: Normal is the factory default setting.
Light Weight Light	Specifies the relative weight of the paper loaded Note: Light is the factory default setting.
Heavy Weight Heavy	Specifies the relative weight of the paper loaded Note: Heavy is the factory default setting.
Rough/Cotton Weight Normal Heavy Light	Specifies the relative weight of the cotton paper loaded Note: Normal is the factory default setting.

Menu item	Description
Custom [x] Weight Normal Heavy Light	Specifies the relative weight of the custom paper loaded Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • Settings appear only if the custom type is supported.

Paper Loading menu

Menu item	Description
Card Stock Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Card Stock as the paper type Note: Off is the factory default setting.
Recycled Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Recycled as the paper type Note: Off is the factory default setting.
Labels Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Labels as the paper type Note: Off is the factory default setting.
Vinyl Labels Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Vinyl Labels as the paper type Note: Off is the factory default setting.
Bond Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Bond as the paper type Note: Off is the factory default setting.
Letterhead Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Letterhead as the paper type Note: Off is the factory default setting.
Preprinted Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Preprinted as the paper type Note: Off is the factory default setting.
Colored Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Colored as the paper type Note: Off is the factory default setting.
Light Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Light as the paper type Note: Off is the factory default setting.
Heavy Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Heavy as the paper type Note: Off is the factory default setting.
Note: Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties in Windows or the Print dialog in Macintosh.	

Menu item	Description
Rough Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Rough as the paper type Note: Off is the factory default setting.
Custom <x> Loading Duplex Off	Determines whether 2-sided printing occurs for all jobs that specify Custom <x> as the paper type Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Custom <x> Loading is available only if the custom type is supported.
Note: Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties in Windows or the Print dialog in Macintosh.	

Custom Types menu

Menu item	Description
Custom Type [x] Paper Card Stock Transparency Rough/Cotton Labels Vinyl Labels Envelope	Associates a paper or specialty media type with a factory default Custom Type [x] name or a user-defined Custom Name created from the Embedded Web Server or from MarkVision™ Professional Notes: <ul style="list-style-type: none"> • Paper is the factory default setting. • The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.
Recycled Paper Card Stock Transparency Rough/Cotton Labels Vinyl Labels Envelope	Specifies a paper type when Recycled is selected in other menus Notes: <ul style="list-style-type: none"> • Paper is the factory default setting. • The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Menu item	Definition
Custom Name [x] [none]	Specify a custom name for a paper type. This name replaces the Custom Type [x] name in the printer menus.

Custom Scan Sizes menu

Menu item	Description
Custom Scan Size [x] Scan Size Name Media Type Paper Card Stock Letterhead Transparency Glossy Rough/Cotton Labels Bond Vinyl Labels Envelope Custom Type [x] ADF Media Type Width 1–11.69 inches (25–297 mm) Height 1–17 inches (25–432 mm) Orientation Portrait Landscape 2 scans per side of output Off On	<p>Specifies a custom scan size name, scan sizes, and options. The custom scan size name replaces Custom Scan Size [x] in the printer menus.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The default custom scan size is empty. • An empty Scan Size Name value appears on the panel as Custom Scan Size 4–6. • Custom Scan Size 1–3 will appear as Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid if the scanner is set to US. • Custom Scan Size 1–3 will appear as Difficult Media A5, Difficult Media A4, and Difficult Media A3 if the scanner is set to Metric. • The custom scan size name can have a maximum of 64 characters. • Paper is the factory default setting for Media Type unless indicated otherwise. • For Difficult Media Letter, the US factory default setting is 11 inches for Width, 8.5 inches for Height, and Rough/Cotton for Media Type. • For Difficult Media Legal, the US factory default setting is 8.5 inches for Width, 14 inches for Height, and Rough/Cotton for Media Type. • For Difficult Media Tabloid, the US factory default setting is 11 inches for Width, 17 inches for Height, and Rough/Cotton for Media Type. • For Difficult Media A5, the international factory default setting is 210 mm for Width, 148 mm for Height, and Rough/Cotton for Media Type. • For Difficult Media A4, the international factory default setting is 297 mm for Width, 210 mm for Height, and Rough/Cotton for Media Type. • For Difficult Media A3, the international factory default setting is 297 mm for Width, 420 mm for Height, and Rough/Cotton for Media Type. • For Custom Scan Size 4–6, the factory default setting is 11.69 inches (297 mm) for Width and 17 inches (432 mm) for Height. • Portrait is the factory default setting for Orientation. • Off is the factory default setting for “2 scans per side of output.”

Custom Bin Names menu

Menu Item	Description
Standard Bin	Specifies a custom name for the Standard Bin
Bin [x]	Specifies a custom name for Bin [x]

Universal Setup menu

These menus are used to specify the height, width, and feed direction of the Universal Paper Size. The Universal Paper Size is a user-defined paper size setting. It is listed with the other paper size settings and includes similar options, such as support for duplex printing and printing multiple pages on one sheet.

Menu item	Description
Units of Measure Inches Millimeters	Identifies the units of measure Notes: <ul style="list-style-type: none"> • Inches is the US factory default setting. • Millimeters is the international factory default setting.
Portrait Width 3–14.17 inches 76–360 mm	Sets the portrait width Notes: <ul style="list-style-type: none"> • If the width exceeds the maximum, the printer uses the maximum width allowed. • 8.5 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 216 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
Portrait Height 3–14.17 inches 76–360 mm	Sets the portrait height Notes: <ul style="list-style-type: none"> • If the height exceeds the maximum, the printer uses the maximum height allowed. • 14 inches is the US factory default setting. Inches can be increased in 0.01-inch increments. • 356 mm is the international factory default setting. Millimeters can be increased in 1-mm increments.
Feed Direction Short Edge Long Edge	Specifies the feed direction if the paper can be loaded in either direction Notes: <ul style="list-style-type: none"> • Short Edge is the factory default setting. • Long Edge appears only if the longest edge is shorter than the maximum width supported in the tray.

Bin Setup menu

Menu item	Description
Output Bin Standard Bin Bin [x]	Specifies the default exit bin Note: Standard Bin is the factory default setting.

Menu item	Description
<p>Configure Bins</p> <ul style="list-style-type: none"> Mailbox Link Mail Overflow Link Optional Type Assignment 	<p>Specifies configuration options for exit bins</p> <p>Notes:</p> <ul style="list-style-type: none"> • Mailbox is the factory default setting. This setting treats each bin as a separate mailbox. • Link configures all available bins as one large exit bin. • Mail Overflow configures each exit bin as a separate mailbox. • Link Optional links together all available exit bins except the standard bin and only appears when at least two optional bins are installed. • Type Assignment assigns each paper type to an exit bin or linked bin set. • Bins assigned the same name are automatically linked unless Link Optional is selected.
<p>Overflow Bin</p> <ul style="list-style-type: none"> Standard Bin Bin [x] 	<p>Specifies an alternative exit bin when a designated bin is full</p> <p>Notes:</p> <ul style="list-style-type: none"> • Standard Bin is the factory default setting. • If multiple exit bins are assigned the same name, then the name only appears once in the exit bin list. • [x] can be any number between 1 and 10 if the appropriate optional exit bins are installed.
<p>Assign Type/Bin</p> <ul style="list-style-type: none"> Plain Paper Bin Card Stock Bin Transparency Bin Recycled Bin Labels Bin Vinyl Labels Bin Bond Bin Envelope Bin Rough Envelope Bin Letterhead Bin Preprinted Bin Colored Bin Light Paper Bin Heavy Paper Bin Rough/Cotton Bin Custom [x] Bin 	<p>Selects an exit bin for each supported paper type</p> <p>Available selections for each type are:</p> <ul style="list-style-type: none"> Disabled Standard Bin Bin [x] <p>Notes:</p> <ul style="list-style-type: none"> • Disabled is the factory default setting. • [x] can be any number between 1 and 10 if the appropriate optional exit bins are installed. • If multiple exit bins are assigned the same name, then the name only appears once in the exit bin list.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page	Prints a report containing information about the paper loaded into trays, installed memory, total page count, alarms, timeouts, scanner control panel language, TCP/IP address, status of supplies, status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network scanner settings, such as the TCP/IP address information Note: This menu appears only in network scanners or scanners connected to print servers.
Network [x] Setup Page	Prints a report containing information about the network scanner settings, such as the TCP/IP address information Notes: <ul style="list-style-type: none"> • This menu appears only when there is more than one network option installed. • This menu appears only in network scanners or scanners connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes Note: This menu appears only when Enable Job Log is set to On in the Fax Settings menu.
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls Note: This menu appears only when Enable Job Log is set to On in the Fax Settings menu.
Copy Shortcuts	Prints a report containing information about copy shortcuts
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
FTP Shortcuts	Prints a report containing information about FTP shortcuts
Profiles List	Prints a list of profiles stored in the scanner
Print Fonts	Prints a report of all the fonts available for the language currently set in the scanner

Menu item	Description
Print Directory	Prints a list of all the resources stored on an optional flash memory card or scanner hard disk Notes: <ul style="list-style-type: none"> • Job Buffer Size must be set to 100%. • Make sure the optional flash memory or scanner hard disk is installed correctly and working.
Asset Report	Prints a report containing asset information including the scanner serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Network/Ports menu

Active NIC menu

Menu item	Description
Active NIC Auto [list of available network cards]	Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • This menu item appears only if an optional network card is installed.

Standard Network or Network [x] menu

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Auto Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Network Buffer Auto 3KB to [maximum size allowed]	Sets the size of the network input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • The value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing. This menu only appears if a formatted disk is installed. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers print jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the scanner to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs.

Menu item	Description
Standard Network Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	Displays and sets network settings Note: The Wireless menu appears only when the scanner is connected to a wireless network.
Network [x] Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	

Network Reports menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network Setup > Reports** or **Network Reports**

Menu item	Description
Print Setup Page	Prints a report containing information about the network printer settings, such as the TCP/IP address

Network Card menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > Network Card**

Menu item	Description
View Card Status Connected Disconnected	Lets you view the connection status of the network card
View Card Speed	Lets you view the speed of a currently active network card
Network Address UAA LAA	Lets you view the network addresses

Menu item	Description
Job Timeout 0, 10–255	Sets the amount of time in seconds before a network print job is canceled. Notes: <ul style="list-style-type: none"> • 90 seconds is the factory default setting. • A setting value of 0 disables the timeout. • A value of 1–9 is considered invalid and prompts the screen to return to the Network Card menu without saving the new value.
Banner Page Off On	Allows the printer to print a banner page. Note: Off is the factory default setting.

TCP/IP menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > TCP/IP**

Note: This menu is available only in network models or printers attached to print servers.

Menu item	Description
Activate On Off	Activates TCP/IP Note: On is the factory default setting.
Set Hostname	Lets you set the current TCP/IP host name Note: This can be changed only from the Embedded Web Server.
IP Address	Lets you view or change the current TCP/IP address Note: Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.
Netmask	Lets you view or change the current TCP/IP netmask
Gateway	Lets you view or change the current TCP/IP gateway
Enable DHCP On Off	Specifies the DHCP address and parameter assignment setting Note: On is the factory default setting.
Enable RARP On Off	Specifies the RARP address assignment setting Note: On is the factory default setting.
Enable BOOTP On Off	Specifies the BOOTP address assignment setting Note: On is the factory default setting.
Enable AutoIP Yes No	Specifies the Zero Configuration Networking setting Note: Yes is the factory default setting.

Menu item	Description
Enable FTP/TFTP Yes No	Enables the built-in FTP server, which allows you to send files to the scanner using File Transfer Protocol. Note: Yes is the factory default setting.
Enable HTTP Server Yes No	Enables the built-in web server (Embedded Web Server). When enabled, the scanner can be monitored and managed remotely using a Web browser. Note: Yes is the factory default setting.
WINS Server Address	Lets you view or change the current WINS server address
Enable DDNS Yes No	Lets you view or change the current DDNS setting Note: Yes is the factory default setting.
Enable mDNS Yes No	Lets you view or change the current mDNS setting Note: Yes is the factory default setting.
DNS Server Address	Lets you view or change the current DNS server address
Backup DNS Server Address	Lets you view or change the backup DNS server addresses.
Backup DNS Server Address 2	
Backup DNS Server Address 3	
Enable HTTPS Yes No	Lets you view or change the current HTTPS setting Note: Yes is the factory default setting.

IPv6 menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or **Network [x] > Standard Network Setup** or **Network [x] Setup > IPv6**

Note: This menu is available only for network models or printers attached to print servers.

Menu item	Description
Enable IPv6 On Off	Enables IPv6 in the printer Note: On is the factory default setting.
Auto Configuration On Off	Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router Note: On is the factory default setting.
Set Hostname	Lets you set the hostname
View Address	Note: These settings can be changed only from the Embedded Web Server.
View Router Address	

Menu item	Description
Enable DHCPv6 On Off	Enables DHCPv6 in the printer Note: On is the factory default setting.

Wireless menu

Use the following menu to view or configure the wireless internal print server settings.

Note: This menu is available only for models connected to a wireless network.

The Wireless menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > Wireless

Menu item	Description
Wi-Fi Protected Setup Start Push Button Method Start PIN Method	Lets you connect the printer to a wireless network by pressing buttons on both the scanner and the access point (wireless router) within a given period of time
Enable/Disable WPS Autodetection Disable Enable	Automatically detects the connection method that an access point with WPS uses— WPS Push Button Configuration (PBC) or WPS Personal Identification Number (PIN) Note: Disable is the factory default setting.
Network Mode BSS Type Ad hoc Infrastructure	Specifies the network mode Notes: <ul style="list-style-type: none"> Ad hoc is the factory default setting. This configures wireless connection directly between the printer and a computer. Infrastructure lets the printer access a network using an access point.
Compatibility 802.11b/g/n 802.11b/g	Specifies the wireless standard for the wireless network Note: The 802.11b/g/n is the factory default setting.
Choose Network [list of available networks]	Lets you select an available network for the printer to use
View Signal Quality	Lets you view the quality of the wireless connection
View Security Mode	Lets you view the encryption method that a wireless network uses

Note: *Wi-Fi Protected Setup (WPS)* is a simple and secure configuration that allows you to establish a wireless network and enable network security without requiring prior knowledge of Wi-Fi technology. It is no longer necessary to configure the network name (SSID) and WEP key or WPA passphrase for network devices.

AppleTalk menu

This menu is available from the Network/Ports menu:

Network/Ports > Standard Network or Network [x] > Standard Network Setup or Network [x] Setup > AppleTalk

Menu item	Description
Activate Yes No	Activates AppleTalk support Note: Yes is the factory default setting.
View Name	Shows the assigned AppleTalk name Note: The name can be changed only from the Embedded Web Server.
View Address	Shows the assigned AppleTalk address Note: The address can be changed only from the Embedded Web Server.
Set Zone [default] [list of zones available on the network]	Provides a list of AppleTalk zones available on the network Note: When “default” is selected, the printer uses the AppleTalk zone that the router identifies as the default zone for the network. If no default zone exists, then the zone marked with an * is the default setting.

Standard USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. Auto sets the scanner to examine data, determine the format, and then process it appropriately. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.

Menu item	Description
USB Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the USB input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the scanner hard disk are printed before normal processing resumes. • The USB buffer size value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the scanner to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
ENA Address YYY.YYY.YYY.YYY	Sets the network address information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.
ENA Netmask YYY.YYY.YYY.YYY	Sets the netmask information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.
ENA Gateway YYY.YYY.YYY.YYY	Sets the gateway information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.

Parallel [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Parallel Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the parallel input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any print jobs already buffered on the scanner hard disk are printed before normal processing resumes. • The parallel buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Parallel Buffer, disable or reduce the size of the USB, serial, and network buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.

Menu item	Description
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers print jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Advanced Status On Off	Enables bidirectional communication through the parallel port Notes: <ul style="list-style-type: none"> • On is the factory default setting. • Off disables parallel port negotiation.
Protocol Fastbytes Standard	Specifies the parallel port protocol Notes: <ul style="list-style-type: none"> • Fastbytes is the factory default setting. It provides compatibility with most existing parallel ports and is the recommended setting. • Standard tries to resolve parallel port communication problems.
Honor Init Off On	Determines if the scanner honors hardware initialization requests from the computer Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The computer requests initialization by activating the Init signal from the parallel port. Many personal computers activate the Init signal each time the computer is turned on.
Parallel Mode 2 On Off	Determines if the parallel port data is sampled on the leading or trailing edge of a strobe Note: On is the factory default setting.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs.
ENA Address YYY·YYY·YYY·YYY	Sets the network address information for an external print server Note: This menu is available only if the scanner is attached to an external print server through the USB port.
ENA Netmask YYY·YYY·YYY·YYY	Sets the netmask information for an external print server Note: This menu appears only when the scanner is attached to an external print server through the USB port.

Menu item	Description
ENA gateway YYY.YYY.YYY.YYY	Sets the gateway information for an external print server Note: This menu appears only when the scanner is attached to an external print server through the USB port.

Serial [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. Auto sets the scanner to examine data, determine the format, and then processes it appropriately. • When set to On, the scanner performs NPA processing. If the data is not in NPA format, it is rejected as bad data. • When set to Off, the scanner does not perform NPA processing. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.

Menu item	Description
Serial Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the serial input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The serial buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Serial Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. The scanner does not buffer print jobs on the scanner hard disk. • On buffers print jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Protocol DTR DTR/DSR XON/XOFF XON/XOFF/DTR XONXOFF/DTRDSR	Selects the hardware and software handshaking settings for the serial port Notes: <ul style="list-style-type: none"> • DTR is the factory default setting. • DTR/DSR is a hardware handshaking setting. • XON/XOFF is a software handshaking setting. • XON/XOFF/DTR and XON/XOFF/DTR/DSR are combined hardware and software handshaking settings.
Robust XON Off On	Determines whether the scanner communicates availability to the computer Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item applies only to the serial port if Serial Protocol is set to XON/XOFF.

Menu item	Description
Baud 9600 19200 38400 57600 115200 138200 172800 230400 345600 1200 2400 4800	Specifies the rate at which data can be received through the serial port Notes: <ul style="list-style-type: none"> • 9600 is the factory default setting. • 138200, 172800, 230400, and 345600 baud rates are only displayed in the Standard Serial menu. These settings do not appear in the Serial Option 1, Serial Option 2, or Serial Option 3 menus.
Data Bits 8 7	Specifies the number of data bits sent in each transmission frame Note: 8 is the factory default setting.
Parity None Ignore Even Odd	Sets the parity for serial input and output data frames Note: None is the factory default setting.
Honor DSR Off On	Determines whether the scanner uses the DSR Signal Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • DSR is a handshaking signal used by most serial cables. The serial port uses DSR to distinguish data sent by the computer from data created by electrical noise in the serial cable. The electrical noise can cause stray characters to print. Set this to On to prevent stray characters from printing.

SMTP Setup menu

Menu item	Description
Primary SMTP Gateway	Specifies SMTP server gateway and port information Note: 25 is the default SMTP gateway port.
Primary SMTP Gateway Port	
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send an e-mail Note: 30 seconds is the factory default setting.
Reply Address	Specifies a reply address of up to 128 characters in the e-mail sent by the printer

Menu item	Description
Use SSL Disabled Negotiate Required	Sets the printer to use SSL for increased security when connecting to the SMTP server Notes: <ul style="list-style-type: none"> • Disabled is the factory default setting. • When the Negotiate setting is used, the SMTP server determines if SSL will be used.
SMTP Server Authentication No authentication required Login/Plain CRAM-MD5 Digest-MD5 NTLM Kerberos 5	Specifies the type of user authentication required for scan to e-mail privileges Note: “No authentication required” is the factory default setting.
Device-Initiated E-mail None Use Device SMTP Credentials	Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. Notes: <ul style="list-style-type: none"> • None is the factory default setting for Device and User-Initiated E-mail. • Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected.
User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User	
Device Userid	
Device Password	
Kerberos 5 Realm	
NTLM Domain	

Security menu

Editing Security Setups menu

Menu item	Description
Edit Backup Password	Creates a backup password Note: This menu item will only appear if a backup password exists.
Edit Building Blocks	Edits the Internal Accounts, NTLM, various Setups, Password, and PIN
Edit Security Templates	Adds or edits a Security Template
Edit Access Controls	Controls access to printer menus, firmware updates, held jobs, and other access points

Miscellaneous Security Settings menu

Menu item	Description
<p>Login Restrictions</p> <ul style="list-style-type: none"> Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout 	<p>Limits the number and time frames of failed login attempts from the scanner control panel before <i>all</i> users are locked out</p> <p>Notes:</p> <ul style="list-style-type: none"> • “Login failures” specifies the number of failed login attempts before users are locked out. Settings range from 1–10. 3 attempts is the factory default setting. • “Failure time frame” specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • “Lockout time” specifies how long users are locked out after exceeding the login failures limit. Settings range from 1–60 minutes. 5 minutes is the factory default setting. 1 indicates the scanner does not impose a lockout time. • “Panel Login Timeout” specifies how long the scanner remains idle on the home screen before automatically logging the user off. Settings range from 1–900 seconds. 30 seconds is the factory default setting. • “Remote Login Timeout” specifies how long a remote interface remains idle before automatically logging the user off. Settings range from 1–120 seconds. 10 minutes is the factory default setting.
<p>Security Reset Jumper</p> <ul style="list-style-type: none"> Access controls=“No Security” No Effect Reset factory security defaults 	<p>Changes the value of the security settings</p> <p>Notes:</p> <ul style="list-style-type: none"> • Access controls=“No Security” retains all the security information that the user has defined. “No Security” is the factory default setting. • “No Effect” means the reset has no effect on the device’s security configuration. • “Reset factory security defaults” deletes all security information that the user has defined, and assigns the factory default value to each setting in the Miscellaneous Security Settings section of both the scanner control panel and the Web page.
<p>LDAP Certificate Verification</p> <ul style="list-style-type: none"> Demand Try Allow Never 	<p>Allows the user to request a server certificate</p> <p>Notes:</p> <ul style="list-style-type: none"> • “Demand” means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, then the session is terminated immediately. “Demand” is the factory default setting. • “Try” means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then the session is terminated immediately. • “Allow” means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then it will be ignored and the session proceeds normally. • “Never” means no server certificate is requested.
<p>Minimum PIN Length</p> <ul style="list-style-type: none"> 1–16 	<p>Limits the digit length of the PIN.</p> <p>Note: 4 is the is the factory default setting.</p>

Confidential Print menu

Menu item	Description
Max Invalid PIN Off 2–10	Limits the number of times an invalid PIN can be entered Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a formatted, non-defective scanner hard disk is installed. • Once the limit is reached, the print job for that user name and that PIN are deleted.
Confidential Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “confidential” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “confidential” print jobs held in the scanner are deleted.
Repeat Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “repeat” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “repeat” print jobs held in the scanner are deleted.
Verify Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “verify” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “verify” print jobs held in the scanner are deleted.
Reserve Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “reserve” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “reserve” print jobs held in the scanner are deleted.

Disk Wiping menu

Disk Wiping erases *only* print job data on the scanner hard disk that *are not* currently in use by the file system. All permanent data on the scanner hard disk are preserved, such as downloaded fonts, macros, and held jobs.

