

Copy guide

Quick copy

- 1 Place the original document facing up in the automatic document feeder or facing down on the scanner glass (flatbed).

Adjust the paper guides when using the ADF.

- 2 Press **Go** on the numeric pad.

Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your System Administrator for assistance.

Multiple page copies

- 1 Place the original document facing up in the automatic document feeder or facing down on the scanner glass (flatbed).

Adjust the paper guides when using the ADF.

- 2 Touch **Copy**.
- 3 Use the numeric keypad to specify the number of copies you want.

After entering the number of copies, the touch screen will automatically change to the copy settings menu.

- 4 Change the copy options to meet your requirements.
- 5 Touch **Copy It**.

Using the scanner glass (flatbed)

If you are using the scanner glass (flatbed) to make copies:

- 1 Open the document cover.
- 2 Place the document facing down on the scanner glass (flatbed).
- 3 Close the document cover.
- 4 Touch **Copy** on the home screen, or press **Go** on the numeric pad.

For **Copy**, continue with **step 5**.

For **Go**, proceed with **step 8**.

- 5 Set the number of copies.
- 6 Change the copy options to meet your requirements.
- 7 Touch **Copy It**.
- 8 Touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.

Touching **Finish the Job** returns the MFP to the copy screen.

- 9 Touch **Home** when you are finished.

Job Interrupt

Job interrupt pauses the current print job and prints copies.

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

- 1 Place the original document facing up in the automatic document feeder or facing down on the scanner glass (flatbed).

Adjust the paper guides when using the ADF.

- 2 Press **Go** on the numeric pad.

Note: If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your System Administrator for assistance.

Copy options

Copy From: Enter the size of the original document.

When Original Size is set to Auto Size Sense or Mixed Sizes, you can scan different size original documents (for example, letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Copy To: Choose the size and type of paper on which your copies will be printed. If the size selected differs from the Copy From size, the MFP automatically scales the copy to fit on the output size.

Scale: Reduces or enlarges the copy between 25% and 400%. When Auto appears, the copy image will be scaled automatically to match the difference in the Copy From and Copy To sizes. Touching the arrow to the left lowers the value by 1%; touching the arrow to the right increases the value by 1%. Holding your finger on an arrow makes a continuous increment.

Darkness: Adjusts how light or dark your copies will turn out in relation to the original document.

Printed Image: Touch this icon when copying halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper that are composed primarily of images. For original documents that are a mixture of text, line drawings, or other graphics, leave **Printed Image** off.

Sides (Duplex): Prints copies on 1 or 2 sides, makes 2-sided copies (duplex) of 1- or 2-sided original documents.

Note: For 2-sided output, you must have a duplex unit attached to your printer.

Collate: Stacks the print job in sequence when printing multiple copies of a document. The default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Options: Opens a screen to change Paper Saver, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Message Overlay, or Content settings.

Paper Saver: Takes two or more sheets of an original document and prints them together on the same page. Touching **Print Page Borders** adds or removes the outline border surrounding the original document pages on the output page.

Separator Sheets: Places a blank piece of paper between each copy of the copying job. The separator sheets can be drawn from a bin with a different kind or color of paper from your copies.

Margin Shift: Increases the size of the margin the specified distance. This can be useful in providing space to bind or hole-punch copies. If the additional margin is too large, the copy will be cropped.

Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.

Date/Time Stamp: Turns the Date/Time Stamp on and prints the date and time at the top of every page.

Overlay: Creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page.

Note: A custom overlay can be created by the System Administrator. An additional icon with that message will then be available.

Content: Select the content of the original document to enhance copy quality. Choose *Text* for original documents that are mostly text or line art. Choose *Text/Photo* when the original documents are a mixture of text and graphics or pictures. Choose *Photograph* when the original document is a high-quality photograph or inkjet print. Choose *Printed Image* when copying halftone photographs or graphics such as documents printed on a laser printer or pages from a magazine or newspaper that are composed primarily of images.

