

## 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
<b>Information Guide</b> (this page)	Locate additional information.
<b>Copying</b>	Make copies and change settings.
<b>E-mail</b>	Send jobs to e-mail addresses.
<b>Faxing</b>	Scan items and fax them to one or more recipients.
<b>FTP</b>	Scan items and send them to an FTP site.
<b>Supplies Guide</b>	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 Publications</i> CD.	

### Setup sheet

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

## Software and Publications CD

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

The *Software and Publications* CD also includes the *User's Guide*, *Setup* sheet, *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 Publications* 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](http://www.lexmark.com).

### Other languages

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

# Copy guide

## Quick copy

- 1 Place the original document face-up in the automatic document feeder or face-down on the flatbed.

Adjust the paper guides when using the ADF.

- 2 Press **Start** 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.

## Multi-page copies

- 1 Place the original document face-up in the automatic document feeder or face-down on the flatbed.

Adjust the paper guides when using the ADF.

- 2 Touch **Copy** on the home screen, or use the numeric keypad to specify the number of copies you want.

Once you touch **Copy** or enter the number of copies, the touch screen automatically changes to the copy settings menu.

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

## Using the flatbed

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

- 1 Open the document cover.
- 2 Place the document face-down on the scanner flatbed.
- 3 Close the document cover.
- 4 Touch **Copy** on the home screen, or press **Start** on the numeric pad.

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

For **Start**, 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 face-up in the automatic document feeder or face-down on the flatbed.

Adjust the paper guides when using the ADF.

- 2 Press **Start** 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 2-sided originals, 2-sided copies from 1-sided originals, or 1-sided copies (simplex) from 2-sided originals.

**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, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Message Overlay, Content, or Advanced Duplex 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.

**Create Booklet:** Creates a sequence of collated output that, when folded in half, forms a booklet half the page size of the original documents and with all the pages in order.

**Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

**Custom Job (Job Build):** Combines multiple scanning jobs into a single job.

**Separator Sheets:** Places a blank piece of paper between each copy of 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.

**Advanced Duplex:** Controls how many sides and what orientation your original document has, and whether your original documents are bound along the long edge or the short edge.

## 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 typing 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 face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

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

Add recipients by touching **Next Address** 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 face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

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

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

- 3 Touch **E-mail It**.

### Using the address book

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

- 2 Touch **E-mail** on the home screen.
- 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 touching **Next Address** 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.

**Sides (Duplex):** Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

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

**Binding:** Tells the MFP whether the original document is bound on the long-edge or short-edge side.

**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 Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

**Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

**Custom Job (Job Build):** Combines multiple scanning jobs into a single job.

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

**Scan Preview:** Displays the first pages of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

**Edge Erase:** 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 typing the fax number, using a shortcut number, or using the address book.

**Note:** To place a one-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 face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

- 2 Touch **Fax** on the home screen.
- 3 Enter the recipient's telephone number.  
Add recipients by touching **Next Number** 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 face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

- 2 Press **#** on the numeric pad, and then enter the recipient's shortcut number.  
Add recipients by touching **Next Number** and then entering the recipient's shortcut number or address.
- 3 Touch **Fax It**.

## Using the address book

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.

Adjust the paper guides when using the ADF.

- 2 Touch **Fax** on the home screen.
- 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 Number** 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.

**Sides (Duplex):** Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

**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, Advanced Imaging, Custom Job, Transmission Log,

Scan Preview, Edge Erase, Advanced Duplex, or Fax Queue settings.

**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.

**Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

**Custom Job (Job Build):** Combines multiple scanning jobs into a single job.

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

**Scan Preview:** Displays the image before it is included in the fax. When a page is scanned, the scanning is paused, and a preview image appears.

**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.

**Advanced Duplex:** Controls how many sides and what orientation the original document has, and whether your original documents are bound along the long edge or the short 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 face-up or on the flatbed face-down.
- 2 Touch **FTP** on the home screen.
- 3 Enter the **FTP** address.
- 4 Touch **Send It**.

### Using a shortcut number

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

### Using the address book

- 1 Place the original document in the automatic document feeder face-up or on the flatbed face-down.
- 2 Touch **FTP** on the home screen.
- 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.

**Sides (Duplex):** Tells the MFP if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the file being sent to the FTP site.

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

**Binding:** Tells the MFP whether the original document is bound on the long-edge or short-edge side.

**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 Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, or Darkness settings.

**Advanced Imaging:** Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you scan the document.

**Custom Job (Job Build):** Combines multiple scanning jobs into a single job.

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

**Scan Preview:** Displays the first pages of the image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.

**Edge Erase:** Eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides, 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.

# Supplies guide

## *Ordering a toner cartridge or photoconductor*

When the **Toner Low** message appears, you should order a new toner cartridge.

When the **PC unit life warning** message appears, you should order a new photoconductor.

You need to have a new toner cartridge or photoconductor available when the current one no longer prints satisfactorily. The following table lists the part numbers for ordering these items.

Part number	Description
X850S21G	<b>Toner cartridge</b>
X850S22G	<b>Photoconductor</b>