Note: This menu appears only when a formatted, non-defective hard disk is installed.

Menu item	Description
Wiping Mode Auto Manual Off	Specifies the mode for disk wiping Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Due to the large amount of resources required for Automatic Wiping, activating this option may decrease printer performance, especially if the printer requires hard disk space faster than it can be wiped and returned to service.
Scheduled Wiping Time 0000–2300 Day(s) Sunday Monday Tuesday Wednesday Thursday Friday Saturday Every day (Mon-Sun) Weekdays (Mon-Fri) Weekends (Sat-Sun)	Specifies times and days for disk wiping Note: This setting does not appear when Wiping Mode is set to Off or Auto.
Manual Wiping Do not start now Start now	Overwrites all disk space that has been used to hold data from a print job that has been processed (printed). This type of wipe <i>does not</i> erase any information related to an unprocessed print job. Notes: <ul style="list-style-type: none"> • “Do not start now” is the factory default setting. • If the Disk Wiping access control is activated, then a user must successfully authenticate and have the required authorization in order to initiate the disk wipe. • This menu does not appear when Wiping Mode is set to Off.
Automatic Method Single pass Multiple pass	Marks all disk space used by a previous print job and does not permit the file system to reuse this space until it has been cleared Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. • Only Automatic wiping enables users to activate disk wiping without having to turn the printer off for an extended amount of time. • Highly confidential information should be wiped using <i>only</i> the Multiple pass method.

Menu item	Description
Manual Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. • This menu will not appear if Wiping Mode is set to “Off” or “Auto”. • Highly confidential information should be wiped using <i>only</i> the Multiple pass method.
Scheduled Method Single pass Multiple pass	Allows the file system to reuse marked disk space without having to wipe it first Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. • This menu will not appear if Wiping Mode is set to “Off” or “Auto”. • Highly confidential information should be wiped using <i>only</i> the Multiple pass method . • Scheduled wipes are initiated <i>without</i> displaying a user warning or confirmation message.

Security Audit Log menu

Menu item	Description
Export Log	Enables an authorized user to export the audit log Notes: <ul style="list-style-type: none"> • To export the audit log from the scanner control panel, a flash drive must be attached to the scanner. • Download the audit log from the Embedded Web Server.
Delete Log Yes No	Specifies whether audit logs are deleted Note: Yes is the factory default setting.

Menu item	Description
Configure Log Enable Audit No Yes Enable Remote Syslog No Yes Remote Syslog Server Remote Syslog Port Remote Syslog Method Normal UDP Stunnel Remote Syslog Facility 0–23 Log full behavior Wrap over oldest entries E-mail log then delete all entries Admin's e-mail address Digitally sign exports Off On Severity of events to log 0–7 Remote Syslog non-logged events No Yes E-mail log cleared alert No Yes E-mail log wrapped alert No Yes E-mail % full alert No Yes % full alert level 1 - 99 E-mail log exported alert No Yes E-mail log settings changed alert No Yes Log line endings LF (\n) CR (\r) CRLF (\r\n)	Specifies whether and how audit logs are created Notes: <ul style="list-style-type: none"> • Enable Audit determines if events are recorded in the secure audit log and remote syslog. No is the factory default setting. • Enable Remote Syslog determines if logs are sent to a remote server. No is the factory default setting. • Remote Syslog Facility determines the value used to send logs to the remote syslog server. 4 is the factory default setting. • Remote Syslog Port identifies the port where the device transmits logged events to a remote server. • Remote Syslog Method identifies the protocol used by the device to transmit logged events to a remote server. • Log full behavior determines whether the device automatically overwrites logged events when it requires additional memory to save current events. • Admin's e-mail address may contain a single e-mail address or multiple addresses separated by a comma. • “Digitally sign exports” determines whether the device automatically signs each exported security log. • “Remote Syslog non-logged events” determines whether the device sends events to the remote server that has a severity level greater than the value entered. • “E-mail % full alert” enables the device to send an e-mail to the administrator if the fills a certain amount of memory space. • With the security audit log activated, the severity value of each event is recorded. 4 is the factory default setting.

Set Date and Time menu

Menu item	Description
Current Date and Time	Lets you view the current date and time settings for the printer
Manually Set Date and Time [input date and time]	Note: Date/Time is set in YYYY-MM-DD HH:MM:SS format.
Time Zone [list of time zones]	Note: GMT is the factory default setting.
Automatically Observe DST On Off	Note: On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting.
Custom Time Zone Setup UTC Offset DST Start Week DST Start Day DST Start Month DST Start Time DST End Week DST End Day DST End Month DST End Time DST Offset	Enables the user to setup the time zone
Enable NTP On Off	Enables Network Time Protocol, which synchronizes the clocks of devices on a network Note: On is the factory default setting.
NTP Server [NTP Server Address]	Lets you view the NTP Server Address
Enable Authentication Off On	Lets you change the authentication setting to On or Off Note: Off is the factory default setting.

Settings menu

General Settings menu

Menu item	Description
Display Language English Francais Deutsch Italiano Espanol Dansk Norsk Nederlands Svenska Portuguese Suomi Russian Polski Greek Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese	Sets the language of the text appearing on the display Note: All languages may not be available for all models.
Eco-Mode Off Energy Energy/Paper Paper	Minimizes the use of energy, paper, or specialty media Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off resets the scanner to its factory default settings. • Energy minimizes the power used by the scanner. Performance may be affected, but print quality is not. • Energy/Paper minimizes the use of power and of paper and specialty media. • Paper minimizes the amount of paper and specialty media needed for a print job. Performance may be affected, but print quality is not.
ADF Loaded Beep Enabled Disabled	Specifies whether the ADF sounds a <i>beep</i> when paper is loaded Note: Enabled is the factory default setting.
ADF Multi-feed Sensor On Off	Allows the scanner to detect when the ADF picks more than one sheet of paper at once Note: On is the factory default setting.

Menu item	Description
Quiet Mode Off On	Reduces the amount of noise produced by the scanner Notes: <ul style="list-style-type: none"> • Off is the factory default setting. This setting supports the performance specifications for your scanner. • On configures the scanner to produce as little noise as possible. This setting is best suited for printing text and line art. • For optimal printing of color-rich documents, set Quiet Mode to Off. • Selecting Photo from the driver may disable Quiet Mode and provide better print quality and full speed printing.
Run Initial setup Yes No	Instructs the scanner to run the setup wizard Notes: <ul style="list-style-type: none"> • Yes is the factory default setting. • After completing the setup wizard by selecting Done at the Country select screen, the default becomes No.
Keyboard Keyboard Type English Francais Francais Canadien Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Suomi Portuguese Russian Polski Swiss German Swiss French Korean Magyar Turkish Czech Simplified Chinese Traditional Chinese Japanese Custom Key [x]	Specifies a language and custom key information for the scanner control panel keyboard. The additional tabs enable access to accent marks and symbols from the printer control panel keyboard.

Menu item	Description
Paper Sizes US Metric	Specifies the unit of measurement for paper sizes Notes: <ul style="list-style-type: none"> • US is the factory default setting. • Initial setting is determined by your country or region selection in the initial setup wizard.
Scan to PC Port Range [port range]	Specifies a valid port range for printers behind a port blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon. Note: 9751:12000 is the factory default setting.
Displayed Information Left side Right side Custom Text [x]	Specifies what is displayed on the upper left and right corners of the home screen For the Left side and Right side options, select from the following options: <ul style="list-style-type: none"> None IP Address Hostname Contact Name Location Date/Time mDNS/DDNS Service Name Zero Configuration Name Custom Text [x] Model Name Notes: <ul style="list-style-type: none"> • IP Address is the factory default setting for Left side. • Date/Time is the factory default setting for Right side.
Displayed Information (continued) Black Toner	Lets you customize the displayed information for Black Toner Select from the following options: <ul style="list-style-type: none"> When to display <ul style="list-style-type: none"> Do not display Display Message to Display <ul style="list-style-type: none"> Default Alternate Default <ul style="list-style-type: none"> [text entry] Alternate <ul style="list-style-type: none"> [text entry] Notes: <ul style="list-style-type: none"> • Do not display is the factory default setting for When to display. • Default is the factory default setting for Message to Display.

Menu item	Description
<p>Displayed Information (continued)</p> <p>Paper Jam</p> <p>Load Paper</p> <p>Service Errors</p>	<p>Lets you customize the displayed information for Paper Jam, Load Paper, and Service Errors</p> <p>Select from the following options:</p> <p>Display</p> <p>No</p> <p>Yes</p> <p>Message to Display</p> <p>Default</p> <p>Alternate</p> <p>Default</p> <p>[text entry]</p> <p>Alternate</p> <p>[text entry]</p> <p>Notes:</p> <ul style="list-style-type: none"> • No is the factory default setting for Display. • Default is the factory default setting for Message to Display.
<p>Home screen customization</p> <p>Change Language</p> <p>Copy</p> <p>Copy shortcuts</p> <p>Fax</p> <p>Fax Shortcuts</p> <p>E-mail</p> <p>E-mail Shortcuts</p> <p>FTP</p> <p>FTP Shortcuts</p> <p>Search Held Jobs</p> <p>Held Jobs</p> <p>USB Drive</p> <p>Profiles and Solutions</p> <p>Bookmarks</p> <p>Jobs by user</p> <p>Forms and Favorites</p>	<p>Lets you change the icons and buttons that appear on the home screen</p> <p>Available selections for each icon or button are:</p> <p>Do not display</p> <p>Display</p>
<p>Date Format</p> <p>MM-DD-YYYY</p> <p>DD-MM-YYYY</p> <p>YYYY-MM-DD</p>	<p>Formats the scanner date</p>
<p>Time Format</p> <p>12 hour A.M./P.M.</p> <p>24 hour clock</p>	<p>Formats the scanner time</p>
<p>Screen Brightness</p> <p>20–100</p>	<p>Specifies the brightness of the scanner control panel screen</p>

Menu item	Description
One Page Copy Off On	Sets the copies from the scanner glass to only one page at a time Note: Off is the factory default setting.
Output Lighting Normal/Standby Mode Off Dim Bright	Sets the amount of light from the standard exit bin Notes: <ul style="list-style-type: none"> • If Eco-Mode is set to Energy or Energy/Paper, then the factory default setting is Dim. • If Eco-Mode is Off or set to Paper, then the factory default setting is Bright.
Audio Feedback Button Feedback On Off Volume 1–10	Specifies whether icons and buttons have audio feedback Notes: <ul style="list-style-type: none"> • On is the factory default setting for Button Feedback. • 5 is the factory default setting for Volume.
Tactile Touchscreen Feedback On Off	Specifies whether the scanner control panel has touch sensation feedback
Show Bookmarks Yes No	Specifies whether bookmarks are displayed from the Held Jobs area Note: Yes is the factory default setting. When Yes is selected, bookmarks appear in the Held Jobs area.
Allow Background Removal On Off	Specifies whether image background is removed in copy, fax, e-mail, FTP, or scan-to-USB jobs Note: On is the factory default setting. The background of the image will be removed.
Allow Custom Job Scans On Off	Lets you scan multiple jobs to one file Note: On is the factory default setting. If On is selected, then the Allow Custom Job Scans setting can be enabled for specific jobs.
Scanner Jam Recovery Job level Page level	Specifies how a scanned job should be reloaded if a paper jam occurs in the ADF Notes: <ul style="list-style-type: none"> • If Job level is selected, then the entire job must be rescanned if any pages jam. • If Page level is selected, then rescan from the jammed page forward.
Web Page Refresh Rate 30–300	Specifies the number of seconds between Embedded Web Server refreshes Note: 120 is the factory default setting.
Contact Name	Specifies a contact name for the scanner Note: The contact name will be stored on the Embedded Web Server.

Menu item	Description
Location	Specifies the location of the scanner Note: The location will be stored on the Embedded Web Server.
Alarms Alarm Control Cartridge Alarm Staple Alarm	Sets an alarm to sound when the scanner or printer requires user intervention Available selections for each alarm type are: Off Single Continuous Notes: <ul style="list-style-type: none"> • Single is the factory default setting for Alarm Control. Single sounds three quick beeps. • Off is the factory default setting for Cartridge Alarm. Off means no alarm will sound. • Continuous repeats three beeps every 10 seconds.
Timeouts Standby Mode 1–240 Disabled	Specifies the number of minutes of inactivity before the system enters a lower power state Note: 15 is the factory default setting.
Timeouts Sleep Mode 1–240 min Disabled	Sets the amount of time the scanner waits after a job is printed before it goes into a reduced power state Notes: <ul style="list-style-type: none"> • “30 min” is the factory default setting. • Disabled appears only when Energy Conserve is set to Off. • Lower settings conserve more energy, but may require longer warm-up times. • Select a high setting if the printer is in constant use. Under most circumstances, this keeps the printer ready to print with minimum warm-up time.
Timeouts Screen Timeout 15–300 sec	Sets the amount of time in seconds the scanner waits before returning the display to a ready state Note: “30 sec” is the factory default setting.
Timeouts Print Timeout Disabled 1–255 sec	Sets the amount of time in seconds the scanner waits to receive an end-of-job message before canceling the remainder of the print job Notes: <ul style="list-style-type: none"> • “90 sec” is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the scanner checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL emulation. This setting has no effect on PostScript emulation print jobs.

Menu item	Description
Timeouts Wait Timeout 15–65535 sec Disabled	Sets the amount of time in seconds the scanner waits for additional data before canceling a print job Notes: <ul style="list-style-type: none"> • “40 sec” is the factory default setting. • Wait Timeout is available only when the scanner is using PostScript emulation. This setting has no effect on PCL emulation print jobs.
Timeouts Job Hold Timeout 5–255 sec	Sets the amount of time the scanner waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue Notes: <ul style="list-style-type: none"> • “30 sec” is the factory default setting. • This menu appears only when a scanner hard disk is installed.
Print Recovery Auto Continue Disabled 5–255	Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period Note: Disabled is the factory default setting.
Print Recovery Jam Recovery Auto On Off	Specifies whether the printer reprints jammed pages Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks. • On sets the printer to always reprint jammed pages. • Off sets the printer to never reprint jammed pages.
Print Recovery Page Protect Off On	Lets the printer successfully print a page that may not have printed otherwise Notes: <ul style="list-style-type: none"> • Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page. • On sets the printer to process the whole page so that the entire page prints.
Press Sleep Button Sleep Do nothing	Determines how the scanner, while in idle state, reacts to a short press of the Sleep button Note: Sleep is the factory default setting.
Press and Hold Sleep Button Do nothing Sleep	Determines how the scanner, while in Idle state, reacts to a long press of the Sleep button Note: Do nothing is the factory default setting.

Menu item	Description
Factory Defaults Do Not Restore Restore Now	Returns the scanner settings to the factory default settings Notes: <ul style="list-style-type: none"> Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings. Restore Now returns all scanner settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a hard disk are not affected.

Copy Settings menu

Menu item	Description
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Black/White Laser is the factory default setting.
Sides (Duplex) 1 sided to 1 sided 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specifies whether an original document is duplex (two-sided) or simplex (one-sided), and then specifies whether the copy should be duplex or simplex Notes: <ul style="list-style-type: none"> 1 sided to 1 sided—The original page has printing on one side and the copy will also have printing on one side. 1 sided to 2 sided—The original page has printing on one side while the copy will have printing on both sides. For example, if the original document is six sheets, the copy is three sheets with printing on both sides. 2 sided to 1 sided—The original page has printing on both sides while the copy will have printing on only one side. For example, if the original document is three sheets, then the copy is six sheets with printing on only one side. 2 sided to 2 sided—The original page has printing on both sides, and the copy will also have printing on both sides.

Menu item	Description
Paper Saver Off 2-up Portrait 4-up Portrait 2-up Landscape 4-up Landscape	Allows copying two or four sheets of a document on one page Note: Off is the factory default setting.
Print Page Borders Off On	Specifies whether a page border is printed Note: Off is the factory default setting.
Collate On [1,2,1,2,1,2] Off [1,1,1,2,2,2]	Keeps the pages of a print job stacked in sequence when printing multiple copies Note: On is the factory default setting.
Staple Off On Note: This menu appears only when a finisher is installed.	Sends print jobs to the staple finisher Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number of sheets that could be stapled varies depending on the paper type.

Menu item	Description
<p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. ID Card 	<p>Specifies the paper size of the original document</p> <p>Notes:</p> <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to Metric.
<p>Copy To Source</p> <ul style="list-style-type: none"> Tray [x] Auto Size Match Manual Feeder 	<p>Specifies the paper source for copy jobs</p> <p>Note: Tray 1 is the factory default setting.</p>
<p>Transparency Separators</p> <ul style="list-style-type: none"> On Off 	<p>Places a sheet of paper between transparencies</p> <p>Note: On is the factory default setting.</p>
<p>Separator Sheets</p> <ul style="list-style-type: none"> Off Between Copies Between Jobs Between Pages 	<p>Places a sheet of paper between pages, copies, or copy jobs</p> <p>Note: Off is the factory default setting.</p>
<p>Separator Sheet Source</p> <ul style="list-style-type: none"> Tray [x] Manual Feeder 	<p>Specifies the separator sheet source</p> <p>Note: Tray 1 is the factory default setting.</p>

Menu item	Description
Darkness 1–9	Specifies the level of darkness for the copy job Note: 5 is the factory default setting.
Output Bin Standard Bin Bin [x] Note: This menu appears only when at least one optional exit bin is installed.	Determines where the printed copies will exit Notes: <ul style="list-style-type: none"> Standard Bin is the factory default setting. [x] can be any number between 1 and 10 depending on the number of optional exit bins installed.
Number of Copies 1–999	Specifies the number of copies for the copy job Note: 1 is the factory default setting.
Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text	Specifies header/footer information and its location on the page For the location, select from the following options: <ul style="list-style-type: none"> Top left Top middle Top right Bottom left Bottom middle Bottom right Notes: <ul style="list-style-type: none"> Off is the factory default setting for the location. “All pages” is the factory default setting for “Print on.”
Overlay Off Confidential Copy Draft Urgent Custom	Specifies the overlay text printed on each page of the copy job Note: Off is the factory default setting.
Custom Overlay	Specifies the custom overlay text Note: A maximum of 64 characters is allowed.
Allow priority copies On Off	Allows interruption of a print job to copy a page or document Note: On is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains different paper sizes Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu appears only when a scanner hard disk is installed.

Menu item	Description
Allow Save as Shortcut On Off	Lets you save custom copy settings as shortcuts Note: On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy job Note: 0 is the factory default setting.
Auto Center Off On	Lets you automatically center the content on the page Note: Off is the factory default setting.
Contrast Best for Content 0–5	Specifies the contrast used for the copy job Note: Best for Content is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a copy job Note: 0 is the factory default setting.
ADF Skew Fix Off On	Corrects slight skew on the scanned image Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The maximum amount of skew correction that can be applied to the width of a letter- or A4-size paper is 5%. • When activated, this function can be applied to any supported scan size, including custom scan sizes.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a copy job Note: 3 is the factory default setting.
Sample Copy Off On	Creates a sample copy of the original document Note: Off is the factory default setting.

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

General Fax Settings

Menu item	Description
Station Name or Fax Name	Specifies the name of the fax in the printer
Station Number or Fax Number	Specifies a number associated with the fax
Station ID Station Name/Fax Name Station Number/Fax Number	Specifies how the fax is identified
Enable Manual Fax Off On	Sets the printer to fax only manually. This requires a line splitter and a telephone handset. Notes: <ul style="list-style-type: none"> • Use a regular telephone to answer an incoming fax job and to dial a fax number. • Press # 0 on the numeric keypad to go directly to the Manual Fax function.
Memory Use Equal Mostly send All send All receive Mostly receive	Defines the allocation of non-volatile memory between sending and receiving fax jobs Notes: <ul style="list-style-type: none"> • Equal is the factory default setting. Equal splits the memory for sending and receiving fax jobs into equal amounts. • “Mostly send” specifies that most of the memory is set to send fax jobs. • “All send” specifies that all the memory is set to send fax jobs. • “All receive” specifies that all the memory is set to receive fax jobs. • “Mostly receive” specifies that most of the memory is set to receive fax jobs.
Cancel Faxes Allow Don't Allow	Specifies whether the printer cancels fax jobs
Caller ID On Off Alternate Note: This menu appears only when the selected country supports multiple patterns	Activates caller ID Notes: <ul style="list-style-type: none"> • Called ID is set to On if the country selected during the initial setup sequence has a default Caller ID Pattern. • Alternate appears when the selected country has an alternate Caller ID Pattern value.
Fax number masking Off From left From right	Specifies the direction from where digits are masked in an outgoing fax number Note: The number of characters masked is determined by the “Digits to mask” setting.
Digits to mask 0–58	Specifies the number of digits to mask in an outgoing fax number Note: 0 is the factory default setting.

Menu item	Description
<p>Fax Cover Page</p> <ul style="list-style-type: none"> Fax Cover Page <ul style="list-style-type: none"> Off by default On by default Never use Always use Include to field <ul style="list-style-type: none"> Off On Include from field <ul style="list-style-type: none"> Off On From <ul style="list-style-type: none"> Include Message field <ul style="list-style-type: none"> Off On Message <ul style="list-style-type: none"> Include Logo <ul style="list-style-type: none"> Off On Include Footer [x] <ul style="list-style-type: none"> Off On Footer [x] 	<p>Configures the fax cover page</p> <p>Note: "Off by default" is the factory default setting for all Fax Cover Page options.</p>

Fax Send Settings

Menu item	Description
<p>Resolution</p> <ul style="list-style-type: none"> Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi 	<p>Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but increases the fax transmission time for outgoing faxes.</p> <p>Note: Standard is the factory default setting.</p>

Menu item	Description
<p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. 	<p>Specifies the paper size of the original document</p> <p>Notes:</p> <ul style="list-style-type: none"> • Mixed Sizes is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to US.
<p>Sides (Duplex)</p> <ul style="list-style-type: none"> Off Long edge Short edge 	<p>Specifies how text and graphics are oriented on a page</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
<p>Content Type</p> <ul style="list-style-type: none"> Text Graphics Text/Photo Photo 	<p>Specifies the content of the original document</p> <p>Notes:</p> <ul style="list-style-type: none"> • Text is the factory default setting. Text is used when the document is mostly text. • Graphics is used when the document is composed primarily of images. • Text/Photo is used when the documents are mostly text or line art. • Photo is used when the document is a high-quality photograph or inkjet print.

Menu item	Description
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.
Dial Prefix	Lets you enter a dialing prefix, such as 99. A numeric entry field is provided.
Dialing Prefix Rules Prefix Rule [x]	Establishes a dialing prefix rule
Automatic Redial 0–9	Specifies the number of times the printer tries to send the fax to a specified number Note: 5 is the factory default setting.
Redial Frequency 1–200	Specifies the number of minutes between redials Note: 3 minutes is the factory default setting.
Behind a PABX No Yes	Enables switchboard blind dialing without a dial tone
Enable ECM Yes No	Enables Error Correction Mode for fax jobs
Enable Fax Scans On Off	Lets you fax scanned files
Driver to fax Yes No	Allows the scanner driver to send fax jobs Note: Yes is the factory default setting.
Allow Save as Shortcut On Off	Lets you save fax numbers as shortcuts in the printer
Dial Mode Tone Pulse	Specifies the dialing sound, either as a tone or a pulse

Menu item	Description
Max Speed 2400 4800 9600 14400 33600	Specifies the maximum speed faxes are sent in baud
Custom Job scanning Off On	Lets you scan a document that contains mixed paper sizes into a single file
Scan Preview Off On	Specifies whether a preview will appear on the display for scan jobs
Background Removal -4 to 4	Adjusts the amount of background visible on a copy Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during faxing, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a fax Note: 0 is the factory default setting.