E-mail guide

The MFP can be used to e-mail scanned documents to one or more recipients.

Sending an e-mail from the MFP can be done by entering the e-mail address, using a shortcut number, or using the address book.

Entering an e-mail address

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.

Adjust the paper guides when using the ADF.

- 2 Touch **E-mail**.
- 3 Enter the recipient's address.

Add recipients by pressing Next and then entering the recipient's address or shortcut number.

- 4 Touch **E-mail It**.

Using a shortcut number

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.

Adjust the paper guides when using the ADF.

- 2 Touch **E-mail**.
- 3 Press # on the numeric pad, and then enter the recipient's shortcut number.

Add recipients by pressing next and then entering the recipient's shortcut number or address.

- 4 Touch **E-mail It**.

Using the address book

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.

Adjust the paper guides when using the ADF.

- 2 Touch **E-mail**.
- 3 Touch **Search Address Book**.
- 4 Enter the name or part of the name you are searching for, and then touch **Search**.
- 5 Touch the name that you want to add to the To: field.

Add recipients by pressing next and then entering the recipient's address or shortcut number or searching the address book.

- 6 Touch **E-mail It**.

E-mail options

Original Size: Enter the size of the original document.

When Original Size is set to Auto Size Sense or Mixed Sizes, you can scan different size original documents (for example, letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Orientation: Tells the MFP whether the original document is portrait or landscape.

E-mail Subject: Enters a subject line for the e-mail. You can enter up to 255 characters.

E-mail Message: Enters a message that will be sent with the scanned attachment.

Resolution: Adjusts the quality of your output document.

Note: Increasing resolution will increase the amount of time and size of the file to be sent.

Send As: Sets the output (PDF, TIFF, or JPEG) for the scanned image.

PDF output is a single file.

TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files.

Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

Advanced Options: Accesses Transmission Log, Edge Erase, or Darkness settings.

Transmission Log: Prints the transmission log or transmission error log.

Edge Erase: Eliminate smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge.

Darkness: Adjusts how light or dark your scanned e-mails will turn out.

Fax guide

The fax function lets you scan items and fax them to one or more recipients. Sending a fax from the MFP can be done by entering the fax number, using a shortcut number, or using the address book.

Note: To place a two-second dialing pause within a fax number, use the Dial Pause button.



The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

Entering the fax number

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
Adjust the paper guides when using the ADF.
- 2 Touch **Fax**.
- 3 Enter the recipient's telephone number.
Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.
- 4 Touch **Fax It**.

Using a shortcut number

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
Adjust the paper guides when using the ADF.
- 2 Touch **Fax**.
- 3 Press # on the numeric pad, and then enter the recipient's shortcut number.
Add recipients by touching next and then entering the recipient's shortcut number or telephone number.
- 4 Touch **Fax It**.

Using the address book

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
Adjust the paper guides when using the ADF.
- 2 Touch **Fax**.
- 3 Touch **Search Address Book**.
- 4 Enter the name or part of the name you are searching for, and then touch **Search**.

- 5 Touch the name you want to add to the To: field.
Add recipients by touching next and then entering the recipient's address, shortcut number, or searching the address book.
- 6 Touch **Fax It**.

Fax options

Original Size: Enter the size of the original document.

Set to Auto Size Sense or Mixed Sizes to scan different size original documents (for example, letter and legal size pages). They are automatically scaled to fit the output media size.

Content: Set the original document type. Choose Text, Text/Photo, or Photo. Content affects the quality and size of your scan by selecting how the scanner will handle the information on the original document.

Resolution: Adjusts the quality of your output document. If you are faxing a photograph, a drawing with fine lines, or a document with very small text, increase the Resolution setting. *Standard* is suitable for most documents. Use *Fine* for documents with small print. Use *Super fine* for original documents with fine detail. Use *Ultra fine* for documents with pictures or photographs.

Darkness: Adjusts how light or dark your faxes will turn out in relation to the original document.