Menu item	Description
ADF Skew Fix Off On	Corrects slight skew in the scanned image Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On allows the printer to automatically fix skewed ADF files.
Scan edge to edge Off On	Specifies if the original document is scanned edge-to-edge prior to faxing Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the sharpness of a fax Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify warm or cool outputs. "Cool" values generate a bluer output than the default while "warm" values generate a redder output than the default.
Enable Color Fax Scans Off by default On by default Never use Always use	Enables color faxing Note: "Off by default" is the factory default setting.
Auto Convert Color Faxes to Mono Faxes On Off	Converts all outgoing faxes to black and white Note: On is the factory default setting.

Fax Receive Settings

Menu item	Description
Enable Fax Receive On Off	Allows the printer to receive fax jobs Note: On is the factory default setting.
Fax Job Waiting None Toner Toner and Supplies Note: This menu appears only when a supported scanner hard disk is installed.	Allows the printer to remove queued jobs that request specific unavailable resources and store them in another queue. Note: None is the factory default setting.
Rings to Answer 1–25	Specifies the number of rings before answering an incoming fax job Note: 3 is the factory default setting.
Auto Reduction On Off	Scales an incoming fax job so that it fits the size of the paper loaded in the designated fax source Note: On is the factory default setting.

Menu item	Description
Paper Source Auto Tray [x] Multi-Purpose Feeder	Specifies the paper source for printing incoming faxes
Sides (Duplex) Off On	Enables duplex (two-sided) printing for incoming fax jobs
Separator Sheets Off Before Job After Job	Enables the printer to include separator sheets in the output
Separator Sheet Source Tray [x] Manual Feeder	Specifies where the printer will pick the separator sheet
Output Bin Standard Bin Bin [x]	Determines the location of the exit bin Note: [x] can be any number between 1 and 10 if the appropriate optional bins are installed.
Fax Footer Off On	Prints the transmission information at the bottom of each page of a received fax Note: Off is the factory default setting.
Max Speed 33600 2400 4800 9600 14400 33600	Specifies the maximum speed for received faxes in baud
Fax Forwarding Print Print and Forward Forward	Enables forwarding of received faxes to another recipient
Forward to Fax E-mail FTP LDSS eSF	Specifies the type of recipient to which faxes will be forwarded Note: This item is available only from the printer Embedded Web Server.
Forward to Shortcut	Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF)
Block No Name Fax Off On	Enables blocking of incoming faxes sent from devices with no station ID specified

Menu item	Description
Banned Fax List	Lets you create a list of banned fax numbers in the printer Note: When creating the list, separate fax numbers with a semicolon (“;”).
Holding Faxes Held Fax Mode Off Always On Manual Scheduled Fax Holding Schedule Action Print Faxes Hold Faxes Time 0000–2300 Day(s)	Lets you set a schedule for the printer to hold fax jobs Note: Off is the factory default setting.
Staple Off 1 staple	Enables the scanner to send the fax job to the staple finisher.
Enable Color Fax Receive On Off	Enables the scanner to send and receive fax in color Note: On is the factory default setting.

Fax Log Settings

Menu item	Description
Transmission Log Print log Do not print log Print only for error	Enables printing of a transmission log after each fax job
Receive Error Log Print Never Print on Error	Enables printing of a receive error log following a receive error
Auto Print Logs On Off	Enables automatic printing of fax logs Note: Logs print after every 200 jobs.
Log Paper Source Tray [x] Manual Feeder	Selects the source of the paper used for printing logs
Logs Display Remote Station Name Dialed Number	Specifies whether printed logs display the dialed number or the station name returned

Menu item	Description
Enable Job Log On Off	Enables access to the Fax Job log
Enable Call Log On Off	Enables access to the Fax Call log
Log Output Bin Standard Bin Bin [x]	Determines where printed fax jobs are sent Note: [x] can be any number between 1 and 10 if the appropriate optional outputs are installed.

Speaker Settings

Menu item	Description
Speaker Mode On until Connected Always On Always Off	Notes: <ul style="list-style-type: none"> • “On until Connected” is the factory default setting. The speaker is on and issues a sound until the fax connection is made. • Always On turns the speaker on. • Always Off turns the speaker off.
Speaker Volume High Low	Controls the volume setting Note: High is the factory default setting.
Ringer Volume On Off	Controls the fax speaker ringer volume Note: On is the factory default setting.

Answer On

Menu item	Description
All Rings Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Specifies ring patterns when the device is answering calls Note: All Rings is the factory default setting.

Fax Mode (Fax Server Setup) menu

Fax Server mode sends the fax job to a fax server for transmission.

Fax Server Setup

Menu item	Description
To Format	Lets you enter specific fax information using the virtual keyboard on the scanner control panel
Reply Address	
Subject	
Message	
SMTP Setup	Specifies SMTP setup information
Primary SMTP Gateway	Specifies SMTP server port information
Secondary SMTP Gateway	
Image Format PDF (.pdf) XPS (.xps) TIFF (.tif)	Specifies the image type for faxing
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Color Laser is the factory default setting.
Fax Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi	Specifies the resolution level for scanning-to-fax Note: Standard is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.

Menu item	Description
<p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Oficio (México) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. 	<p>Specifies the paper size of the original document</p> <p>Notes:</p> <ul style="list-style-type: none"> • Mixed Sizes is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to Metric.
<p>Use Multi-Page TIFF</p> <ul style="list-style-type: none"> On Off 	<p>Provides an option between saving scan jobs into single-page TIFF files or multiple-page TIFF files. For a multiple-page scan-to-fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the scan job.</p> <p>Notes:</p> <ul style="list-style-type: none"> • On is the factory default setting. • This menu setting applies to all scan functions.
<p>Enable Analog Receive</p> <ul style="list-style-type: none"> Off On 	<p>Enables receiving of analog faxes</p> <p>Note: Off is the factory default setting.</p>

E-mail Settings menu

Menu item	Description
E-mail Server Setup Subject Message File Name	Specifies e-mail server information Notes: <ul style="list-style-type: none"> • The subject is limited to 255 characters. • The message is limited to 512 characters.
E-mail Server Setup Send me a copy Never appears On by default Off by default Always On	Sends a copy of the e-mail back to the sender Note: “Never appears” is the factory default setting.
E-mail Server Setup Max e-mail size 0–65535 KB	Specifies the maximum e-mail size Note: E-mails larger than the specified maximum size are not sent.
E-mail Server Setup Size Error Message	Sends a message when an e-mail is larger than the configured size limit
E-mail Server Setup Limit destinations	Specifies that the e-mail address contains the domain name, such as a company domain name Notes: <ul style="list-style-type: none"> • E-mails can be sent only to the specified domain. • The limit is one domain.
E-mail Server Setup Web Link Setup Server Login Password Path File name Web Link	Defines the e-mail server path name; for example: /directory/path Note: The characters * : ? < > are invalid entries for a path name .
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the scanned file Note: PDF (.pdf) is the factory default setting.

Menu item	Description
PDF Version 1.5 1.6 A-1a 1.2 1.3 1.4	Sets the version of the PDF file that will be scanned for e-mailing Note: 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Black/White Laser is the factory default setting.
Color On Off	Specifies whether the device scans and e-mails content in color or in black and white Note: On is the factory default setting.
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the resolution of the scan in dots per inch Note: 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the scanned image Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.

Menu item	Description
<p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. 	<p>Specifies the paper size of the original document</p> <p>Note:</p> <p>Notes:</p> <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to Metric.
<p>Sides (Duplex)</p> <ul style="list-style-type: none"> Off Long edge Short edge 	<p>Specifies how the text and graphics are oriented on the page</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
<p>JPEG Quality</p> <ul style="list-style-type: none"> Best for content 5–90 	<p>Sets the quality of a JPEG photo image in relation to file size and quality of the image</p> <p>Notes:</p> <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size and quality of the image. • 90 provides the best image quality, but the file size is very large. • This menu setting applies to all scan functions.

Menu item	Description
Text Default 5–90	Sets the quality of a text image in relation to file size and quality of the image Note: 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text or photo image in relation to file size and the quality of the image Note: 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting.
E-mail images sent as Attachment Web Link	Specifies how the scanned images will be e-mailed Note: Attachment is the factory default setting.
Use Multi-Page TIFF On Off	Provides an option between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu setting applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether the transmission log prints Note: Print log is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies the paper source for printing e-mail logs Note: Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin [x] Note: This menu appears only when at least one optional exit bin is installed.	Specifies the exit bin for e-mail log prints Note: [x] can be any number between 1 and 10 depending on the optional exit bins installed
E-mail Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
Custom Job scanning Off On	Lets you copy, in a single copy job, a document that contains different paper sizes Note: Off is the factory default setting.
Scan Preview Off On	Specifies whether or not a preview will appear on the display for scan jobs Note: Off is the factory default setting.

Menu item	Description
Allow Save as Shortcut On Off	Lets you save e-mail addresses as shortcuts Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the Save as Shortcut button does not appear on the e-mail destination screen.
Background Removal -4 to 4	Adjusts the amount of background visible on a scanned image Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
ADF Skew Fix Off On	Corrects slight skew in the scanned image Note: Off is the factory default setting
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.

Menu item	Description
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.
Use cc:/bcc: Off On	Enables the use of the cc: and bcc: fields Note: Off is the factory default setting.

FTP Settings menu

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the file for FTP sending Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A-1a	Sets the version level of the PDF file for FTP sending Note: 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Black/White Laser is the factory default setting.
Color On Off	Determines if the device captures and transmits content in color or in black and white Note: On is the factory default setting.

Menu item	Description
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the resolution of the scan job in dots per inch (dpi) Note: 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Tabloid Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specifies the paper size of the original document Notes: <ul style="list-style-type: none"> • Letter is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to Metric.

Menu item	Description
Sides (Duplex) Off Long edge Short edge	Specifies how the text and graphics are oriented on the page Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Sets the quality of a JPEG photo image in relation to file size and the quality of the image Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size, but reduces the quality of the image. • 90 provides the best image quality, but the file size is increased. • This menu setting applies to all scan functions.
Text Default 5–90	Sets the quality of the text in relation to file size and the quality of the image Note: 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and the quality of the image Note: 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and the quality of the image Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between saving scan jobs into single-page TIFF files or multiple-page TIFF files. For a multiple-page scan-to-fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the scan job. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu setting applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specifies whether a transmission log is printed Note: Print log is the factory default setting.
Log Paper Source Tray [x] Manual Feeder	Specifies a paper source when printing FTP logs Note: Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin [x]	Specifies the exit bin where fax logs are printed Note: [x] can be any number between 1 and 10 if the appropriate optional exit bins are installed.

Menu item	Description
FTP bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
File Name	Lets you enter a file name Notes: <ul style="list-style-type: none"> • There is a text limitation of 53 characters. • A timestamp will be added to the file name.
Custom Job Scanning Off On	Lets you scan a document that contains mixed paper sizes into a single scan job Note: Off is the factory default setting.
Scan Preview Off On Note: This menu appears only when a formatted, non-defective scanner hard disk is installed.	Specifies whether a scan preview appears on the display Note: Off is the factory default setting.
Allow Save as Shortcut On Off	Enables shortcut creation for FTP addresses Note: On is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a copy job Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much increase or decrease in the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output Note: “Best for content” is the factory default setting.

Menu item	Description
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
ADF Skew Fix Off On	Corrects slight skew on the scanned image Note: Off is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness of a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Flash Drive menu

Flash Drive menu

Scan Settings

Menu item	Description
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specifies the format of the file to be sent through FTP Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A1-a	Sets the version of the PDF file to be sent through FTP Note: 1.5 is the factory default setting.
Content Type Text/Photo Photo Text Graphics	Specifies the content of the original document Note: Text/Photo is the factory default setting.

Menu item	Description
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specifies how the original document was produced Note: Black/White Laser is the factory default setting.
Color On Off	Specifies whether the device captures and transmits content in color or in black and white Note: On is the factory default setting.
Resolution 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi 75 dpi	Specifies the resolution of the scan job in dots per inch (dpi) Note: 150 dpi is the factory default setting.
Darkness 1–9	Lightens or darkens the output Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specifies the orientation of the scanned image Note: Portrait is the factory default setting.

Menu item	Description
<p>Original Size</p> <ul style="list-style-type: none"> Letter Legal Executive Tabloid Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A3 A4 A5 A6 JIS B4 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Difficult Media Tabloid Difficult Media A3 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. 	<p>Specifies the paper size of the original document</p> <p>Notes:</p> <ul style="list-style-type: none"> • The measurement of the Universal paper size should not exceed 11.69 x 17 inches (296.9 x 431.8 mm) in the ADF and 3 x 5.5 inches SEF (76.2 x 139.7 mm) on the scanner glass. • The Book Original paper size is equal to: two statement-sized images, if printer is set to US, and; two A5-sized images if printer is set to Metric. • Letter is the US factory default setting. A4 is the international factory default setting. • Difficult Media Letter, Difficult Media Legal, and Difficult Media Tabloid will appear only when the scanner is set to US. • Difficult Media A5, Difficult Media A4, and Difficult Media A3 will appear only when the scanner is set to Metric.
<p>Sides (Duplex)</p> <ul style="list-style-type: none"> Off Long edge Short edge 	<p>Specifies how the text and graphics are oriented on a page</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
<p>JPEG Quality</p> <ul style="list-style-type: none"> Best for content 5–90 	<p>Sets the quality of a JPEG photo image in relation to file size and quality</p> <p>Notes:</p> <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu setting applies to all scan functions.

Menu item	Description
Text Default 5–90	Sets the quality of the text in relation to file size and quality of the image Note: 75 is the factory default setting.
Text/Photo Default 5–90	Sets the quality of a text/photo image in relation to file size and quality Note: 75 is the factory default setting.
Photo Default 5–90	Sets the quality of a photo image in relation to file size and quality Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page. Notes: <ul style="list-style-type: none"> • On is the factory default setting. • This menu setting applies to all scan functions.
Scan Bit Depth 8 bit 1 bit	Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off Note: 8 bit is the factory default setting.
File Name	Lets you enter a base file name Note: A maximum of 53 characters is allowed.
Custom Job Scanning Off On	Lets you scan a document containing mixed paper sizes in a single scan job Note: Off is the factory default setting.
Scan Preview Off On Note: This menu appears only when a formatted, non-defective scanner hard disk is installed.	Specifies whether a preview appears on the display for scan jobs Note: Off is the factory default setting.
Background Removal -4 to 4	Adjusts the amount of background visible on a scan job Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enables an equal balance of colors in the output

Menu item	Description
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specifies which color to drop during scanning, and how much to increase or decrease in the dropout Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast Best for content 0–5	Specifies the contrast of the output Note: “Best for content” is the factory default setting.
Mirror Image Off On	Creates a mirror image of the original document Note: Off is the factory default setting.
Negative Image Off On	Creates a negative image of the original document Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjusts the amount of shadow detail visible on a scanned image Note: 0 is the factory default setting.
ADF Skew Fix Off On	Corrects slight skew in the scanned image Note: Off is the factory default setting.
Scan edge to edge Off On	Specifies whether the original document is scanned edge-to-edge Note: Off is the factory default setting.
Sharpness 1–5	Adjusts the amount of sharpness on a scanned image Note: 3 is the factory default setting.
Temperature -4 to 4	Enables the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Print Settings

Copies 1–999	Specifies a default number of copies for each print job Note: 1 is the factory default setting.
Paper Source Tray [x] MP Feeder Envelope Feeder Manual Paper Manual Envelope	Sets a default paper source for all print jobs Notes: <ul style="list-style-type: none"> • Tray 1 is the factory default setting. • Envelope Feeder appears only when a supported envelope feeder is installed.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies Note: On is the factory default setting.
Sides (Duplex) 1 sided 2 sided	Specifies whether prints are on one side or on both sides of the page Note: 1 sided is the factory default setting.
Staple Off On	Specifies whether prints are stapled Note: Off is the factory default setting.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and printed Notes: <ul style="list-style-type: none"> • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page document Note: Auto is the factory default setting.
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a paper Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Border None Solid	Prints a border on each page image when using N-up (pages per side) Note: None is the factory default setting.

Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images when using N-up (pages per side) Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation.
Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> • None is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing on transparencies or when inserting blank pages in a document for notes.
Separator Sheet Source Tray [x] Manual Feeder Envelope Feeder	Specifies the paper source for separator sheets Note: Tray 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting.

Print Settings

Setup menu

Menu item	Description
Printer Language PCL Emulation PS Emulation	Sets the default printer language Notes: <ul style="list-style-type: none"> • PCL Emulation is the factory default setting. PostScript emulation uses a PS interpreter for processing print jobs. • PCL Emulation uses a PCL interpreter for processing print jobs. • Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.

Menu item	Description
Job Waiting Off On	<p>Specifies if print jobs are removed from the print queue when they require unavailable printer options or custom settings. These print jobs are stored in a separate print queue, so other jobs print normally. When the missing information and/or options are obtained, the stored jobs print.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only if a non-read-only printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power.
Print Area Normal Fit to Page Whole Page	<p>Sets the logical and physical printable area</p> <p>Notes:</p> <ul style="list-style-type: none"> • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • Fit to Page fits the page content into the selected paper size. • Whole Page allows the image to be moved into the non-printable area defined by the Normal setting, but the printer clips the image at the Normal setting boundary. This setting affects only pages printed using a PCL 5e interpreter and has no effect on pages printed using the PCL XL or PostScript interpreter.
Download Target RAM Flash Disk	<p>Sets the storage location for downloads</p> <p>Notes:</p> <ul style="list-style-type: none"> • RAM is the factory default setting. Storing downloads in RAM is temporary. • Storing downloads in flash memory or on a printer hard disk places them in permanent storage. Downloads remain in flash memory or on the printer hard disk even when the printer is turned off. • This menu item appears only if a flash and/or disk option is installed.
Resource Save Off On	<p>Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a print job that requires more memory than is available</p> <p>Notes:</p> <ul style="list-style-type: none"> • Off is the factory default setting. Off sets the printer to retain downloads only until memory is needed. Downloads are deleted in order to process print jobs. • On sets the printer to retain downloads during language changes and printer resets. If the printer runs out of memory, then 38 Memory Full appears, but downloads are not deleted.

Menu item	Description
Print All Order Alphabetical Oldest First Newest First	Specifies the order in which held and confidential jobs are printed when Print All is selected Note: Alphabetical is the factory default setting.

Finishing menu

Menu item	Description
Sides (Duplex) 1 sided 2 sided	Specifies whether duplex (2-sided) printing is set as the default for all print jobs Notes: <ul style="list-style-type: none"> • 1 sided is the factory default setting. • You can set 2-sided printing from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus.
Duplex Binding Long Edge Short Edge	Defines the way duplexed pages are bound and printed Notes: <ul style="list-style-type: none"> • Long Edge is the factory default setting. Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Copies 1–999	Specifies the default number of copies for each print job Note: 1 is the factory default setting.
Blank Pages Do Not Print Print	Specifies whether blank pages are inserted in a print job Note: Do Not Print is the factory default setting.
Collate On (1,2,1,2,1,2) Off (1,1,1,2,2,2)	Stacks the pages of a print job in sequence when printing multiple copies Notes: <ul style="list-style-type: none"> • On is the factory default setting. • On stacks the print job in sequence.

Menu item	Description
Separator Sheets Off Between Copies Between Jobs Between Pages	Specifies whether blank separator sheets are inserted Notes: <ul style="list-style-type: none"> • None is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to On. If Collate is set to Off, then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of a print job. This setting is useful when printing transparencies or when inserting blank pages in a document.
Separator Source Tray [x] Manual Feeder Envelope Feeder	Specifies the paper source for separator sheets Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, Configure MP must be set to Cassette for Multipurpose Feeder to appear as a menu setting.
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Specifies that multiple-page images be printed on one side of a paper Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specifies the positioning of multiple-page images when using Paper Saver Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation.
Paper Saver Orientation Auto Landscape Portrait	Specifies the orientation of a multiple-page document Note: Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Border None Solid	Prints a border when using Paper Saver Note: None is the factory default setting.
Staple Job Off On	Specifies whether printed output is stapled Note: This menu appears only if the printer is equipped with a stapler.

Menu item	Description
Offset Pages None Between Copies Between Jobs	Offsets pages at certain instances Notes: <ul style="list-style-type: none"> • None is the factory default setting. • Between Copies offsets each copy of a print job if Collate is set to On. If Collate is set to Off, each set of printed pages are offset, such as all page 1's and all page 2's. • Between Jobs sets the same offset position for the entire print job regardless of the number of copies printed. • This menu item only appears if a stapler option is installed.

Quality menu

Menu item	Description
Print Resolution 600 dpi 1200 dpi 1200 Image Q 2400 Image Q 300 dpi	Specifies the printed output resolution
Pixel Boost Off Fonts Horizontally Vertically Both directions Isolated	Adjusts pixels to print a sharper image. Note: Off is the factory default setting.
Toner Darkness 1–10	Lightens or darkens the print Notes: <ul style="list-style-type: none"> • 8 is the factory default setting. • Selecting a smaller number can help conserve toner.
Enhance Fine Lines Off On	Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • You can set this option from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus. • To set Enhance Fine Lines using the Embedded Web Server, type the network printer IP address in the address field of your Web browser.

Menu item	Description
Gray Correction Auto Off	Allows the user to print mid-gray images Note: Auto is the factory default setting.
Brightness -6 to 6	Adjusts brightness in color print jobs Notes: <ul style="list-style-type: none"> • 0 is the factory default setting. • -6 is the maximum decrease. 6 is the maximum increase. • This does not affect files where CMYK color specifications are being used.
Contrast 0–5	Adjusts contrast in color print jobs Notes: <ul style="list-style-type: none"> • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.

Job Accounting menu

Menu item	Description
Job Accounting Log Off On	Determines if the scanner creates a log of the print jobs it receives Note: Off is the factory default setting.
Job Accounting Utilities	Lets you print and delete log files or export them to a flash drive Note: This menu appears only when Job Accounting Log is set to On.
Accounting Log Frequency Monthly Weekly	Determines how often a log file is created Note: Monthly is the factory default setting.
Log Action at End of Frequency None E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Determines how the scanner responds when the frequency threshold expires Note: None is the factory default setting.
Disk Near Full Level 1–99 Off	Specifies the maximum size of the log file before the scanner executes Disk Near Full Action Note: 5MB is the factory default setting.

Menu item	Description
Disk Near Full Action None E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the scanner responds when the hard disk is nearly full Notes: <ul style="list-style-type: none"> • None is the factory default setting. • The value defined in Disk Near Full Level determines when this action is triggered.
Disk Full Action None E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determines how the scanner responds when disk usage reaches the maximum limit (100MB) Note: None is the factory default setting.
URL to Post Logs	Determines where the scanner posts job accounting logs
E-mail Address to Send Logs	Specifies the e-mail address to which the device sends job accounting logs
Log File Prefix	Note: The current host name defined in the TCP/IP menu is used as the default log file prefix.

Utilities menu

Menu item	Description
Remove Held Jobs Confidential Held Not Restored All	Removes confidential and held jobs from the scanner hard disk Notes: <ul style="list-style-type: none"> • Selecting a setting affects only print jobs that are resident in the scanner. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. • Not Restored removes all Print and Hold jobs that are <i>not</i> restored from the scanner hard disk or memory.

Menu item	Description
Format Flash Yes No	Formats the flash memory Warning—Potential Damage: Do not turn off the scanner while the flash memory is being formatted. Notes: <ul style="list-style-type: none"> • Yes deletes all data stored in flash memory. • No cancels the format request. • Flash memory refers to the memory added by installing a flash memory option card in the scanner. • A flash memory option card must be installed in the scanner and operating properly for this menu item to be available. • The flash memory option card must not be read/write- or write-protected.
Delete Downloads on Disk Delete Now Do Not Delete	Removes downloads from the scanner hard disk, including all held jobs, buffered jobs, and parked jobs Notes: <ul style="list-style-type: none"> • Delete Now configures the scanner control panel to return to the originating screen after the deletion process is completed. • Do Not Delete sets the scanner control panel to return to the main Utilities menu.
Activate Hex Trace	Assists in isolating the source of a print job problem Notes: <ul style="list-style-type: none"> • When activated, all data sent to the scanner is printed in hexadecimal and character representation, and control codes are not executed. • To exit or deactivate Hex Trace, turn the scanner off or reset the scanner.
Coverage Estimator Off On	Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job. Note: Off is the factory default setting.

XPS menu

Menu item	Description
Print Error Pages Off On	Prints a page containing information on errors, including XML markup errors Note: Off is the factory default setting.

PDF menu

Menu item	Description
Scale to Fit No Yes	Scales page content to fit the selected paper size Note: No is the factory default setting.

Menu item	Description
Annotations Do Not Print Print	Prints annotations in a PDF Note: Do Not Print is the factory default setting.

PostScript menu

Menu item	Description
Print PS Error Off On	Prints a page containing the PostScript error Note: Off is the factory default setting.
Lock PS Startup Mode Off On	Enables users to disable the SysStart file Note: Off is the factory default setting.
Font Priority Resident Flash/Disk	Establishes the font search order Notes: <ul style="list-style-type: none"> • Resident is the factory default setting. • This menu is available only if a formatted flash memory option card or printer hard disk is installed and operating properly. • Make sure the flash memory option card or printer hard disk is not read/write-, write-, or password-protected. • Job Buffer Size must not be set to 100%.

PCL Emul menu

Menu item	Description
Font Source Resident Disk Download Flash All	Specifies the set of fonts used by the Font Name menu item Notes: <ul style="list-style-type: none"> • Resident is the factory default setting. Resident shows the factory default set of fonts downloaded in RAM. • Flash and Disk settings show all fonts resident in that option. • The Flash option must be properly formatted and cannot be read/write-, write-, or password-protected. • Download shows all the fonts downloaded in RAM. • All shows all fonts available to any option.
Font Name Courier 10	Identifies a specific font and the option where it is stored Note: Courier 10 is the factory default setting. Courier 10 shows the font name, font ID, and the storage location in the printer. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for download.

Menu item	Description
Symbol Set 10U PC-8 12U PC-850	Specifies the symbol set for each font name Notes: <ul style="list-style-type: none"> • 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting. • A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown.
PCL Emulation Settings Point Size 1.00–1008.00	Changes the point size for scalable typographic fonts Notes: <ul style="list-style-type: none"> • 12 is the factory default setting. • Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch. • Point sizes can be increased or decreased in 0.25-point increments.
PCL Emulation Settings Pitch 0.08–100	Specifies the font pitch for scalable monospaced fonts Notes: <ul style="list-style-type: none"> • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). • Pitch can be increased or decreased in 0.01-cpi increments. • For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed.
PCL Emulation Settings Orientation Portrait Landscape	Specifies the orientation of text and graphics on the page Notes: <ul style="list-style-type: none"> • Portrait is the factory default setting. Portrait prints text and graphics parallel to the short edge of the page. • Landscape prints text and graphics parallel to the long edge of the page.
PCL Emulation Settings Lines per Page 1–255 60 64	Specifies the number of lines that print on each page Notes: <ul style="list-style-type: none"> • 60 is the US factory default setting. 64 is the international default setting. • The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page.
PCL Emulation Settings A4 Width 198 mm 203 mm	Sets the printer to print on A4-size paper Notes: <ul style="list-style-type: none"> • 198 mm is the factory default setting. • The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters.

Menu item	Description
PCL Emulation Settings Auto CR after LF Off On	Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command Note: Off is the factory default setting.
PCL Emulation Settings Auto LF after CR Off On	Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command Note: Off is the factory default setting.
Tray Renumber Assign MP Feeder Off None 0–199 Assign Tray [x] Off None 0–199 Assign Manual Paper Off None 0–199 Assign Manual Env Off None 0–199	Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • None is not an available selection. It is only displayed when it is selected by the PCL 5 interpreter. It also ignores the Select Paper Feed command. • 0–199 allows a custom setting to be assigned.
Tray Renumber View Factory Defaults None	Displays the factory default setting assigned to each tray, drawer, or feeder
Tray Renumber Restore Defaults Yes No	Returns all tray, drawer, and feeder assignments to the factory default settings

HTML menu

Menu Item		Description
Font Name Albertus MT Antique Olive Apple Chancery Arial MT Avant Garde Bodoni Bookman Chicago Clarendon Cooper Black Copperplate Coronet Courier Eurostile Garamond Geneva Gill Sans Goudy Helvetica Hoefler Text Intl CG Times Intl Courier Intl Univers	Joanna MT Letter Gothic Lubalin Graph Marigold MonaLisa Recut Monaco New CenturySbk New York Optima Oxford Palatino StempelGaramond Taffy Times TimesNewRoman Univers Zapf Chancery NewSansMTCS NewSansMTCT New SansMTJA NewSansMTKO	Sets the default font for HTML documents Note: The Times font is used in HTML documents that do not specify a font.

Menu item	Description
Font Size 1–255 pt	Sets the default font size for HTML documents Notes: <ul style="list-style-type: none"> • 12 pt is the factory default setting. • Font size can be increased in 1-point increments.
Scale 1–400%	Scales the default font for HTML documents Notes: <ul style="list-style-type: none"> • 100% is the factory default setting. • Scaling can be increased in 1% increments.
Orientation Portrait Landscape	Sets the page orientation for HTML documents Note: Portrait is the factory default setting.

Menu item	Description
Margin Size 8–255 mm	Sets the page margin for HTML documents Notes: <ul style="list-style-type: none"> • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments.
Backgrounds Print Do Not Print	Specifies whether to print backgrounds on HTML documents Note: Print is the factory default setting.

Image menu

Menu item	Description
Auto Fit On Off	Selects the optimal paper size, scaling, and orientation Note: On is the factory default setting. It overrides scaling and orientation settings for some images.
Invert Off On	Inverts bi-tonal monochrome images Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This setting does not apply to GIF or JPEG images.
Scaling Best Fit Anchor Center Fit Height/Width Fit Height Fit Width Anchor Top Left	Scales the image to fit the selected paper size Notes: <ul style="list-style-type: none"> • Best Fit is the factory default setting. • When Auto Fit is set to On, Scaling is automatically set to Best Fit.
Orientation Portrait Landscape Rev Portrait Rev Landscape	Sets the image orientation Note: Portrait is the factory default setting.

Help menu

The Help menu consists of a series of Help pages that are stored in the scanner as PDF files. They contain information about using the scanner and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the scanner.

Other translations are available on the Lexmark Web site at www.lexmark.com.

Menu item	Description
Print All Guides	Prints all the guides
Copy Guide	Provides information about making copies and changing settings
Fax Guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings
E-mail Guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
FTP Guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings
Print Defects Guide	Provides help in resolving repeating defects in copies or prints
Information Guide	Provides help in locating additional information
Supplies Guide	Provides part numbers for ordering supplies

Maintaining the scanner

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the exterior of the scanner

- 1 Make sure the scanner is turned off and unplugged from the wall outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the scanner.

- 4 Wipe only the exterior of the scanner, including the exit tray.

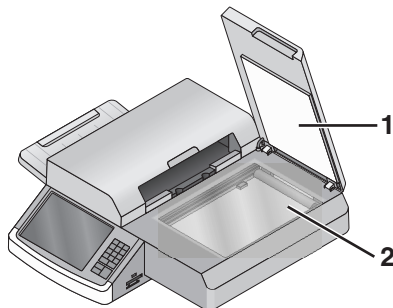
Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your scanner.

- 5 Make sure the paper support and exit tray are dry before using the scanner.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



1	White underside of the scanner cover
2	Scanner glass

- 3 Wipe the scanner glass until it is clean and dry.
- 4 Wipe the white underside of the scanner cover until it is clean and dry.
- 5 Close the scanner cover.

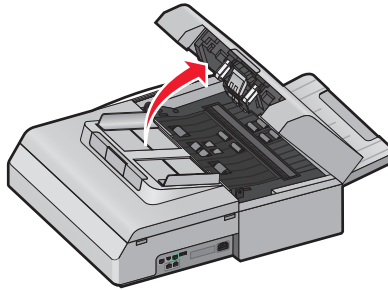
Cleaning the ADF glass

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.

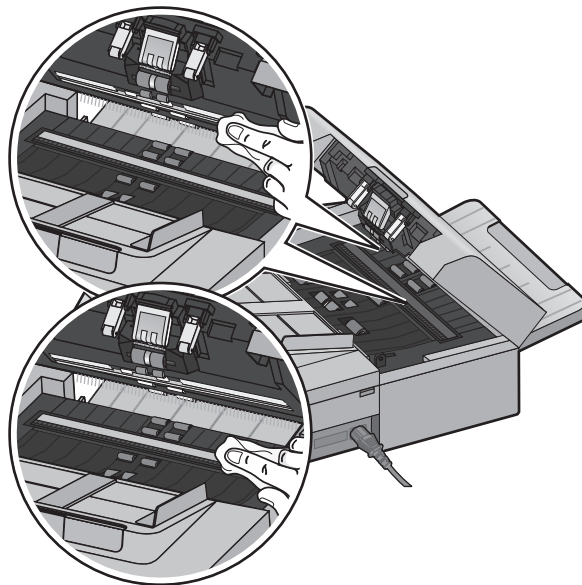
Notes:

- You may also dampen a paper towel with ammonia-free, deionized glass cleaner.
- The cleaning kit for the scanner glass could also be used for this task.

- 2 Open the ADF cover.



- 3 Wipe the upper and lower ADF glass until they are clean and dry.



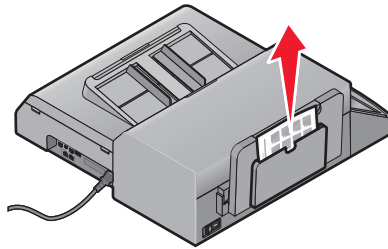
- 4 Close the ADF cover.

Cleaning the ADF parts

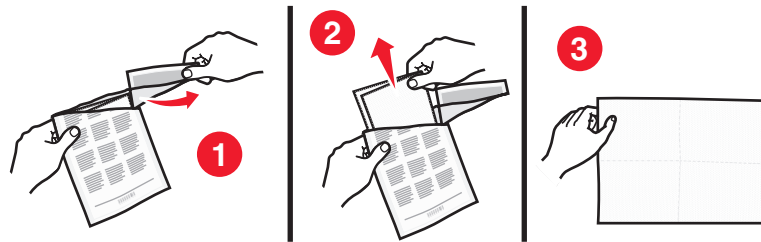
Clean the ADF parts periodically to ensure the ADF feeds paper properly. Residue on the ADF parts may cause scan quality issues and false paper jam messages.

When cleaning ADF parts, use the cleaning kit that came with the scanner.

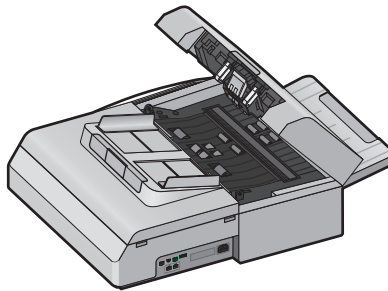
- 1 Remove the cleaning kit from its container under the exit tray.



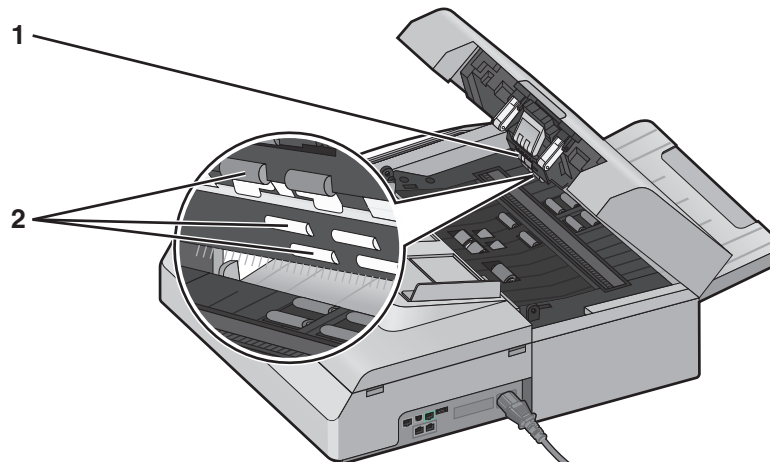
- 2 Unpack and unfold the cleaning cloth.



- 3 Open the ADF cover.

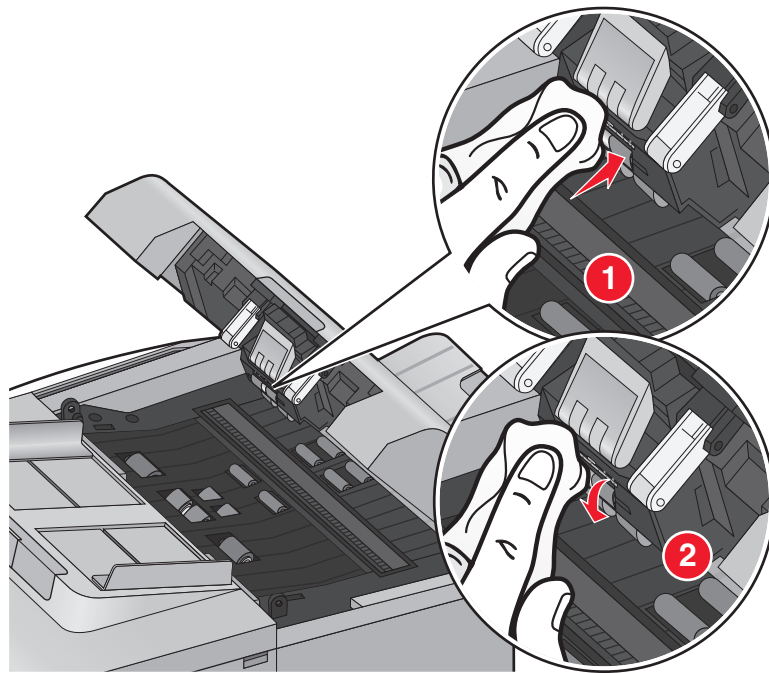


- 4 Using the cleaning cloth, wipe the rollers in the upper portion of the ADF until all residue is removed.

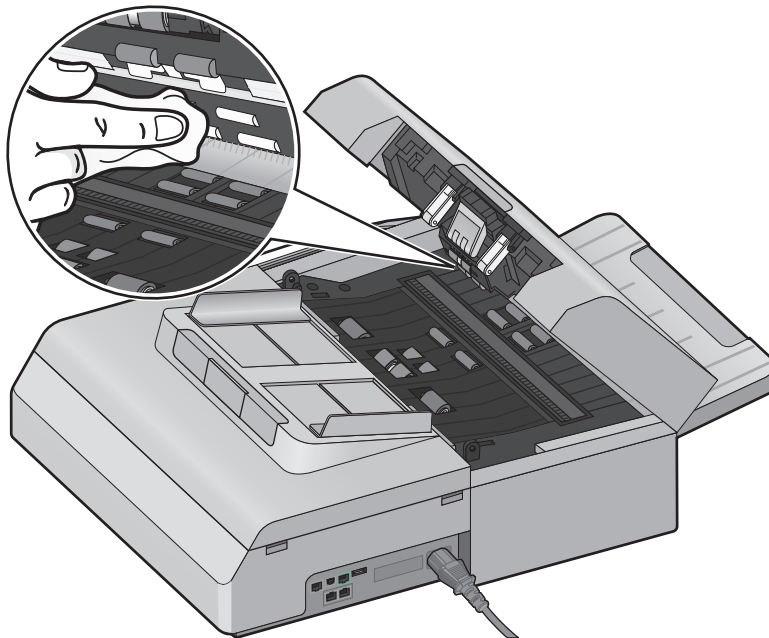


1	Two rollers that do not rotate freely
2	Six rollers that rotate freely

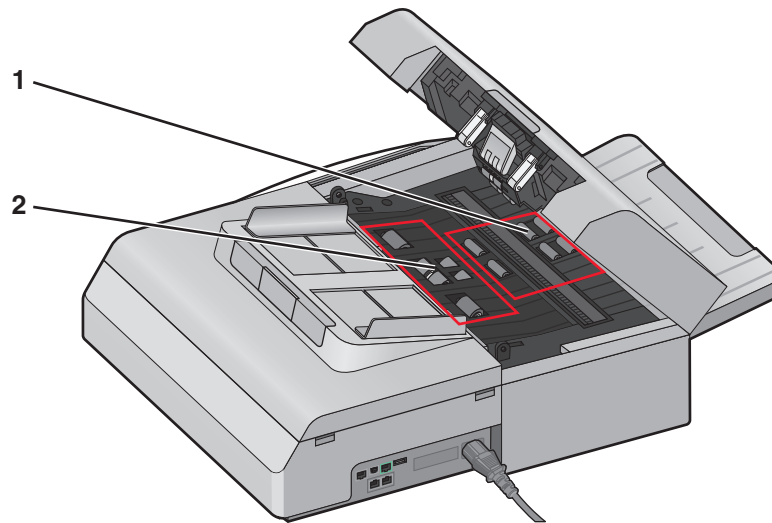
- a** To clean the rollers that do not rotate freely, push each roller inward, rotate it, then wipe it with the cleaning cloth.



- b** To clean the rollers that rotate freely, wipe the rollers until all residue is removed.

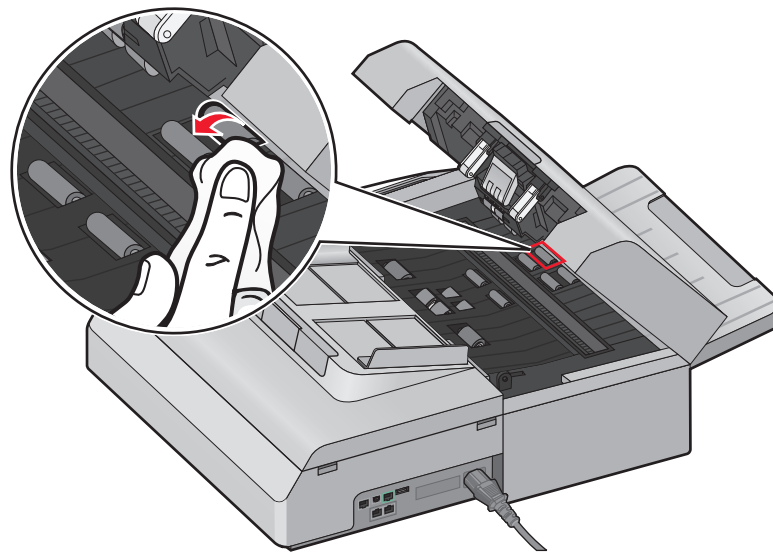


5 Using the cleaning cloth, wipe the rollers in the lower portion of the ADF until all residue is removed.

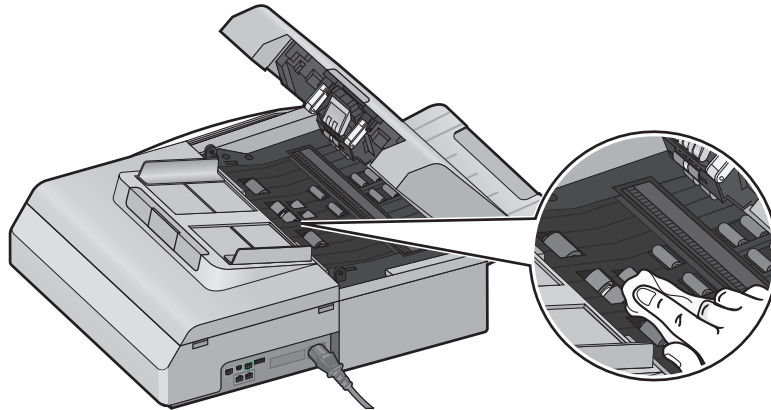


1	Six rollers that do not rotate freely
2	Six rollers that rotate freely

a To clean the rollers that do not rotate freely, manually rotate the last roller toward the ADF entrance. This will reposition the other rollers that do not rotate freely.



- b** To clean the rollers that rotate freely, wipe the rollers until all residue is removed.



- 6** Wait for 3 minutes to let the rollers dry.

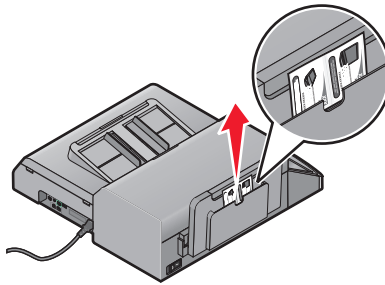
Cleaning the touch screen

Clean the scanner touch screen regularly to remove fingerprints and smudges.

- 1** Make sure the scanner is turned off and unplugged from the wall outlet.

⚠ CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.

- 2** Remove the cleaning kit from the compartment under the exit tray.



- 3** Unpack the cleaning kit.

- 4** Wipe the touch screen with the wet cloth first, and then with the dry cloth.

Warning—Potential Damage: Do not use liquids, household cleaners, or detergents, as they may damage the touch screen.

Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)

- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the scanner control panel

From the home screen, touch **Status/Supplies > View Supplies**.

Checking the status of supplies from a network computer

Note: The computer must be connected to the same network as the scanner.

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Device Status**.

The Device Status page appears, displaying a summary of supply levels.

Ordering supplies

To order parts and supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, visit the Lexmark Web site at www.lexmark.com or contact the place where you purchased the printer.

Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Ordering scanner supplies

Ordering a cleaning kit

Clean the ADF parts periodically to maintain the optimal performance of the device.

Part name	Part number
ADF feed roller cleaning cloth	16J0900

Ordering a separator pad

When **Replace separator pad** appears on the display, order a separator pad.