Advanced Options: Accesses Delayed Send, Transmission Log, or Edge Erase.

Delayed Send: Sets up a fax to be sent at a later time or date. After setting up your fax, select **Delayed Send**, enter the time and date you would like to transmit your fax, and then touch **Done**.

Note: If the device is powered off when the delayed fax is due to be sent, the fax is sent the next time the MFP is powered up.

Transmission Log: Prints the transmission log or transmission error log.

Edge Erase: Eliminates smudges or information around the edges of the document. You can eliminate an equal area around all four sides of the paper, or pick a particular edge.

FTP guide

The MFP scanner lets you scan documents directly to an FTP server.

Note: Only one FTP address may be sent to at a time.

Entering the FTP address

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
- 2 Touch **FTP**.
- 3 Enter the FTP address.
- 4 Touch **Send It**.

Using a shortcut number

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
- 2 Touch **FTP**.
- 3 Press # on the numeric pad, and then enter the FTP shortcut number.
- 4 Touch **Send It**.

Using the address book

- 1 Place the original document in the automatic document feeder facing up or on the scanner glass (flatbed) facing down.
- 2 Touch **FTP**.
- 3 Touch **Search Address Book**.
- 4 Enter the name or part of the name you are searching for, and then touch **Search**.
- 5 Touch the name that you want to add to the To: field.
- 6 Touch **Send It**.

FTP options

Original Size: Enter the size of the original document.

When Original Size is set to Auto Size Sense or Mixed Sizes, you can scan different size original documents (for example, letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Orientation: Tells the MFP whether the original document is portrait or landscape.

Base File Name: Enter a file name. The default value is the word *image*. A timestamp is added to the file name to prevent overwriting files of the same name at the FTP site.

Note: There is a 53-character limit for the file name.

Resolution: Adjusts the quality of your output document.

Note: Increasing resolution will increase the amount of time and size of the file to be sent.

Send As: Sets the output (PDF, TIFF, or JPEG) for the scanned image.

PDF output is a single file.

TIFF output is a single file. If Multi-page TIFF is turned off in the Configuration menu, then TIFF saves one page each in a series of files.

JPEG saves one page in each file. When multiple pages are scanned, the output will be a series of files.

Content: Tells the MFP the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

Advanced Options: Accesses Transmission Log, Edge Erase, or Darkness settings.

Transmission Log: Prints the transmission log or transmission error log.

Edge Erase: Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides, or pick a particular edge. Edge Erase will erase whatever is within the area selected and leave nothing printed on that portion of the paper.

Darkness: Adjusts how light or dark your scanned FTP documents will turn out.

Information guide

There are numerous publications available to help you understand the MFP and its functions. This page will help you locate publications and other information for the MFP.

Help pages

There are Help pages resident in the MFP. Each topic can be printed individually, or select **Print All** to print all of them.

Help Item	Use it to
Information Guide (this page)	Locate additional information.
Copying	Make copies and change settings.
E-mail	Send jobs to e-mail addresses.
Faxing	Scan items and fax them to one or more recipients.
FTP	Scan items and send them to an FTP site.
Print defects	Resolve repeating defects in copy or print.
Supplies Guide	Order supplies.
For additional help information, touch the question mark on the bottom of the touch screen, or see the <i>User's Guide</i> on the <i>Software and Documentation CD</i> .	

Setup sheet

The *Setup sheet* packaged with the MFP provides information about setting up the MFP.

Software and Documentation CD

The *Software and Documentation CD* was shipped with the MFP and contains the necessary MFP drivers to get the MFP up and running.

The *Software and Documentation CD* also includes the *User's Guide*, *Menus and Messages Guide*, and a copy of the Help pages.

The *User's Guide* provides information about loading media, ordering supplies, troubleshooting, clearing jams, and removing options. It also includes administrative support information.

The *Menus and Messages Guide* provides information to change the MFP settings. It describes the menus available, the menu items under each menu, and the values available.