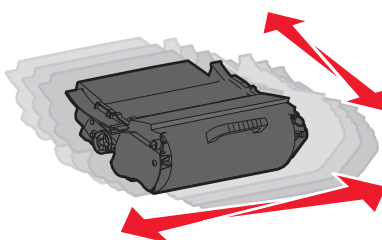
Part name	Part number
Separator pad	40X6447

Ordering printer supplies

Ordering print cartridges

When **88 Cartridge low** appears or when the print becomes faded:

- 1 Remove the print cartridge.
- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute toner.



- 3 Reinsert the cartridge and continue printing.

Note: Repeat this procedure multiple times until the print remains faded, and then replace the cartridge.

Recommended print cartridges

Part name	Lexmark Return Program Cartridge	Regular cartridge
For the US and Canada		
Print cartridge	T650A11A	T650A21A
High-yield print cartridge	T650H11A	T650H21A
Extra-high-yield print cartridge*	T654X11A	T654X21A
High-yield print cartridge for Label applications	T650H04A	Not applicable
Extra-high-yield print cartridge for Label applications*	T654X04A	Not applicable
For Europe, the Middle East, and Africa		
Print cartridge	T650A11E	T650A21E
High-yield print cartridge	T650H11E	T650H21E
Extra-high-yield print cartridge*	T654X11E	T654X21E
High-yield print cartridge for Label applications	T650H04E	Not applicable
Extra-high-yield print cartridge for Label applications*	T654X04E	Not applicable
* Available for the T654 models.		

Part name	Lexmark Return Program Cartridge	Regular cartridge
For the Asia Pacific Region		
Print cartridge	T650A11P	T650A21P
High-yield print cartridge	T650H11P	T650H21P
Extra-high-yield print cartridge*	T654X11P	T654X21P
High-yield print cartridge for Label applications	T650H04P	Not applicable
Extra-high-yield print cartridge for Label applications*	T654X04P	Not applicable
For Latin America		
Print cartridge	T650A11L	T650A21L
High-yield print cartridge	T650H11L	T650H21L
Extra-high-yield print cartridge*	T654X11L	T654X21L
High-yield print cartridge for Label applications	T650H04L	Not applicable
Extra-high-yield print cartridge for Label applications*	T654X04L	Not applicable
* Available for the T654 models.		

Ordering a maintenance kit

When **80 Routine maintenance** appears, order a maintenance kit. The maintenance kit contains all the items necessary to replace the pick rollers, the charge roll, the transfer roller, and the fuser.

Notes:

- Using certain types of paper may require more frequent replacement of the maintenance kit.
- The charge roll, fuser, pick rollers, and transfer roller can also be individually ordered and replaced as necessary.
- To check the fuser type (T1 or T2) installed in the printer, remove the print cartridge, and then view the label on the fuser.

Part name	Type	Part number
Maintenance kit (T1 fuser)	100 V	40X4723
	110 V	40X4724
	220 V	40X4765
Maintenance kit (T2 fuser)	100 V	40X4766
	110 V	40X4767
	220 V	40X4768

Ordering charge rolls

When toner fog or background shading appears on printed pages, order replacement charge rolls.

Part name	Part number
Charge roll assembly	40X5852

Ordering a fuser

To check the fuser type (T1 or T2) installed in the printer, remove the print cartridge, and then view the label on the fuser.

Part name	Part number
T1 fuser	40X1870 (100 V) 40X4418 (110 V) 40X1871 (220 V)
T2 fuser	40X5853 (100 V) 40X5854 (110 V) 40X5855 (220 V)

Ordering a fuser wiper

When **Replace wiper** appears on the display, order a fuser wiper.

Part name	Part number
Fuser wiper	40X4417

Ordering pick rollers

When the paper fails to properly feed from the tray, order new pick rollers.

Part name	Part number
Pick rollers	40X4308

Ordering staple cartridges

Part name	Part number
Staple cartridges–3 pack	25A0013

For more information, see the illustrations inside the stapler door.

Ordering a transfer roll assembly

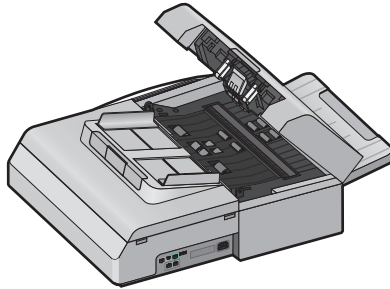
When toner smudges appear on the front or back of printed pages, order a replacement transfer roller.

Part name	Part number
Transfer roll assembly	40X1886

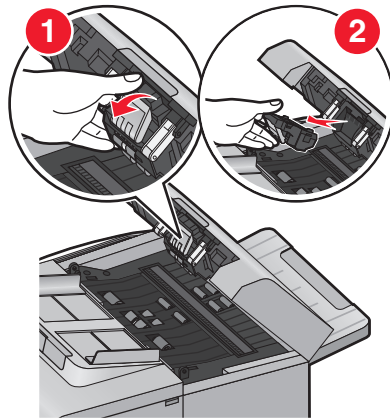
Replacing supplies

Replacing the separator pad

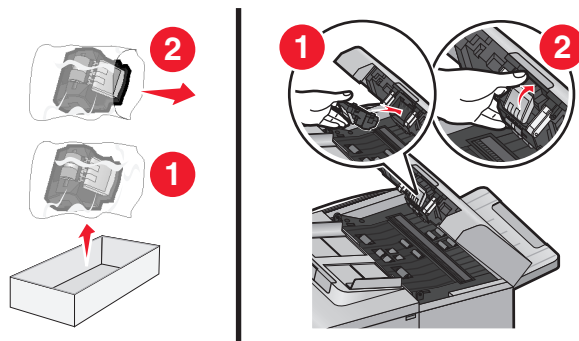
- 1 Turn the printer off, and then open the ADF cover.



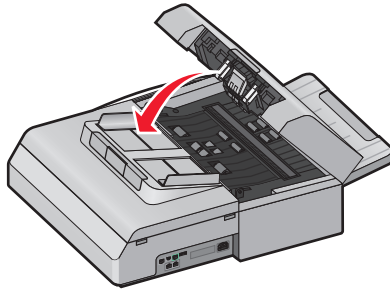
- 2 Remove the separator pad.



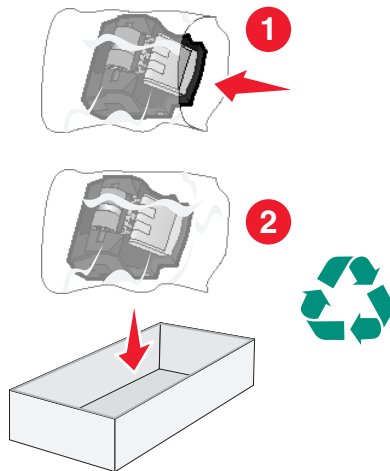
- 3 Unpack the new separator pad, and then install it in the scanner.



- 4 Close the ADF cover.



- 5 Dispose of the old separator pad.



Securing the memory before moving the scanner

Statement of Volatility

Your scanner contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The following are the types of memory and the types of data they store:

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- **Non-volatile memory**—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- **Hard disk memory**—Some devices have a hard disk drive installed. The scanner hard disk is designed for device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard disk does not provide the capability for users to extract information, create folders, create disk or network file shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances where you may want to erase the contents of memory of devices installed in the scanner. A partial list includes:

- The scanner is being decommissioned.
- The scanner hard drive is being replaced.

- The scanner is being moved to a different department or location.
- The scanner is being serviced by someone from outside your organization.
- The scanner is being removed from your premises for service.

Disposing of a printer or scanner hard drive

Note: Not all printers or scanners have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the scanner hard disk cannot be accessed once the scanner—or its hard disk—is removed from your premises.

- **Degaussing**—Flushes the hard drive with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits

Note: The only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.

Erasing volatile memory

The volatile memory (RAM) installed in your scanner requires a power source to retain information. To erase the buffered data, simply power down the device.

Erasing non-volatile memory

- **Individual settings, device and network settings, security settings, and embedded solutions**—Erase information and settings by selecting Wipe All Settings in the Configuration menu.
- **Fax data**—Erase fax settings and data by selecting Wipe All Settings in the Configuration menu.

1 Turn off the scanner.

2 Hold down **2 ABC** and **6 MNO** while turning the scanner on. Release the buttons only when the screen with the progress bar appears.

The scanner performs a power-on sequence, and then the Configuration menu appears. When the scanner is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

3 Touch **Wipe All Settings**.

The scanner will reboot several times during this process.

Note: Wipe All Settings securely removes device settings, solutions, jobs, faxes, and passwords in the scanner.

4 Touch **Back > Exit Config Menu**.

The scanner will power-on reset, and then return to normal operating mode.

Erasing scanner hard disk memory

Configuring Disk Wiping lets you remove residual confidential material left by scan, print, copy, and fax jobs, by securely overwriting files that have been marked for deletion.

- 1 Turn off the scanner.
- 2 Hold down **2 ABC** and **6 MNG** while turning the scanner on. Release the buttons only when the screen with the progress bar appears.

The scanner performs a power-on sequence, and then the Configuration menu appears. When the scanner is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

- 3 Touch **Wipe Disk**, and then touch one of the following:
 - **Wipe disk (fast)**—This lets you overwrite the disk with all zeroes in a single pass.
 - **Wipe disk (secure)**—This lets you overwrite the disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.
- 4 Touch **Yes** to proceed with disk wiping. A status bar will indicate the progress of the disk wiping task.


Note: Disk wiping can take from several minutes to more than an hour, during which the scanner will be unavailable for other user tasks.

- 5 Touch **Back > Exit Config Menu**.

The scanner will power-on reset, and then return to normal operating mode.

Moving the scanner

Before moving the scanner


 **CAUTION—POTENTIAL INJURY:** Before moving the scanner, follow these guidelines to avoid personal injury or scanner damage:

- Turn off the scanner using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the scanner before moving it.

Warning—Potential Damage: Damage to the scanner caused by improper moving is not covered by the scanner warranty.

Moving the scanner to another location

Warning—Potential Damage: Damage to the scanner caused by improper moving is not covered by the scanner warranty.

 **CAUTION—POTENTIAL INJURY:** Follow these guidelines to avoid personal injury or scanner damage:

- Make sure your fingers are not under the scanner when you set it down.
- Put the scanner on a flat and stable surface.
- Before setting up the scanner, make sure there is adequate clearance around it.

The scanner can be safely moved to another location by following these precautions:

- Keep the scanner in an upright position.
- Avoid severe jarring movements.
- Make sure the scan bar is in the home position.

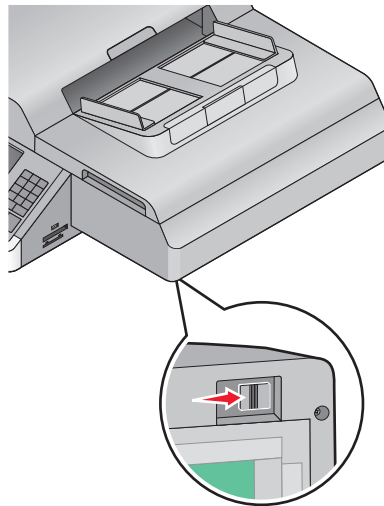
1 From the home screen, navigate to:



> **Lock Scanner Head**

2 Turn off the scanner and printer.

3 Lock the scan bar.



Shipping the scanner

When shipping the scanner, use the original packaging or call the place of purchase for a relocation kit.

Administrative support

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation CD* and the *Embedded Web Server Administrator's Guide* on the Lexmark Web site at <http://support.lexmark.com>.

Checking the status of the scanner

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Device Status**.

The device status shows the following:

- Paper tray settings
- Level of toner in the toner or print cartridge
- Percentage of life remaining in the maintenance kit
- Capacity measurement of certain scanner parts

Checking the virtual display

- 1 Access the Embedded Web Server associated with your scanner.

Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Check the virtual display that appears in the top left corner of the screen.

The virtual display works as an actual display would work on a scanner control panel.

Setting up e-mail alerts

Configure the scanner to send your e-mail alerts when the supplies are getting low or when the paper needs to be changed or added, or when there is a paper jam.

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings > E-mail Alert Setup**.

3 Select the items for notification, and type the e-mail addresses.

4 Click **Submit**.

Note: For information on setting up the e-mail server, contact your system support person.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, network, and supplies.

To view reports from a network printer:

1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Reports**, and then click the type of report you want to view.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:

 > **Settings > General Settings > Factory Defaults > Restore Now > Submit**

Clearing jams

By carefully selecting paper and loading it properly, you can avoid most jams. If jams do occur, follow the steps outlined in this section.

To clear a jam message and resume printing, clear the entire paper path, and then touch **Continue, jam cleared** on the home screen. If Jam Recovery is set to On, then the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, then the printer reprints the jammed page if enough printer memory is available.

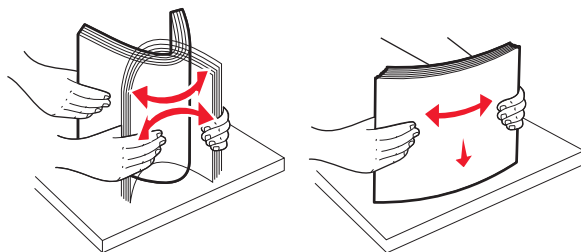
Avoiding jams

Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

Paper recommendations

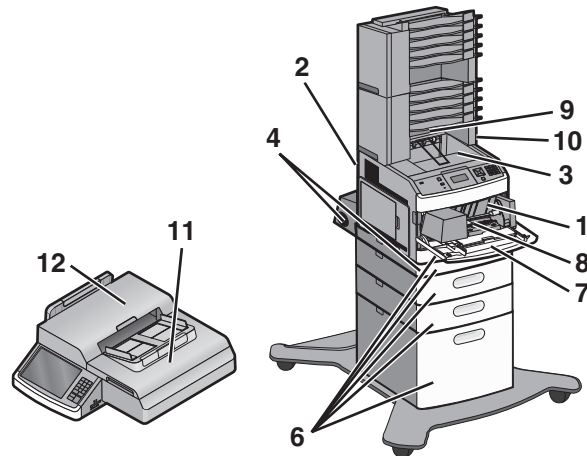
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all paper sizes and types are set correctly in the scanner control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the display. Open doors and covers and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed paper from the paper path.

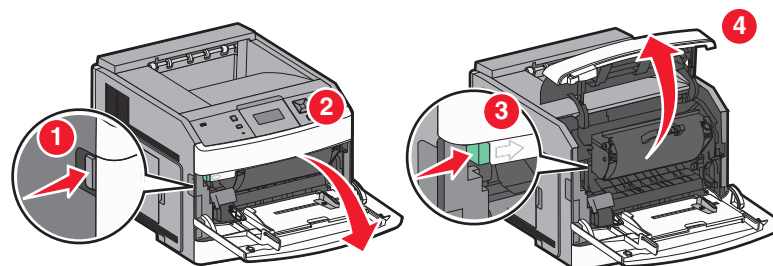


Area	Jam numbers	What to do
1	200–201	Open the front door to remove the print cartridge, and then remove the jammed paper.
2	202–203	Remove the jammed paper from the top rear door or standard exit bin.
3	230	Remove the jammed paper from the bottom rear door or the front portion of Tray 1.
4	231–239	Open the duplex door, and then remove the jammed paper.
6	24x	Pull out the specified tray, and then remove the jammed paper.
7	250	Remove the jammed paper from the multipurpose feeder.
8	260	Lift the envelope weight; and then remove the jammed envelope.
9	281	Remove jammed paper from the stapler exit bin.
10	283	Open staple door, remove the staple cartridge, and then remove the jammed staple.
11	291	Close the scanner glass cover.
12	290	Close the ADF cover.
	2yy.xx	Open the ADF cover, and then remove the jammed paper.

200–201 paper jams

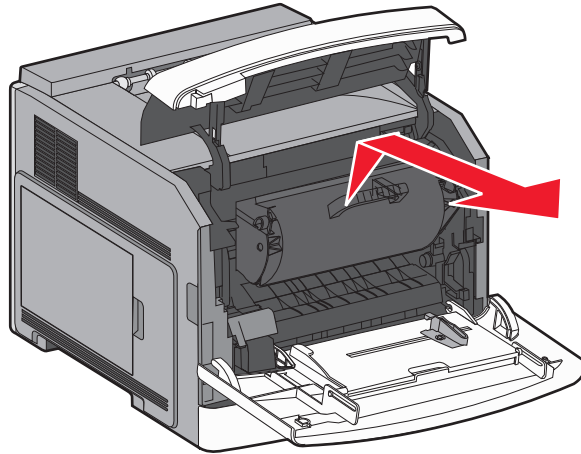
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 1 Push the release latch, and then lower the multipurpose feeder door.
- 2 Push the release latch, and then open the front cover.



- 3 Lift and pull the print cartridge out of the printer.

Warning—Potential Damage: Do not touch the photoconductor drum on the underside of the cartridge. Use the cartridge handle whenever you are holding the cartridge.



- 4 Place the print cartridge aside on a flat, smooth surface.

Warning—Potential Damage: Do not leave the cartridge exposed to light for extended periods.

- 5 Firmly grasp the jammed paper on each side, and then gently pull it out.

Notes:

- The jammed paper may be covered with unfused toner which can stain garments and skin.
- Make sure all paper fragments are removed.
- If the paper is not easy to remove, then open the rear door and remove the paper from there.

- 6 Align and reinstall the print cartridge.
- 7 Close the front cover.
- 8 Close the multipurpose feeder door.
- 9 From the scanner control panel, touch **Continue, jam cleared**.

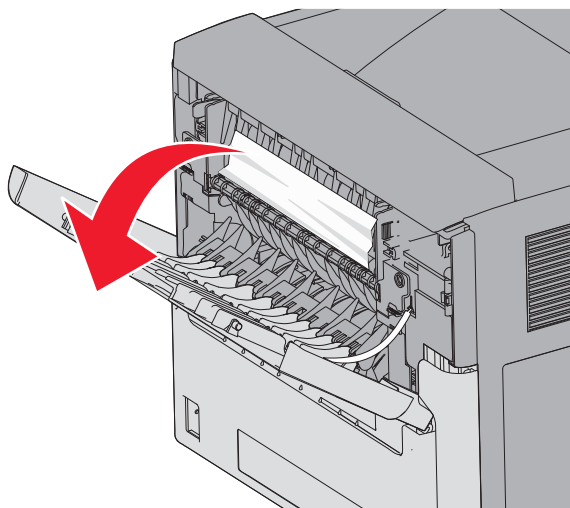
202–203 paper jams



CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Paper jam inside the printer

- 1 Pull down the top rear door.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

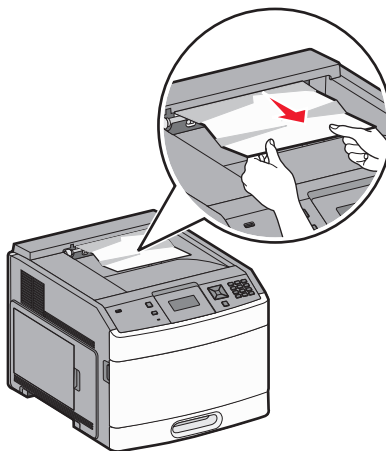
- 3 Close the top rear door.

- 4 From the scanner control panel, touch **Continue, jam cleared**.

Paper jam in the standard exit bin

Firmly grasp the jammed paper on each side, and then gently pull it out.

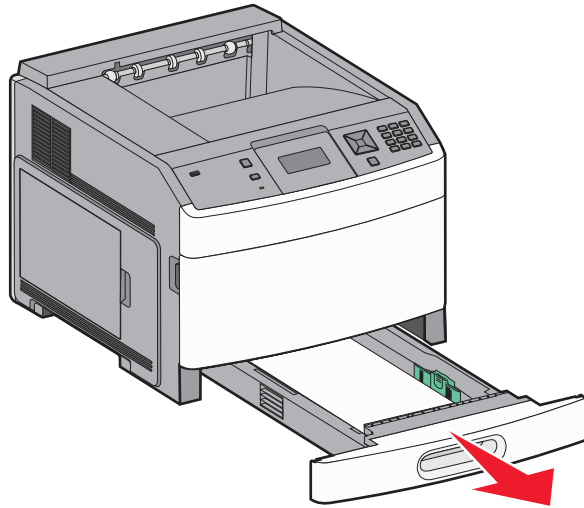
Note: Make sure all paper fragments are removed.



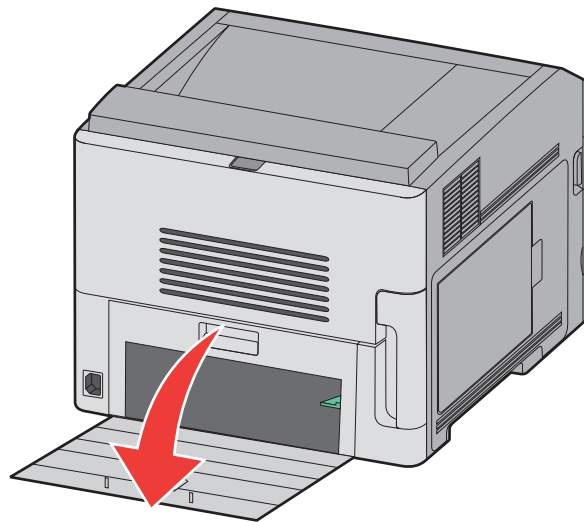
230 paper jam

Paper jam in the duplex unit

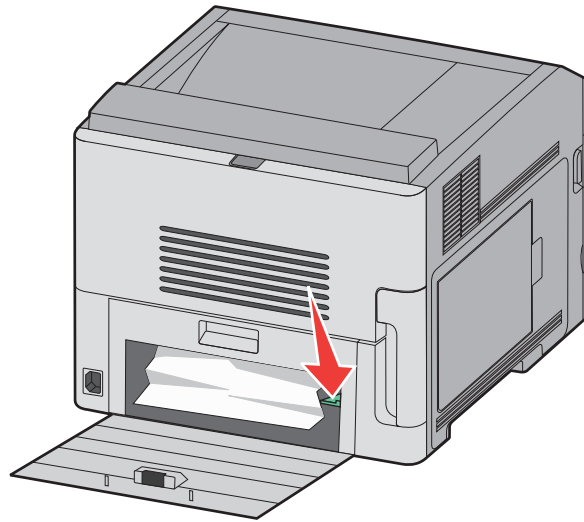
- 1 Remove the standard tray from the printer.



- 2 Pull down the bottom rear door.



- 3 Push down the tab.



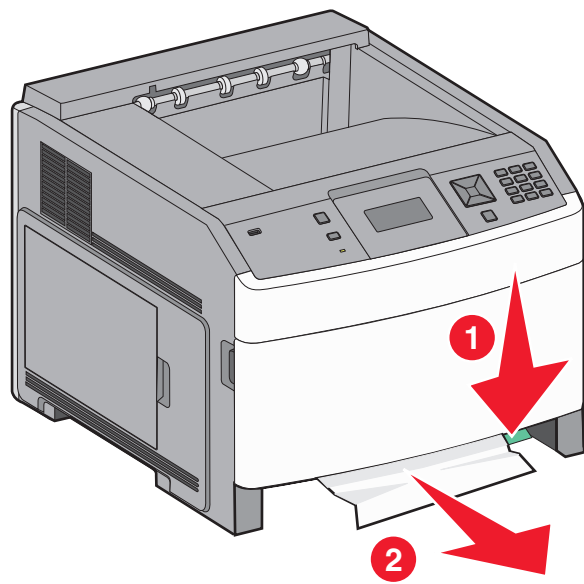
- 4 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 5 Close the bottom rear door.
- 6 Insert the standard tray.
- 7 From the scanner control panel, touch **Continue, jam cleared**.

Paper jam in the standard tray

- 1 Remove the standard tray from the printer.
- 2 Push down the tab.



- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

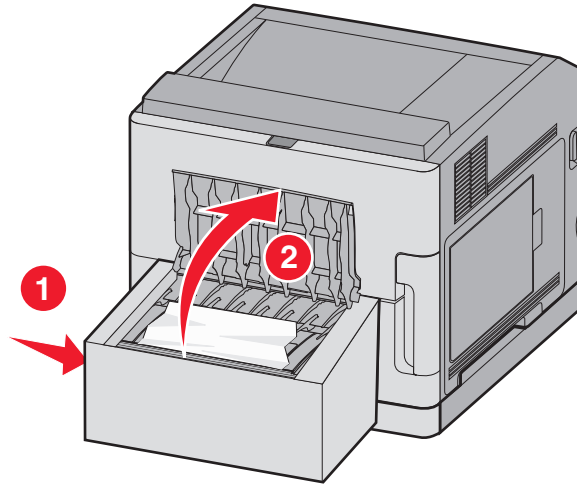
Note: Make sure all paper fragments are removed.

- 4 Insert the standard tray.
- 5 From the scanner control panel, touch **Continue, jam cleared**.

231–239 paper jams

Paper jam in the duplex unit

- 1 Push in and hold the latch while pulling up the rear door of the optional duplex unit.



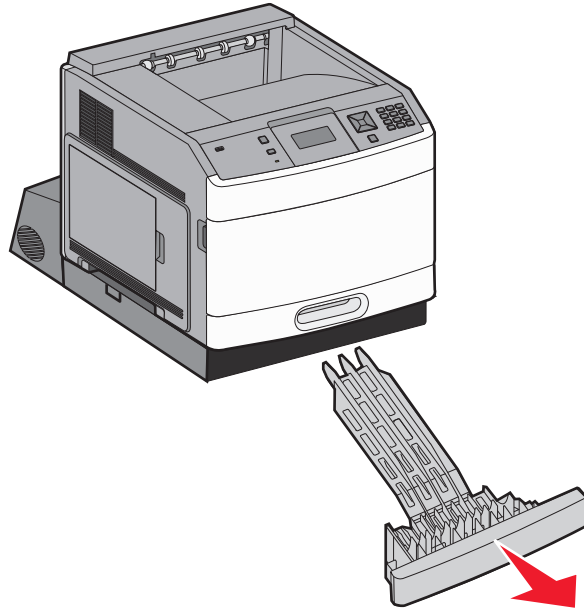
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

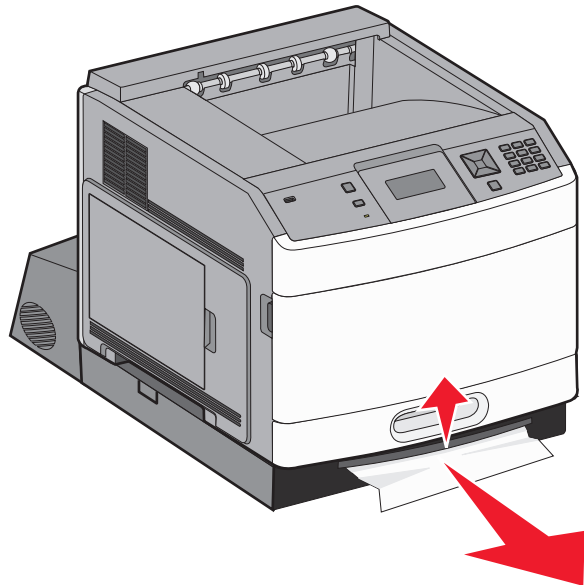
- 3 Close the rear duplex door.
- 4 From the scanner control panel, touch **Continue, jam cleared**.

Paper jam in the standard tray

- 1 Remove the standard tray from the printer.
- 2 Remove the duplex jam access tray.



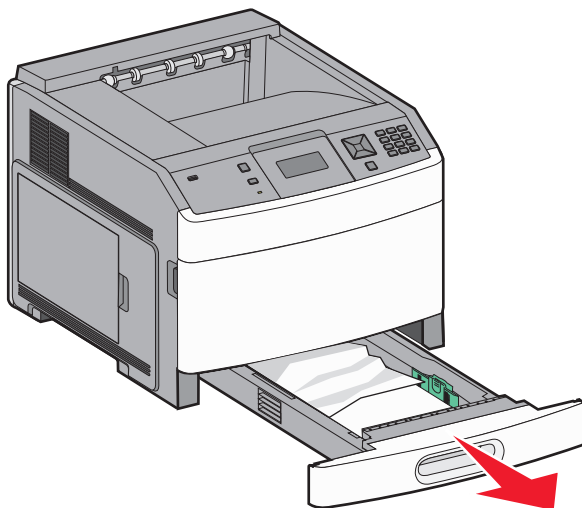
- 3 Raise the recessed duplex bar.



- 4 Firmly grasp the jammed paper on each side, and then gently pull it out.
Note: Make sure all paper fragments are removed.
- 5 Insert the duplex jam access tray.
- 6 Insert the standard tray.
- 7 From the scanner control panel, touch **Continue, jam cleared**.

24x paper jam

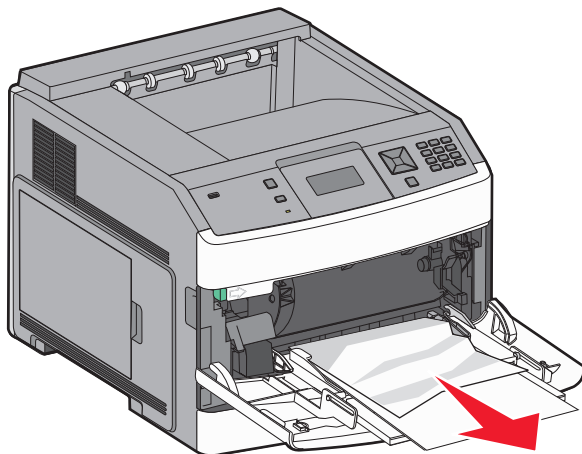
- 1 Pull out the tray indicated on the display.



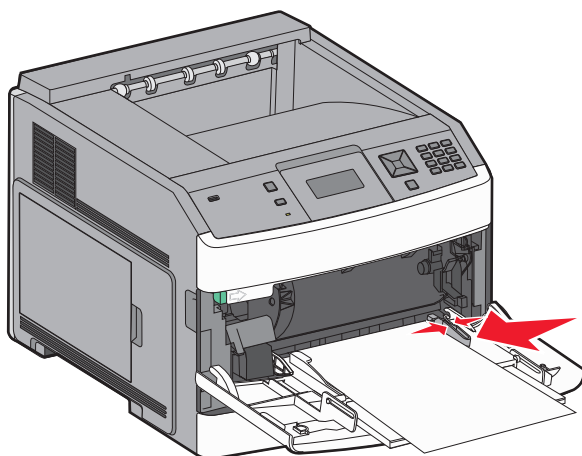
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.
Note: Make sure all paper fragments are removed.
- 3 Reinsert the tray.
- 4 From the scanner control panel, touch **Continue, jam cleared**.
- 5 If the jam message persists for a 250- or 550-sheet tray, then remove the tray from the printer.
- 6 Firmly grasp the jammed paper on each side, and then gently pull it out.
Note: Make sure all paper fragments are removed.
- 7 Reinsert the tray.
- 8 From the scanner control panel, touch **Continue, jam cleared**.

250 paper jam

- 1 From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.



- 2 Flex the sheets of paper back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
- 3 Reload paper into the multipurpose feeder.
- 4 Slide the paper guide until it lightly rests against the edge of the paper.

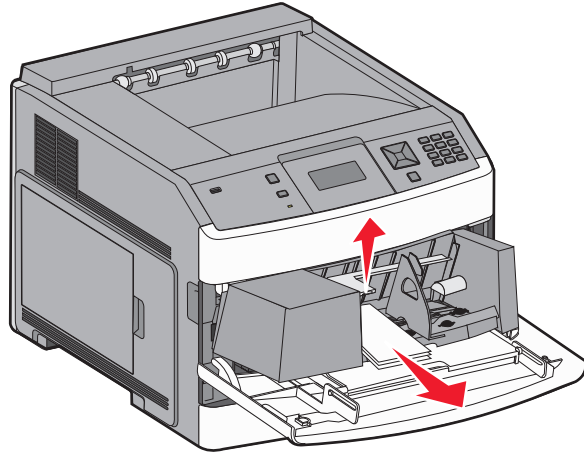


- 5 From the scanner control panel, touch **Continue, jam cleared**.

260 paper jam

The envelope at the bottom of the stack enters the printer first.

- 1 Lift the envelope weight, and then remove all the envelopes.



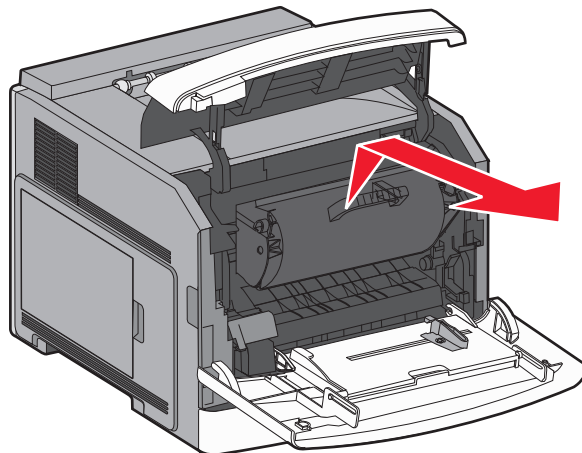
- 2 If the jammed envelope has entered the printer and cannot be pulled out, then lift the envelope feeder up and out of the printer. Set it aside.
- 3 Remove the jammed envelope from the printer.

Note: Make sure all paper fragments are removed.

If you cannot remove the envelope, then the print cartridge will have to be removed.

- a Lift and pull the print cartridge out of the printer.

Warning—Potential Damage: Do not touch the photoconductor drum on the underside of the cartridge. Use the cartridge handle whenever you are holding the cartridge.



- b Place the print cartridge aside on a flat, smooth surface.

Warning—Potential Damage: Do not leave the cartridge exposed to light for extended periods.

- c Remove the jammed envelope.

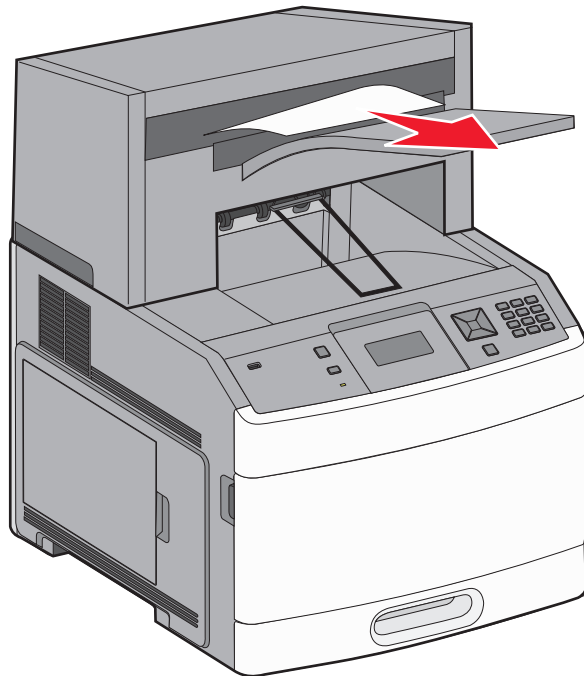
Note: Make sure all paper fragments are removed.

- d Align and reinstall the print cartridge.

- 4 Reinstall the envelope feeder. Make sure it *snaps* into place.
- 5 Flex and stack the envelopes.
- 6 Reload the envelopes in the envelope feeder.
- 7 Adjust the paper guide.
- 8 Lower the envelope weight.
- 9 From the scanner control panel, touch **Continue, jam cleared**.

281 paper jam

- 1 From the stapler exit bin, firmly grasp the jammed paper on each side, and then gently pull it out.

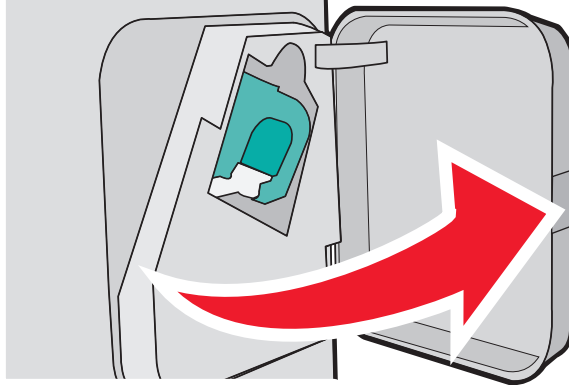


Note: Make sure all paper fragments are removed.

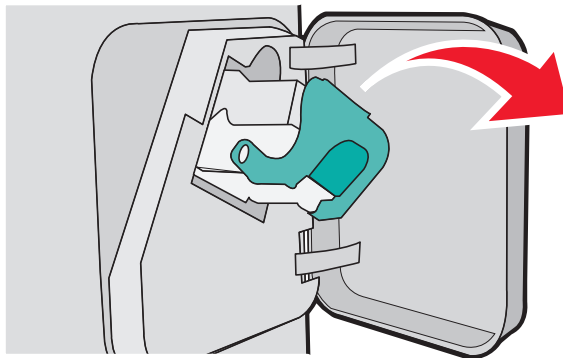
- 2 From the scanner control panel, touch **Continue, jam cleared**.

283 paper jam

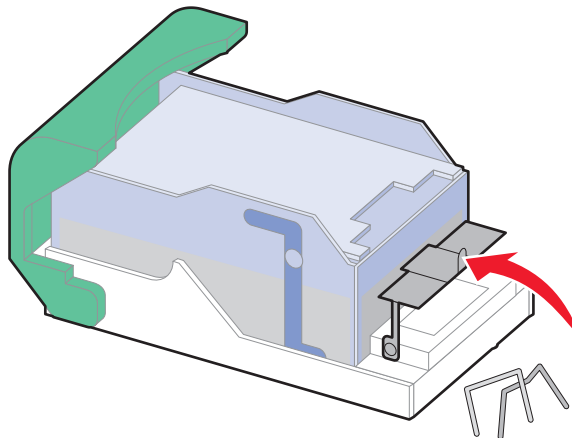
- 1 Press the latch to open the stapler door.



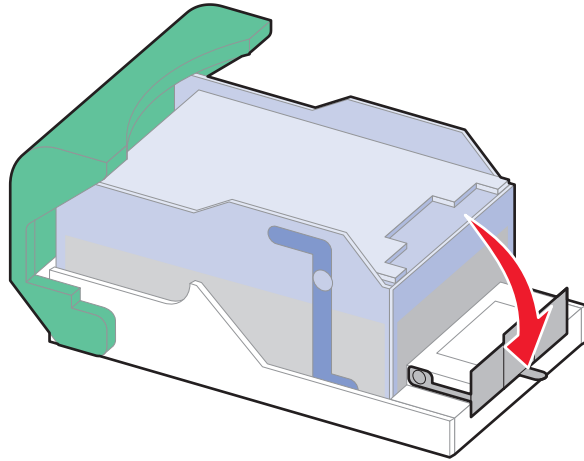
- 2 Pull the latch of the staple cartridge holder down, and then pull the holder out of the printer.



- 3 Use the metal tab to lift the staple guard, and then remove any loose staples.



- 4 Press down on the staple guard until it *snaps* into place.



- 5 Push the cartridge holder firmly back into the stapler unit until the cartridge holder *clicks* into place.
- 6 Close the stapler door.
- 7 From the scanner control panel, touch **Continue, jam cleared**.

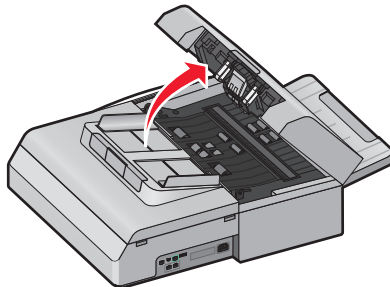
2yy.xx paper jams

The scanner failed to feed one or more pages through the ADF.

- 1 Remove all original documents from the ADF.

Note: The message clears when the pages are removed from the ADF.

- 2 Open the ADF cover.



- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- 4 Close the ADF cover.
- 5 Reload original documents into the ADF, straighten the stack, and then adjust the paper guide.

Troubleshooting

The indicator light is blinking

The indicator light blinks red until you set up fax and e-mail. To disable the blinking light, follow these steps:

Note: Before completing these instructions for a scanner on a network, make sure the fax cables are connected.

- 1 From the home screen, navigate to:
Menus > Settings > General Settings
- 2 Touch the arrows next to **Run initial setup**, and then touch **Yes > Submit**.
- 3 Turn the scanner off, and then turn the scanner back on.
- 4 From the scanner control panel, touch your language.
- 5 Touch your country or region, and then touch **Continue**.
- 6 Select your time zone, and then touch **Continue**.
- 7 Touch **Fax** and **E-mail** to clear the icons, and then touch **Continue**.

Note: You can use these same steps to enable fax and e-mail.

Understanding printer messages

Change [paper source] to [custom type name]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the scanner control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [custom string]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the scanner control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper size]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the scanner control panel Paper menu, and then touch **Paper changed, continue**
- Touch **Cancel job** to cancel the print job.

Change [paper source] to [paper type] [paper size]

Try one or more of the following:

- Touch **Use current [paper source]** to ignore the message and print from the selected tray.
- Load the correct paper size and type in the tray, verify the paper size and type settings are specified in the scanner control panel Paper menu, and then touch **Paper changed, continue**.
- Touch **Cancel job** to cancel the print job.

Check duplex connection

Try one or more of the following:

- Turn the printer off and then back on.

If the error occurs a second time, then:

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the duplex unit.
- 4 Reattach the duplex unit.
- 5 Connect the power cord to a properly grounded electrical outlet.
- 6 Turn the printer back on.

If the error occurs again, then:

- 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the duplex unit.
 - 4 Contact customer support.
- From the scanner control panel, touch **Continue** to clear the message and print without using the duplex unit.

Check tray [x] connection

Try one or more of the following:

- Turn the printer off and then back on.

If the error occurs a second time, then:

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 If an optional duplex unit is installed, then remove it.

- 4 Remove the indicated tray.
- 5 Reattach the tray.
- 6 Connect the power cord to a properly grounded electrical outlet.
- 7 Turn the printer back on.

If the error occurs again, then:

- 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the tray.
 - 4 Contact customer support.
- From the scanner control panel, touch **Continue** to clear the message and print without using the tray.

Close door or insert cartridge

The cartridge is missing or not installed correctly. Insert the cartridge and close all doors and covers.

Close finisher side door

Close the side door of the finisher.

Disk corrupted

The scanner attempted a hard disk recovery on a corrupted scanner hard disk, and the hard disk cannot be repaired. The hard disk must be reformatted.

Touch **Format disk** to reformat the hard disk and clear the message.

Note: Formatting deletes all the files stored on the hard disk.

Disk full, scan job canceled

The scan job cannot continue because there is insufficient disk space.

Touch **Continue** to clear the message.

Disk near full. Securely clearing disk space.

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Delete fonts, macros, and other data stored on the scanner hard disk.
- Install a hard disk with higher capacity.

Error reading USB drive. Remove USB.

An unsupported USB device has been inserted. Remove the USB device, and then install a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

If restarting job, replace originals that have not begun to exit the scanner

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Insert staple cartridge

Try one or more of the following:

- Insert a staple cartridge.
- Touch **Continue** to clear the message and print without using the staple finisher.

Insert Tray [x]

Insert the specified tray into the printer.

Install bin [x]

Try one or more of the following:

- Install the specified exit bin:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Install the specified exit bin.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn the printer back on.
- Cancel the print job.

Install duplex

Try one or more of the following:

- Install the duplex unit:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Install the duplex unit.

- 4 Connect the power cord to a properly grounded outlet.
 - 5 Restart the printer.
- Cancel the current job.

Install envelope feeder

Try one or more of the following:

- Install the envelope feeder.
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Install the envelope feeder.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn the printer back on.
- Cancel the print job.

Install Tray [x]

Try one or more of the following:

- Install the specified tray:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Install the specified tray.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn the printer back on.
- Cancel the print job.

Install MICR Cartridge

The printer does not have a MICR cartridge installed. Install a MICR cartridge to continue printing.

Load [src] with [custom type name]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.
- Cancel the print job.

Load [src] with [custom string]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default paper source.

- Cancel the print job.

Load [src] with [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load [src] with [type] [size]

Try one or more of the following:

- Load the specified paper in the tray or feeder.
- Touch **Paper loaded, continue** to clear the message and continue printing.

If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it feeds from the default paper source.

- Cancel the print job.

Load Manual Feeder with [custom type name]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom string]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size]

Try one or more of the following:

- Load the specified paper in the manual feeder.
- Touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- Touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load staples

Try one or more of the following:

- Replace the specified staple cartridge in the finisher.
- Touch **Continue** to clear the message and continue printing.
Note: The print job will be stapled if the staple cartridge is replaced or inserted.
- Touch **Cancel job** to cancel the print job.

Paper changes needed

Try one or more of the following:

- Touch **Use current supplies** to clear the message and continue printing.
- Cancel the current print job.

Printer and scanner not connected, check connection and restart both devices

Try one or more of the following:

- Make sure the Ethernet cable is properly connected to the printer and the scanner.
- Restart the printer and scanner.

Reattach bin [x]

Try one or more of the following:

- Turn the printer off and then back on.
- Reattach the specified bin:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.

- 3 Remove the specified bin.
 - 4 Reattach the bin.
 - 5 Connect the power cord to a properly grounded electrical outlet.
 - 6 Turn the printer back on.
- Remove the specified bin:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the specified bin.
 - 4 Contact Customer Support.
 - Touch **Continue** to clear the message and print without using the specified bin.

Reattach bin [x] – [y]

Try one or more of the following:

- Turn the printer off and then back on.
- Reattach the specified bins:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the specified bins.
 - 4 Reattach the bins.
 - 5 Connect the power cord to a properly grounded electrical outlet.
 - 6 Turn the printer back on.
- Remove the specified bins:
 - 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the specified bins.
 - 4 Contact Customer Support.
- Touch **Continue** to clear the message and print without using the specified bins.

Reattach envelope feeder

Try one or more of the following:

- Turn the printer off and then back on.