The *Software and Documentation CD* may also contain MFP utilities, screen fonts, and additional documentation.

Lexmark Web site

Copies of the *User's Guide*, *Setup sheet*, *Menus and Messages Guide*, and Help pages are available on the Lexmark Web site at www.lexmark.com.

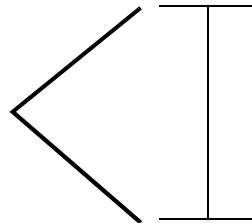
Other languages

The *User's Guide*, *Setup sheet*, *Menus and Messages Guide*, and Help pages are also available in other languages.

Print defects guide

Match a set of repeating defects on a print job to the marks on one of the vertical lines. The line that best matches the defects on the print job indicates which particular part may be causing the defect.

For example, the distance between these two marks represents a repeating defect that occurs every 28.3 mm (1.11 in.), which means the charge rollers may need to be replaced.



Note: If the defect appears on the printed side of a single-sided print job, replace the **toner cartridge** before replacing the **fuser**.

		Replace the toner cartridge 47.8 mm (1.88 in.) 96.8 mm (3.81 in.)		Replace the fuser 88.0 mm (3.46 in.) 95.2 mm (3.75 in.)	
Replace the charge rollers 28.3 mm (1.11 in.)	Replace the transfer roller 51.7 mm (2.04 in.)				

Below the table, there are six vertical lines, each with a horizontal tick mark at the top and another at the bottom. The lines are of varying heights, corresponding to the defect intervals listed in the table above. From left to right, the lines represent intervals of 28.3 mm, 51.7 mm, 47.8 mm, 96.8 mm, 88.0 mm, and 95.2 mm.

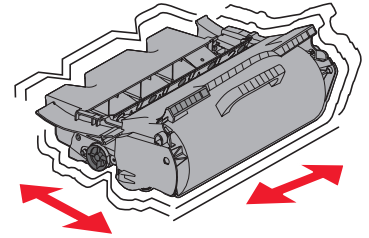
Supplies guide

Ordering a print cartridge

When the **88 Toner is Low** message appears, you should order a new print cartridge. You may be able to print several more pages after the **88 Toner is Low** message appears by shaking the print cartridge.

To use the remaining toner, remove the print cartridge, and then shake it back and forth.

You need to have a new cartridge available when the current one no longer prints satisfactorily. The following table lists the part numbers for ordering print cartridges.



Part number	Description	Average cartridge yield ¹
Recommended print cartridges		
X644A11A ² X644A11E ³ X644A11P ⁴ X644A11L ⁵	Return Program Print Cartridge	10,000 standard pages
X644H11A ² X644H11E ³ X644H11P ⁴ X644H11L ⁵	High Yield Return Program Print Cartridge	21,000 standard pages
X644X11A ² X644X11E ³ X644X11P ⁴ X644X11L ⁵	Extra High Yield Return Program Print Cartridge	32,000 standard pages
X644H01A ² X644H01P ⁴ X644H01L ⁵	High Yield Return Program Print Cartridge for Label Applications	21,000 standard pages
X644X01A ² X644X01P ⁴ X644X01L ⁵	Extra High Yield Return Program Print Cartridge for Label Applications	32,000 standard pages
Other available print cartridges		
X644A21A ² X644A21E ³ X644A21P ⁴ X644A21L ⁵	Print Cartridge	10,000 standard pages
X644H21A ² X644H21E ³ X644H21P ⁴ X644H21L ⁵	High Yield Print Cartridge	21,000 standard pages
X644X21A ² X644X21E ³ X644X21P ⁴ X644X21L ⁵	Extra High Yield Print Cartridge	32,000 standard pages

¹ Declared yield value in accordance with ISO/IEC 19752.

² Designed for use only in the USA and Canada.

³ Designed for use only in Europe, Middle East, and Africa.

⁴ Designed for use only in the Asia Pacific Region.

⁵ Designed for use only in Latin America.