If the error occurs a second time, then:

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the envelope feeder.
- 4 Reattach the envelope feeder.
- 5 Connect the power cord to a properly grounded electrical outlet.
- 6 Turn the printer back on.

If the error occurs again, then:

- 1 Turn the printer off.
 - 2 Unplug the power cord from the wall outlet.
 - 3 Remove the envelope feeder.
 - 4 Contact customer support.
- From the scanner control panel, touch **Continue** to clear the message and print without using the envelope feeder.

Remove packaging material, [area name]

Remove any remaining packaging material from the specified location.

Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

Remove paper from bin [x]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from all bins

Output bins have reached their capacity. Remove paper from all output bins to clear the message and continue printing.

Remove paper from [linked bin set name]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Replace all originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace jammed originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace last scanned page and jammed originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace pick roller

The scanner needs to be serviced. For more information, contact customer support.

Replace wiper

Try one or more of the following:

- Replace the fuser wiper in the printer.
- From the scanner control panel, touch **Continue** to clear the message and continue printing.

Replace separator pad

Try one or more of the following:

- Replace the separator pad in the scanner.
- From the scanner control panel, touch **Supply replaced** to clear the message and reset the separator pad count to 0.

Note: The device assumes that the separator pad has been replaced.

- Touch **Ignore** to clear the message.

Note: The message reappears when the device is turned back on.

Restore Held Jobs?

Try one or more of the following:

- Touch **Restore** to restore all held jobs stored on the scanner hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

Scan document too long

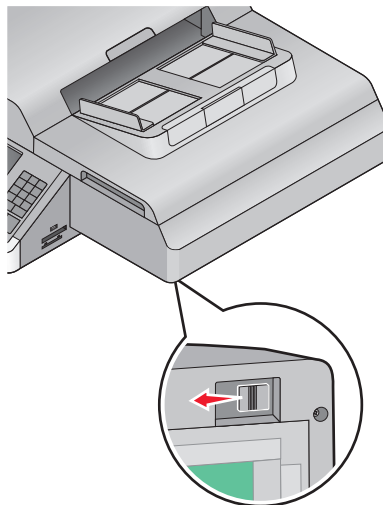
The scan job exceeds the maximum number of pages. Touch **Cancel job** to clear the message and cancel the scan job.

Scanner automatic feeder cover open

Close the ADF cover.

Scanner locked, release lock under scanner

- 1 Unlock the scan bar.



- 2 Touch **Continue** to clear the message and continue scanning.

Some held jobs were not restored

Touch **Continue** to delete the specified job.

Note: Held jobs that are not restored stay on the hard disk and are inaccessible.

Unsupported disk

An unsupported disk has been inserted. Remove the unsupported disk, and then install a supported one.

Tray [x] paper size unsupported

The paper size in the specified tray is unsupported. Replace it with a supported paper size.

30.xx Invalid refill, change cartridge

Remove the print cartridge, and then install a supported one.

Note: The message disappears when a new cartridge is installed.

31.xx Replace defective cartridge

Remove the defective print cartridge, and then install a new one.

32.xx Cartridge part number unsupported by device

Remove the print cartridge, and then install a supported one.

Note: It may take the printer 10–20 seconds to determine whether or not the print cartridge is supported. The printer may be allowed to print pages during this interval. If pages are allowed to print, then they will not be reprinted once a valid print cartridge is inserted.

34 Incorrect paper size, open [paper source]

Try one or more of the following:

- Load the appropriate paper in the tray.
- From the scanner control panel, touch **Continue** to clear the message and print the job using a different paper tray.
- Check tray length and width guides and make sure the paper is properly loaded in the tray.
- For Windows users, check the Print Properties settings to make sure the print job is requesting the correct paper size and type.

For Macintosh users, check the Print dialog settings to make sure the print job is requesting the correct paper size and type.

- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, then make sure the paper is large enough for the data being printed.
- Cancel the current print job.

35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

37 Insufficient memory, some held jobs will not be restored

The printer was unable to restore some or all of the confidential or held jobs on the printer hard disk.

Touch **Continue** to clear the message.

37 Insufficient memory to collate job

Try one or more of the following:

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

37 Insufficient memory, some Held Jobs were deleted

The printer deleted some held jobs in order to process current jobs.

Touch **Continue** to clear the message.

38 Memory full

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the print job.
- Delete fonts, macros, and other data in the memory.
- Install additional scanner memory.

39 Complex page, some data may not have printed

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

42.xy Cartridge region mismatch

Install a toner or print cartridge that matches the region number of the printer. *x* indicates the value of the printer region. *y* indicates the value of the cartridge region. *x* and *y* can have the following values:

0	Worldwide
1	US
2	Europe, the Middle East, and Africa
3	Asia
4	Latin America
9	Invalid region

51 Defective flash detected

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

54 Network [x] software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off, wait for about 10 seconds, and then turn the printer back on.
- Upgrade (flash) the network firmware in the printer.

54 Serial option [x] error

Try one or more of the following:

- Make sure the serial cable is connected properly and is the correct one for the serial port.
- Make sure the serial interface parameters (protocol, baud, parity, and data bits) are set correctly on the scanner and host computer.
- Touch **Continue** to clear the message.
- Turn the scanner power off and then back on to reset the scanner.

54 Standard network software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

55 Unsupported option in slot [x]

- 1 Turn the scanner off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the unsupported option card from the scanner system board, and then replace it with a supported card.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the scanner back on.

56 Parallel port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

56 Serial port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the serial port.
- Make sure the Serial Buffer menu is not set to Disabled.

56 Standard USB port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

56 USB port [x] disabled

Try one or more of the following:

- Touch **Continue** to clear the message.
The printer discards any data received through the USB port.
- Make sure the USB Buffer menu is not set to Disabled.

57 Configuration change, some held jobs were not restored

Something has changed in the printer to invalidate the held jobs. Possible changes include:

- The printer firmware has been updated.
- Paper input options needed for the print job were removed.
- The print job was created using data from a device in the USB port and the device is no longer in the USB port.
- The printer hard disk contains print jobs that were stored while installed in a different printer model.

Touch **Continue** to clear the message.

58 Too many bins attached

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the additional bins.

- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

58 Too many disks installed

- 1 Turn the scanner off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the excess hard disks.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the scanner back on.

58 Too many flash options installed

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the excess flash memory.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

58 Too many trays attached

- 1 Turn the printer off.
- 2 Unplug the power cord from the wall outlet.
- 3 Remove the additional trays.
- 4 Connect the power cord to a properly grounded outlet.
- 5 Turn the printer back on.

59 Incompatible Duplex

Only options designed specifically for this printer are supported.

Try one or more of the following:

- Remove the duplex unit.
- From the scanner control panel, touch **Continue** to clear the message and continue printing without using the duplex unit.

59 Incompatible envelope feeder

Only options designed specifically for this printer are supported.

Try one or more of the following:

- Remove the envelope feeder.
- From the scanner control panel, touch **Continue** to clear the message and continue printing without using the envelope feeder.

59 Incompatible output bin [x]

Try one or more of the following:

- Remove the specified output bin.
- Touch **Continue** to clear the message and continue printing without using the specified output bin.

59 Incompatible tray [x]

Only options designed specifically for the printer are supported.

Try one or more of the following:

- Remove the specified tray.
- From the scanner control panel, touch **Continue** to clear the message and continue printing without using the specified tray.

61 Remove defective disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Install a different scanner hard disk before performing any operations that require a hard disk.

62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
Note: Any information not previously stored on the scanner hard disk is deleted.
- Delete fonts, macros, and other data stored on the hard disk.
- Install a hard disk with larger capacity.

80 Routine maintenance

The printer needs to be serviced. For more information, contact customer support.

88.xx Cartridge nearly low

Order a replacement for the specified print cartridge.

88 Cartridge low

- 1 Remove the specified cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the cartridge, and then touch **Continue** to clear the message and continue printing.

Notes:

- Repeat this procedure multiple times until the print remains faded. When the print remains faded, replace the cartridge.
- Have a new cartridge available when the current one no longer prints satisfactorily.

88.xx Replace cartridge

- 1 Replace the specified toner or print cartridge.

From the scanner control panel, touch **More Information** for instructions on replacing the cartridge.

- 2 Touch **Continue** to clear the message and continue printing.

2yy.xx Close flatbed cover and load originals if restarting job

Try one or more of the following:

- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.
- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.

Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, and e-mailing.

280.06 Paper missing

Try one or more of the following:

- Touch **Continue** to clear the message.
- Touch **Cancel job** to cancel the job and clear the message.
- Touch **Scan from automatic feeder** to resume the scan job from the ADF immediately following the last successfully scanned page.
- Touch **Scan from flatbed** to resume the scan job from the scanner glass immediately following the last successfully scanned page.

- Touch **Finish job without further scanning** to end the scan job at the last successfully scanned page.
Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, or e-mailing.
- Touch **Restart job** to clear the message and start a new scan job with the same settings as the previous job.

295.20 Multifeed Sensor On

Try one or more of the following:

- Remove the jammed paper from the ADF.
For more information, see “2yy.xx paper jams” on page 261.
- Resume the scan job from the scanner glass immediately following the last successfully scanned page.

If the message still appears, then try one or more of the following:

- Touch **Disable paper thickness sensor** to disable the sensor for the remainder of the scan job.
- Turn off the multifeed sensor.
For more information, see “Setting the ADF to detect multiple paper feeds” on page 80.

840.01 Scanner disabled by admin

Print without the scanner or contact your system support person.

840.02 Scanner disabled. Contact system administrator if problem persists.

Try one or more of the following:

- Touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.
- Touch **Reboot and automatically enable scanner** to cancel the job.

Note: This attempts to bring the scanner back online.

1565 Emulation error, load emulation option

The printer automatically clears the message in 30 seconds and then disables the download emulator on the firmware card.

To fix this, download the correct download emulator version from the Lexmark Web site at www.lexmark.com.

Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.

- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

Solving printing problems

Multiple-language PDF files do not print

The PDF files may contain unavailable fonts.

- 1 Open the document you want to print in Adobe Acrobat.
- 2 Click the printer icon > **Advanced** > **Print as image** > **OK** > **OK**.

Scanner control panel display is blank or displays only diamonds

The scanner self-test failed. Turn the scanner off, wait for about 10 seconds, and then turn the scanner on.

If **Ready** does not appear, then turn the scanner off and contact customer support.

Error message about reading USB drive appears

Make sure the flash drive is supported.

Jobs do not print

These are possible solutions. Try one or more of the following:

MAKE SURE THE PRINTER IS READY TO PRINT

Make sure **Ready** or **Power Saver** appears on the display before sending a job to print.

CHECK TO SEE IF THE STANDARD EXIT BIN IS FULL

Remove the stack of paper from the standard exit bin.

CHECK TO SEE IF THE PAPER TRAY IS EMPTY

Load paper in the tray.

MAKE SURE THE CORRECT PRINTER SOFTWARE IS INSTALLED

- Verify that you are using the correct printer software.
- If you are using a USB port, make sure you are running a supported operating system and using compatible printer software.

MAKE SURE THE INTERNAL PRINT SERVER IS INSTALLED PROPERLY AND WORKING

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

Copies of the printer software are also available on the Lexmark Web site at <http://support.lexmark.com>.

MAKE SURE YOU ARE USING A RECOMMENDED USB, SERIAL, OR ETHERNET CABLE

For more information, visit the Lexmark Web site at <http://support.lexmark.com>.

MAKE SURE PRINTER CABLES ARE SECURELY CONNECTED

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

PARTIAL JOB, NO JOB, OR BLANK PAGE PRINTS

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.

- For Windows users, open Print Properties. From the Print and Hold dialog, select the "Keep duplicate documents" check box under the User name text box before entering a PIN number.
- For Macintosh users, save each print job, naming each job differently, and then send the individual jobs to the printer.

MAKE SURE THE PRINTER HAS SUFFICIENT MEMORY

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

Print job takes longer than expected

Try one or more of the following:

REDUCE THE COMPLEXITY OF THE PRINT JOB

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the print job.

TURN OFF THE PAGE PROTECT SETTING

From the home screen, navigate to:

 > **Settings** > **General Settings** > **Print Recovery** > **Page Protect** > **Off** > 

CHANGE THE ENVIRONMENTAL SETTINGS

When using Eco-Mode or Quiet Mode settings, you may notice a reduction in performance.

Job prints from the wrong tray or on the wrong paper

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting matches the paper loaded in the tray:

- 1 From the scanner control panel Paper menu, check the Paper Type setting.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

Incorrect characters print

- Make sure the printer is not in Hex Trace mode. If **Ready Hex** appears on the display, you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.
- Make sure the SmartSwitch settings are set to On in the Network and USB menus.

Tray linking does not work

These are possible solutions. Try one or more of the following:

LOAD THE SAME SIZE AND TYPE OF PAPER

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

USE THE SAME PAPER SIZE AND PAPER TYPE SETTINGS

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

Note: The standard 550-sheet tray and the multipurpose feeder do not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

Large jobs do not collate

These are possible solutions. Try one or more of the following:

MAKE SURE COLLATE IS SET TO ON

From the Finishing menu or Print Properties, set Collate to On.

Note: Setting Collate to Off in the software overrides the setting in the Finishing menu.

REDUCE THE COMPLEXITY OF THE PRINT JOB



Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

MAKE SURE THE PRINTER HAS ENOUGH MEMORY

Add printer memory or an optional hard disk.

Unexpected page breaks

INCREASE THE PRINT TIMEOUT VALUE

- 1 From the home screen, navigate to:
 > **Settings** > **General Settings** > **Timeouts** > **Print Timeout**
- 2 Increase the Print Timeout value, and then touch .

Solving copy problems

Copier does not respond

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

Scanner unit does not close

Make sure there are no obstructions:

- 1 Lift the scanner unit.
- 2 Remove any obstruction keeping the scanner unit open.

3 Lower the scanner unit.

Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

Try one or more of the following:

CLEAR ANY ERROR MESSAGES

Check the display and clear any error messages.

REPLACE THE TONER OR PRINT CARTRIDGE

When the print remains faded, replace the toner or print cartridge.

CLEAN THE SCANNER GLASS

Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the scanner glass” on page 231.

CLEAN THE ADF GLASS

Clean the ADF glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the ADF glass” on page 232.

ADJUST THE TONER DARKNESS OF THE COPY

Adjust the toner darkness in the Copy menu.

MAKE SURE THE QUALITY OF THE ORIGINAL DOCUMENT IS SATISFACTORY

Check the quality of the original document.

PLACE THE ORIGINAL DOCUMENT PROPERLY



Make sure the document or photo is loaded facedown on the lower left corner of the scanner glass.

MAKE SURE TO USE THE APPROPRIATE COPY SETTINGS

When patterns (moiré) appear on the copy:

- On the Copy screen make sure the content type and source settings are appropriate for the document being scanned.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > lower the Sharpness setting
- On the Copy screen, make sure no scaling is selected.

When the text is light or disappearing:

- From the Copy screen, navigate to:
Content > Text >  > select the appropriate source for the original document > 
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Sharpness > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal > reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Contrast > increase the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting

When the copy appears washed out or overexposed:

- On the Copy screen make sure the content type and source settings are appropriate for the document being scanned.
- From the Copy screen, adjust the darkness setting.
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Shadow detail > reduce the current setting
- From the Copy screen, navigate to:
Advanced Options > Advanced Imaging > Background removal > reduce the current setting

Partial document or photo copies

Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the scanner control panel, check the Paper Size setting from the Paper menu.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Solving scanner problems

Checking an unresponsive scanner

Make sure:

- The scanner is turned on.
- The green Ethernet cable is connected to the scanner, and then to the printer.
- The other Ethernet cable is securely attached to the scanner, print server, option, or other network device.
- The power cord is plugged into the scanner and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The scanner is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the scanner off and then back on. This often fixes the problem with the scanner.

Scan was not successful

These are possible solutions. Try one or more of the following:

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

AN ERROR MAY HAVE OCCURRED IN THE PROGRAM

Turn off and then restart the computer.

Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

OTHER SOFTWARE PROGRAMS MAY BE INTERFERING WITH SCANNING

Close all programs not being used.

THE SCAN RESOLUTION MAY BE SET TOO HIGH

Select a lower scan resolution.

Poor scanned image quality

Try one or more of the following:

CHECK THE SCANNER DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CLEAN THE SCANNER GLASS

Clean the scanner glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the scanner glass” on page 231.

CLEAN THE ADF GLASS

Clean the ADF glass with a clean, lint-free cloth dampened with water.

For more information, see “Cleaning the ADF glass” on page 232.

ADJUST THE SCAN RESOLUTION

Increase the resolution of the scan for a higher quality output.

CHECK THE QUALITY OF THE ORIGINAL DOCUMENT

Make sure the quality of the original document is satisfactory.

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the lower left corner of the scanner glass.

Make sure to adjust the paper guides when loading original documents into the ADF.

Partial document or photo scans

Try one or more of the following:

CHECK THE DOCUMENT PLACEMENT

Make sure the document or photo is loaded facedown on the scanner glass.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the scanner control panel, check the Paper Size setting from the Paper menu.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Cannot scan from a computer

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE CABLE CONNECTIONS

Make sure the network or USB cable is securely connected to the computer and the printer.

Solving fax problems

Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

CHECK THE DISPLAY FOR ERROR MESSAGES

Clear any error messages.

CHECK THE POWER

Make sure the printer is plugged in, the power is on, and **Ready** appears.

CHECK THE PRINTER CONNECTIONS

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

CHECK THE TELEPHONE WALL JACK

- 1 Plug a telephone into the wall jack.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, then plug a different telephone into the wall jack.
- 4 If you still do not hear a dial tone, then plug a telephone into a different wall jack.
- 5 If you hear a dial tone, then connect the printer to that wall jack.

REVIEW THIS DIGITAL PHONE SERVICE CHECKLIST

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

CHECK FOR A DIAL TONE

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

TEMPORARILY DISCONNECT OTHER EQUIPMENT

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

CHECK FOR JAMS

Clear any jams, and then make sure that **Ready** appears.

TEMPORARILY DISABLE CALL WAITING

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

VOICE MAIL SERVICE MAY BE INTERFERING WITH THE FAX TRANSMISSION

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

THE PRINTER MEMORY MAY BE FULL

- 1 Dial the fax number.
- 2 Scan the original document one page at a time.

Can send but not receive faxes

These are possible solutions. Try one or more of the following:

CHECK TO SEE IF THE PAPER TRAY IS EMPTY

Load paper in the tray.

CHECK THE RING COUNT DELAY SETTINGS

The ring count delay sets the number of times the phone line rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

- 1 Type the printer IP address into the address field of your Web browser.
Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Click **Fax Settings**.
- 4 Click **Analog Fax Setup**.
- 5 In the Rings to Answer box, enter the number of times you want the phone to ring before answering.
- 6 Click **Submit**.

THE TONER MAY BE LOW

88 Cartridge low appears when the toner is low.

Can receive but not send faxes

These are possible solutions. Try one or more of the following:

THE PRINTER IS NOT IN FAX MODE

On the home screen, touch **Fax** to put the printer in Fax mode.

THE DOCUMENT IS NOT LOADED PROPERLY

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

MAKE SURE THE SHORTCUT NUMBER IS SET UP PROPERLY

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

Received fax has poor print quality

These are possible solutions. Try one or more of the following:

RE-SEND THE DOCUMENT

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

THE TONER MAY BE LOW

When **88 Cartridge low** appears or when you experience faded print, replace the cartridge.

MAKE SURE THE FAX TRANSMISSION SPEED IS NOT SET TOO HIGH

Decrease the incoming fax transmission speed:

- 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.

- 3 Click **Fax Settings**.

- 4 Click **Analog Fax Setup**.

- 5 In the Max Speed box, click on one of the following:

2400

4800

9600

14400

33600

- 6 Click **Submit**.

Solving home screen applications problems

An application error has occurred

CHECK THE SYSTEM LOG FOR RELEVANT DETAILS

- 1 Type the scanner IP address or host name in the address field of your Web browser.
If you do not know the IP address or host name of the scanner, then you can:
 - View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click **Settings** or **Configuration**.
- 3 Click **Device Solutions** > **Solutions (eSF)** > **System** tab > **Log**.
- 4 From the Filter menu, select an application status.
- 5 From the Application menu, select an application, and then click **Submit**.

MAKE SURE THE FILE NAME YOU WANT TO SCAN TO IS NOT ALREADY IN USE

Verify that the file to which you want to scan is not open by another application or user.

To help prevent errors, make sure either “Append time stamp” or “Overwrite existing file” is selected in the destination configuration settings.

ADJUST THE SCAN SETTINGS

In the destination configuration settings, lower the scan settings. For example, lower the scan resolution, disable Color, or change the Content type to Text.

CONTACT CUSTOMER SUPPORT

If you still cannot isolate the problem, then contact customer support.

Solving option problems

Option does not operate correctly or quits after it is installed

Try one or more of the following:

RESET THE PRINTER

Turn the printer off, wait for about 10 seconds, and then turn the printer on.

CHECK TO SEE IF THE OPTION IS CONNECTED TO THE PRINTER

- 1 Turn the printer off using the power switch.
- 2 Unplug the power cord from the wall outlet, and then from the printer.
- 3 Check the connection between the option and the printer.

MAKE SURE THE OPTION IS INSTALLED CORRECTLY

Print a menu settings page and check to see if the option is listed in the Installed Options list. If the option is not listed, then reinstall it. For more information, see the hardware setup documentation that came with the option, or go to www.lexmark.com to view the option instruction sheet.

MAKE SURE THE OPTION IS SELECTED

From the computer you are printing from, select the option.

For more information, see “Updating available options in the printer driver” on page 47.

Paper tray problems

Try one or more of the following:

MAKE SURE THE PAPER IS LOADED CORRECTLY

- 1 Open the paper tray.
- 2 Check for paper jams or misfeeds.
- 3 Make sure the paper guides are aligned against the edges of the paper.
- 4 Make sure the paper tray closes properly.

RESET THE PRINTER

Turn the printer off, wait about 10 seconds, and then turn the printer on.

MAKE SURE THE PAPER TRAY IS INSTALLED CORRECTLY

If the paper tray is listed on the menu settings page, but paper jams when it enters or exits the tray, then it may not be properly installed. Reinstall the paper tray. For more information, see the hardware setup documentation that came with the paper tray, or go to <http://support.lexmark.com> to view the paper tray instruction sheet.

2,000-sheet drawer problems

CHECK THE DRAWER CONNECTION

Make sure the 2,000-sheet drawer is properly connected to the printer.

LOAD PAPER

If the tray is empty, then load paper in the tray or feeder

CLEAR ANY JAMS

Open the side door of the tray or feeder, and then remove any jammed paper.

AVOID PAPER JAMS

- Flex the paper.
- Make sure the drawer is properly installed.
- Make sure paper is loaded correctly.
- Make sure the paper stack you load does not exceed the maximum stack height indicated in the tray.
- Make sure the paper or specialty media meets specifications and is not damaged.
- Make sure the guides are positioned correctly for the paper size loaded.

Internal Solutions Port does not operate correctly

Try one or more of the following:

CHECK THE INTERNAL SOLUTIONS PORT (ISP) CONNECTIONS

Make sure the ISP is securely connected to the scanner system board.

CHECK THE CABLE

Make sure you are using the correct cable and that it is securely connected to the ISP port.

MAKE SURE THE NETWORK SOFTWARE IS CONFIGURED CORRECTLY

For information on installing the network printing software, see the *Networking Guide* on the *Software and Documentation CD*.

Internal print server does not operate correctly

Try one or more of the following:

CHECK THE PRINT SERVER CONNECTIONS

- Make sure the internal print server is attached securely to the scanner system board.
- Make sure you are using the correct cable and that it is securely connected.

MAKE SURE THE NETWORK SOFTWARE IS CONFIGURED CORRECTLY

For more information on installing the network printing software, see the *Networking Guide* on the *Software and Documentation CD*.

USB/parallel interface card does not operate correctly

CHECK THE USB/PARALLEL INTERFACE CARD CONNECTION

Make sure the USB/parallel interface card is securely connected to the scanner system board.

CHECK THE CABLE

Make sure you are using the correct cable and that it is securely connected.

Solving paper feed problems

Paper jam message remains after jam is cleared

CHECK THE PAPER PATH

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

Solving paper feed problems (scanner)

Original documents misfeed in the ADF

ADJUST THE PAPER GUIDES

Adjust the paper guides until they lightly rest against the edge of the paper.

REMOVE EXCESS PAPER FROM THE ADF

Make sure that the paper does not exceed the maximum fill line on the paper guides.

For more information, see "Understanding the ADF and scanner glass" on page 12.

CHECK THE PAPER PATH

Clear jammed paper from the entire paper path, and then touch **Continue**.

SET THE PAPER SIZE AND TYPE FOR DIFFICULT MEDIA

For more information, see "Setting the paper size and type for difficult media" on page 78.

DISABLE THE PAPER THICKNESS SENSOR

Turn off the multifeed sensor.

For more information, see "Setting the ADF to detect multiple paper feeds" on page 80.

Paper sticks to the scanner glass

CLEAN THE SCANNER GLASS

Use a slightly damp, lint-free cloth or paper towel to wipe the scanner glass and the white underside of the scanner cover.

Multiple pages feed into the ADF

ADJUST THE PAPER GUIDES

Adjust the paper guides until they lightly rest against the edge of the paper.

CHECK THE SEPARATOR ROLL

The separator roll may be worn. Install a new separator roll using the instructions that came with the part.

REMOVE EXCESS PAPER FROM THE ADF

Make sure that the paper does not exceed the maximum fill line on the paper guides.

For more information, see “Understanding the ADF and scanner glass” on page 12.

SET THE PAPER SIZE AND TYPE FOR DIFFICULT MEDIA

For more information, see “Setting the paper size and type for difficult media” on page 78.

DISABLE THE PAPER THICKNESS SENSOR

Turn off the multifeed sensor.

For more information, see “Setting the ADF to detect multiple paper feeds” on page 80.

Solving paper feed problems (printer)

Paper frequently jams

These are possible solutions. Try one or more of the following:

CHECK THE PAPER

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

MAKE SURE THERE IS NOT TOO MUCH PAPER IN THE PAPER TRAY

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

CHECK THE PAPER GUIDES

Move the guides in the tray to the correct positions for the paper size loaded.

THE PAPER MAY HAVE ABSORBED MOISTURE DUE TO HIGH HUMIDITY


- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

Jammed pages are not reprinted**TURN ON JAM RECOVERY**

1 From the home screen, navigate to:

 > **Settings** > **General Settings** > **Print Recovery**

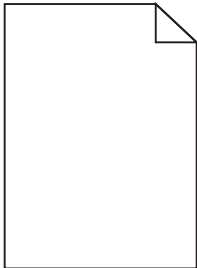
2 Touch the arrows next to **Jam Recovery** until **On** or **Auto** appears.

3 Touch .

Solving print quality problems

The information in the following topics may help you solve print quality problems. If these suggestions do not correct the problem, contact customer support. You may have a printer part that requires adjustment or replacement.

Printer is printing blank pages



Try one or more of the following:

MAKE SURE THERE IS NO PACKING MATERIAL LEFT ON THE TONER OR PRINT CARTRIDGE

Remove the cartridge and make sure the packing material is properly removed. Reinstall the cartridge.

MAKE SURE THE TONER OR PRINT CARTRIDGE IS NOT LOW ON TONER

When **88.xx [color] cartridge low** appears, make sure that toner is distributed evenly among all four cartridges:

1 Remove the cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

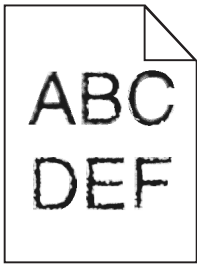
2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.

3 Reinsert the cartridge.

Note: If print quality does not improve, then replace the cartridge of the color that is not printing.

If the problem continues, then the printer may need to be serviced. For more information, contact customer support.

Characters have jagged or uneven edges



If you are using downloaded fonts, verify that the fonts are supported by the printer, the host computer, and the software program.

Clipped images

Try one or more of the following:

CHECK THE GUIDES

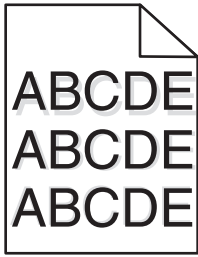
Move the tray width and length guides to the correct positions for the paper size loaded.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1** From the scanner control panel Paper menu, check the Paper Size setting.
- 2** Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Shadow images appear on prints



Try one or more of the following:

CHECK THE PAPER TYPE AND WEIGHT SETTINGS

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the scanner control panel Paper menu, check the paper type and paper weight settings.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

MAKE SURE THE PRINT CARTRIDGE IS NOT LOW ON TONER

When **88 cartridge low** appears, make sure that toner is evenly distributed in the cartridge.

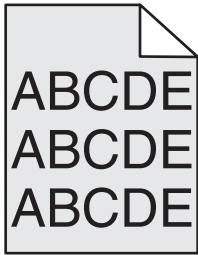
- 1 Remove the print cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- 2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.
- 3 Reinsert the print cartridge.

Note: If print quality does not improve, then replace the print cartridge.

Gray background on prints



CHECK THE BACKGROUND DARKNESS OR REMOVAL SETTING

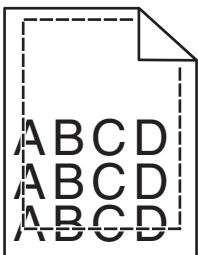
Try one or more of the following:

- Adjust the darkness to a lighter setting.
- Increase the background removal setting.

MAKE SURE THERE IS NO WORN OR DEFECTIVE PRINT CARTRIDGE

Replace the worn or defective print cartridge.

Incorrect margins



Try one or more of the following:

CHECK THE PAPER GUIDES

Move the paper guides to the correct positions for the paper size loaded in the tray.

CHECK THE PAPER SIZE SETTING

Make sure the paper size setting matches the paper loaded in the tray:

- 1 From the scanner control panel Paper menu, check the Paper Size setting.
- 2 Before sending the job to print, specify the correct size setting:
 - For Windows users, specify the size from Print Properties.
 - For Macintosh users, specify the size from the Page Setup dialog.

Paper curl

Try one or more of the following:

CHECK THE PAPER TYPE AND WEIGHT SETTINGS

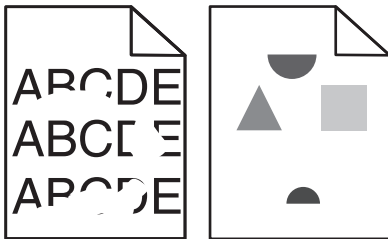
Make sure the paper type and weight settings match the paper loaded in the tray:

- 1 From the scanner control panel Paper menu, check the paper type and paper weight settings.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

LOAD PAPER FROM A FRESH PACKAGE

Store paper in its original wrapper until you use it.

Print irregularities



Try one or more of the following:

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

CHECK THE PAPER TYPE AND WEIGHT SETTINGS

Make sure the paper type and weight settings match the paper loaded in the tray or feeder:

- 1 From the scanner control panel Paper menu, check the Paper Type and Paper Weight settings.
- 2 Before sending the print job, specify the correct paper type setting:
 - For Windows users, specify the paper type from Print Properties.
 - For Macintosh users, specify the paper type from the Print dialog.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

MAKE SURE THERE IS NO DEFECTIVE PRINT CARTRIDGE

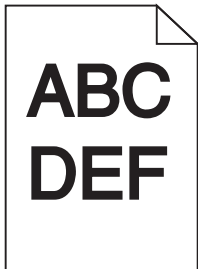
Replace the worn or defective print cartridge.

MAKE SURE THE TRANSFER BELT IS NOT DEFECTIVE

Replace the defective transfer belt. For more information, see the instruction sheet that came with the replacement part.

MAKE SURE THE FUSER IS NOT DEFECTIVE

Replace the defective fuser. For more information, see the instruction sheet that came with the replacement part.

Print is too dark

Try one or more of the following:

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture due to high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES**CHECK THE PAPER TYPE SETTING**

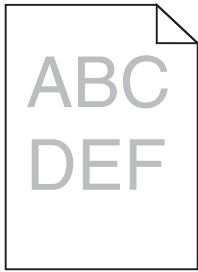
Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the scanner control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

MAKE SURE THERE IS NO DEFECTIVE PRINT CARTRIDGE

Replace the defective print cartridge.

Print is too light



Try one or more of the following:

LOAD PAPER FROM A FRESH PACKAGE

The paper may have absorbed moisture from high humidity. Store paper in its original wrapper until you use it.

AVOID TEXTURED PAPER WITH ROUGH FINISHES

CHECK THE PAPER TYPE SETTING

Make sure the Paper Type setting matches the paper loaded in the tray or feeder:

- From the scanner control panel Paper menu, check the Paper Type setting.
- For Windows users, check this setting from Print Properties.
- For Macintosh users, check this setting from the Print dialog.

MAKE SURE THE PRINT CARTRIDGE IS NOT LOW ON TONER

When **88 Cartridge low** appears, make sure the toner is distributed evenly within the print cartridge.

1 Remove the print cartridge.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.

3 Reinsert the print cartridge.

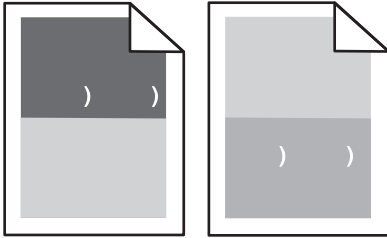
Note: If print quality does not improve, then replace the print cartridge.

If the problem continues, then contact customer support.

MAKE SURE THERE IS NO DEFECTIVE PRINT CARTRIDGE

Replace the defective print cartridge.

Repeating defects



REPEATING MARKS OCCUR EVENLY DOWN THE PAGE

Replace the charge rolls if the defects occur every 28.3 mm (1.11 in.).

Replace the transfer roller if the defects occur every 51.7 mm (2.04 in.).

Replace the print cartridge if the defects occur every:

- 47.8 mm (1.88 in.)
- 96.8 mm (3.81 in.)

Replace the fuser if the defects occur every:

- 88.0 mm (3.46 in.)
- 95.2 mm (3.75 in.)

Skewed print

These are possible solutions. Try one or more of the following:

CHECK THE PAPER GUIDES

Move the length and width guides in the tray to the correct positions for the paper size loaded.

- Make sure the guides are not too far from the paper stack.
- Make sure the guides are not pressing too lightly against the paper stack.

CHECK THE PAPER

Make sure you are using paper that meets the printer specifications.

Solid color or black pages appear on prints



MAKE SURE THE PRINT CARTRIDGES ARE INSTALLED CORRECTLY, ARE NOT DEFECTIVE AND NOT LOW ON TONER

- Remove the print cartridges.

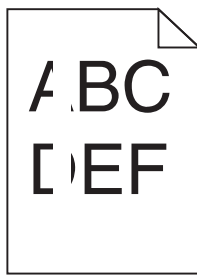
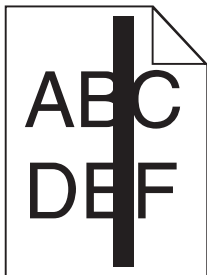
Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

- Reinsert the print cartridges.

Note: If the quality does not improve, replace the print cartridges.

- If the problem continues, the printer may need to be serviced. For more information, contact customer support.

Black or white streaks appear on transparencies or paper



Try one or more of the following:

ENSURE THAT THE FILL PATTERN IS CORRECT

If the fill pattern is incorrect, choose a different fill pattern from your software program.

CHECK THE PAPER TYPE

- Use only the recommended transparencies.
- Ensure that the Paper Type setting matches what is loaded in the tray or feeder.
- Ensure that the Paper Texture setting is correct for the type of paper or specialty media loaded in the tray or feeder.

MAKE SURE THE PRINT CARTRIDGE IS NOT LOW ON TONER

When **88.xx [color] cartridge low** appears, make sure the toner is distributed evenly within the print cartridge:

1 Remove the print cartridge.

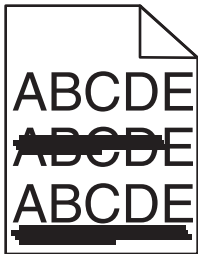
Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

2 Firmly shake the cartridge side-to-side and front-to-back several times to redistribute the toner.

3 Reinsert the print cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

Streaked horizontal lines appear on prints



Try one or more of the following:

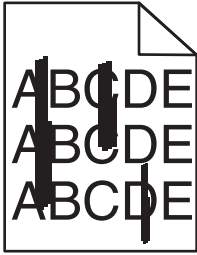
SELECT ANOTHER TRAY OR FEEDER

- From the scanner control panel Paper Menu, select Default Source.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

MAKE SURE THERE IS NO WORN, DEFECTIVE, OR EMPTY PRINT CARTRIDGE

Replace the worn, defective, or empty print cartridge.

Streaked vertical lines appear on prints



Try one or more of the following:

SELECT ANOTHER TRAY OR FEEDER

- From the scanner control panel, select the Default Source from the Paper Menu.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

MAKE SURE THERE IS NO WORN, DEFECTIVE, OR EMPTY PRINT CARTRIDGE

Replace the worn, defective, or empty print cartridge.

MAKE SURE THE TRANSFER MODULE IS NOT WORN OR DEFECTIVE

Replace the worn or defective transfer module.

Toner fog or background shading appears on a page

Try one or more of the following:

MAKE SURE PRINT CARTRIDGES ARE INSTALLED CORRECTLY AND ARE NOT DEFECTIVE

Reinstall or replace the print cartridge.

MAKE SURE THE TRANSFER BELT IS NOT WORN OR DEFECTIVE

Replace the transfer belt. For more information, see the instruction sheet that came with the replacement part.

MAKE SURE THE FUSER IS NOT WORN OR DEFECTIVE

Replace the fuser. For more information, see the instruction sheet that came with the replacement part.

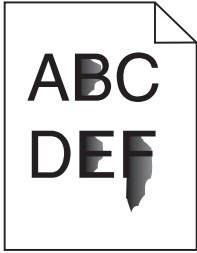
MAKE SURE THERE IS NO TONER IN THE PAPER PATH

Clean any visible toner from the paper path. If the problem persists, then contact customer support.

CHECK THE SOFTWARE PROGRAM OR APPLICATION

The software program or application may have specified an off-white background.

Toner rubs off



Try one or more of the following:

CHECK THE PAPER TYPE SETTING

Make sure the paper type setting matches the paper loaded in the tray.

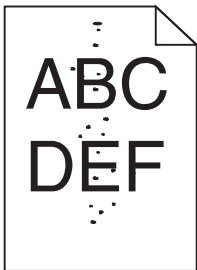
CHECK THE PAPER WEIGHT AND PAPER TEXTURE SETTINGS

Change the Paper Weight from Normal to Heavy. If necessary, then change the Paper Texture from Normal to Rough in the scanner control panel Paper menu.

THE FUSER IS WORN OR DEFECTIVE

Replace the fuser.

Toner specks



These are possible solutions. Try one or more of the following:

THE PRINT CARTRIDGE MAY BE DEFECTIVE

Replace the print cartridge.

THERE IS TONER IN THE PAPER PATH

Clean any toner from the paper path. If the problem persists, then contact Customer Support.

Transparency print quality is poor

Try one or more of the following:

CHECK THE TRANSPARENCIES

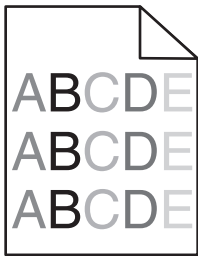
Use only transparencies that meet the printer specifications.

CHECK THE PAPER TYPE SETTING

Make sure the Paper Type setting is set to Transparency:

- 1 From the scanner control panel Paper menu, check the Paper Type setting.
- 2 Before sending the job to print, specify the correct type setting:
 - For Windows users, specify the type from Print Properties.
 - For Macintosh users, specify the type from the Print dialog.

Uneven print density



MAKE SURE THERE IS NO DEFECTIVE OR WORN PRINT CARTRIDGE

Replace the worn or defective print cartridge.

Embedded Web Server does not open

Try one or more of the following:

CHECK THE NETWORK CONNECTION

Make sure the printer, scanner, and computer are turned on and connected to the same network.

CHECK ADDRESS ENTERED INTO THE WEB BROWSER

- Depending on the network settings, you may need to type “**https://**” instead of “**http://**” before the scanner IP address to access the Embedded Web Server. For more information, contact your system support person.
- Make sure you have the correct scanner IP address.

TEMPORARILY DISABLE WEB PROXY SERVERS

Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. For more information, contact your system support person.

Contacting customer support

When you call customer support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at <http://support.lexmark.com>.

Notices

Product information

Product name:

Lexmark 6500e

Machine type:

4036

Model(s):

310

Edition notice

November 2012

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For Lexmark technical support, visit <http://support.lexmark.com>.

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ITC Avant Garde Gothic	International Typeface Corporation
ITC Bookman	International Typeface Corporation
ITC Mona Lisa	International Typeface Corporation
ITC Zapf Chancery	International Typeface Corporation
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Univers	Linotype-Hell AG and/or its subsidiaries
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AirPrint and the AirPrint logo are trademarks of Apple, Inc.

Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Modular component notice

This product may contain the following modular component(s):

Lexmark Regulatory Type/Model LEX-M01-003; FCC ID: IYLM01003; Industry Canada IC: 2376A-M01003

Lexmark Regulatory Type/Model LEX-M05-001; FCC ID: IYLLEXM05001; Industry Canada IC: 2376A-M05001

Lexmark Regulatory Type/Model LEX-M05-002; FCC ID: IYLLEXM05002; Industry Canada IC: 2376A-M05002

Licensing notices

All licensing notices associated with this product can be viewed from the root directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	56 dB(A)
Scanning	52 dB (A)
Copying	57 dB (A)

1-meter average sound pressure, dBA	
Ready	30dB (A)

Values are subject to change. See www.lexmark.com for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products.

If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

Temperature information

Ambient operating temperature	15.6 to 32.2°C (60 to 90 °F) and 8% to 80% RH
Shipping and storage temperature	1 to 60 °C (34 to 140 °F)

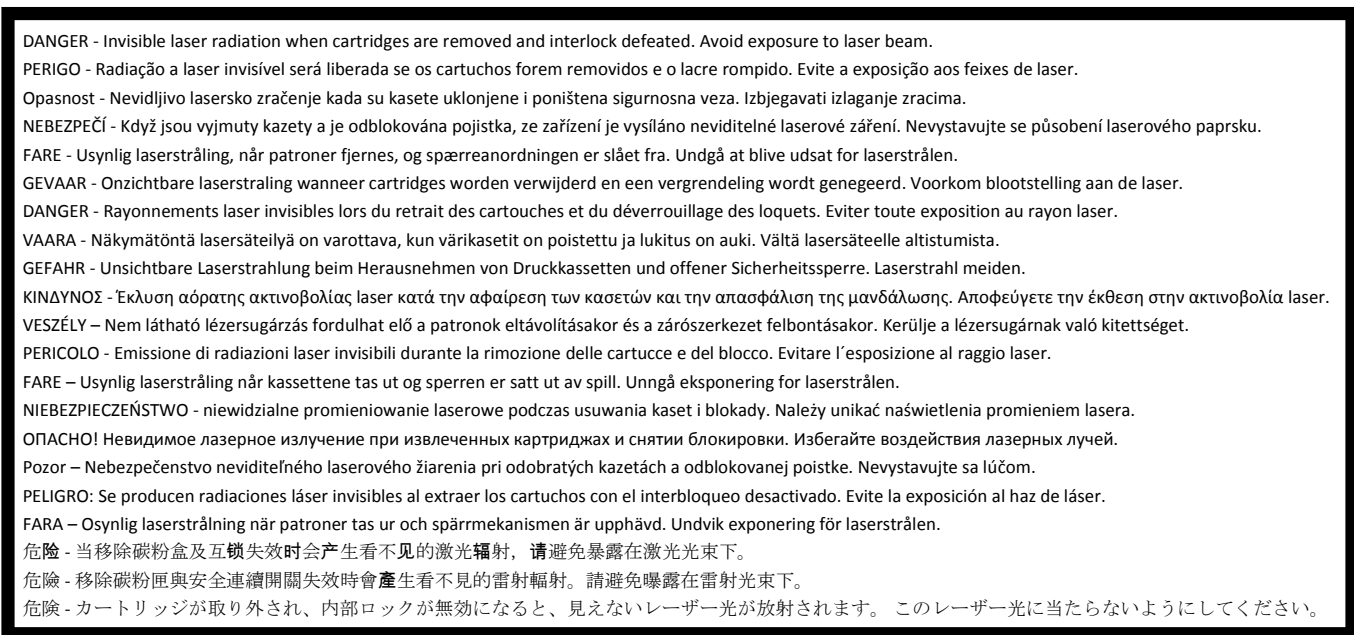
Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The printer contains internally a Class IIIb (3b) laser that is nominally a 7 milliwatt gallium arsenide laser operating in the wavelength of 655-675 nanometers. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Laser advisory label

A laser notice label may be affixed to this printer as shown:



Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	600 W duplex; 780 W simplex
Copy	The product is generating hard-copy output from hard-copy original documents.	NA
Scan	The product is scanning hard-copy documents.	NA
Ready	The product is waiting for a print job.	100 W
Sleep Mode	The product is in a high-level energy-saving mode.	17 W
Off	The product is plugged into a wall outlet, but the power switch is turned off.	1 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See www.lexmark.com for current values.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	5
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By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 240 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC and 2006/95/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Radio interference notice

Warning

This is a product that complies with the emission requirements of EN55022 Class A limits and immunity requirements of EN55024. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.lexmark.com or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in

the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted

equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 80D1877) to be installed on any line which receives metering pulses in Switzerland. The filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (n° de référence Lexmark : 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Notice to Users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to

electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

Refer to the table at the end of the Notices section for further compliance information.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium

Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

AT	BE	BG	CH	CY	CZ	DE	DK	EE
EL	ES	FI	FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	NL	NO	PL	PT
RO	SE	SI	SK	TR	UK			

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Lexmark International, Inc., Lexington, KY

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Lexmark warrants that this product:

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- Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

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If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

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To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

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