

Blue Technologies



Lexmark™

Basic Instructions



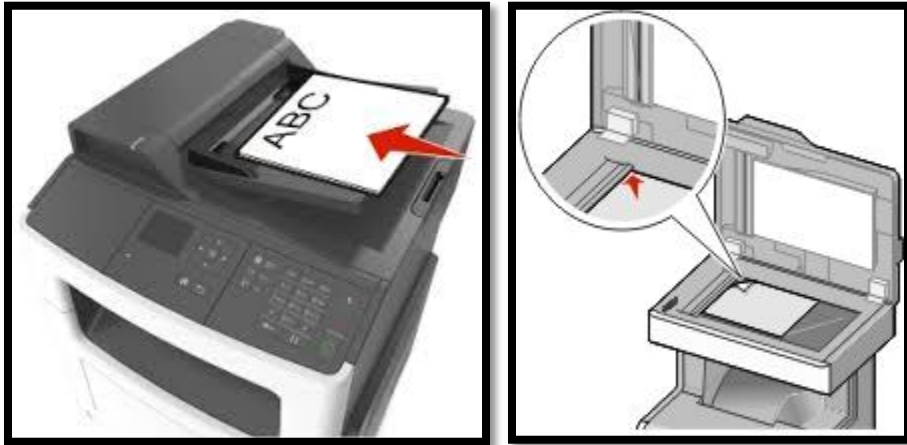
★
BLUE
COMMITMENT
★★★
TO EXCELLENCE

Quick Links and Contents

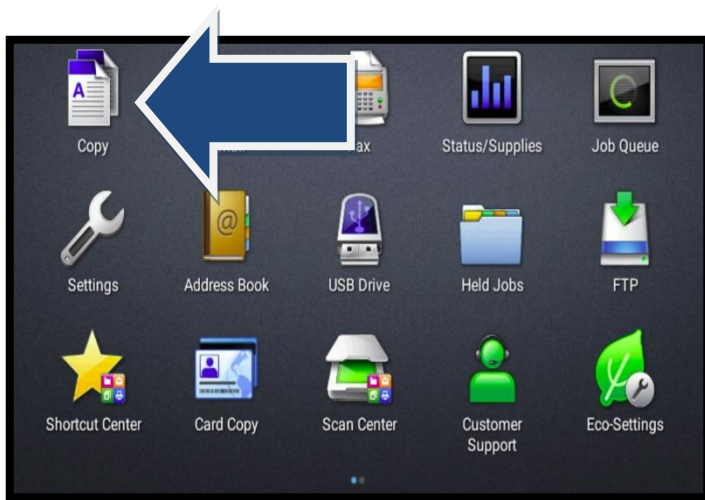
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Basic Copy Functions:

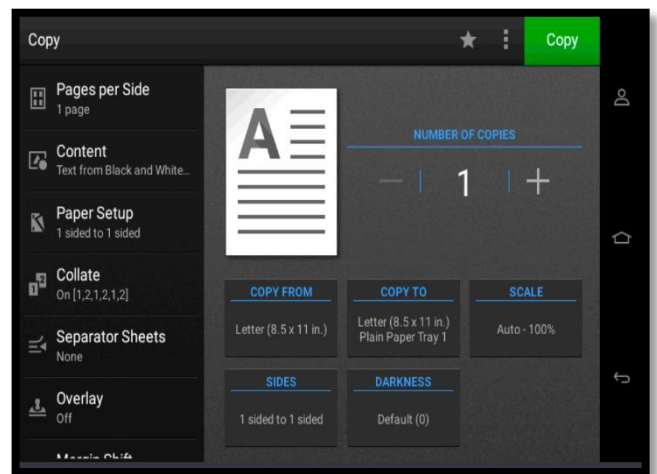
1. Load your documents face up in the document feeder, or face down on the platen glass.



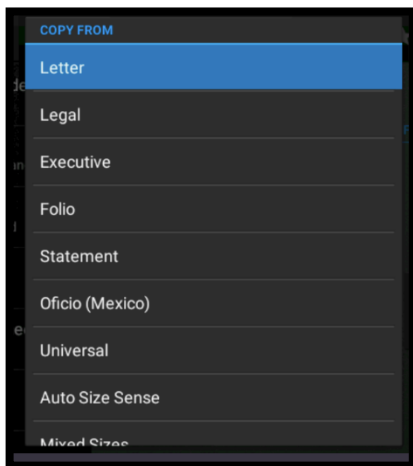
2. Select [Copy] from the main screen.



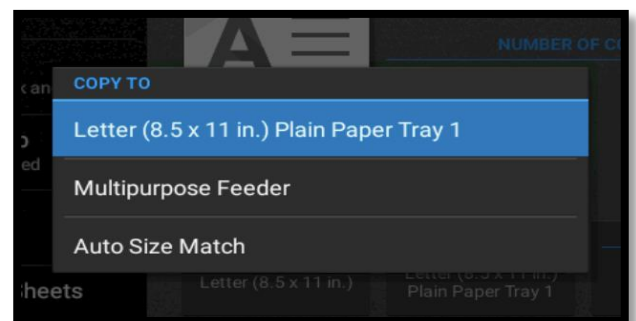
3. Adjust your settings if needed.



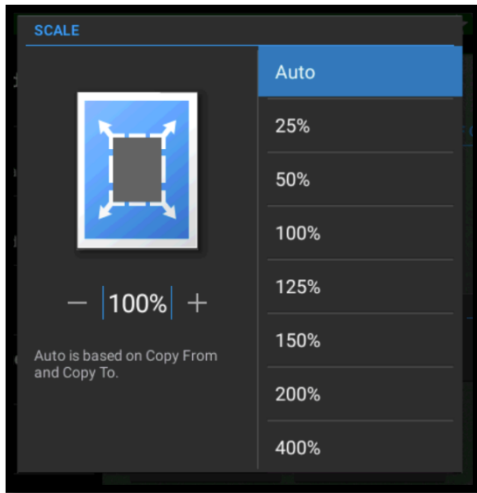
4. [Copy from]- Select the size of your original.



5. [Copy to] - Select the size you would like for your copy.



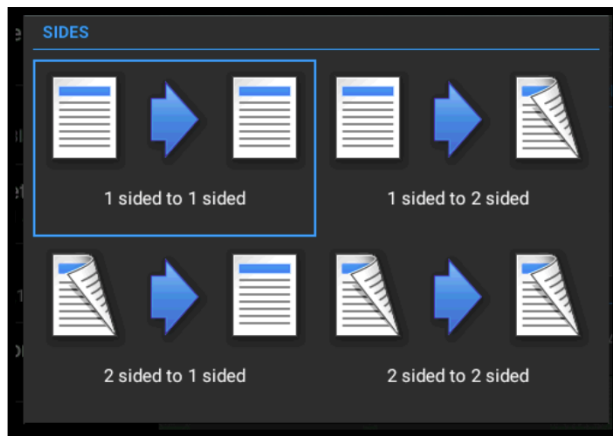
6. [Scale]- Adjust level of reduction
darken /enlargement.



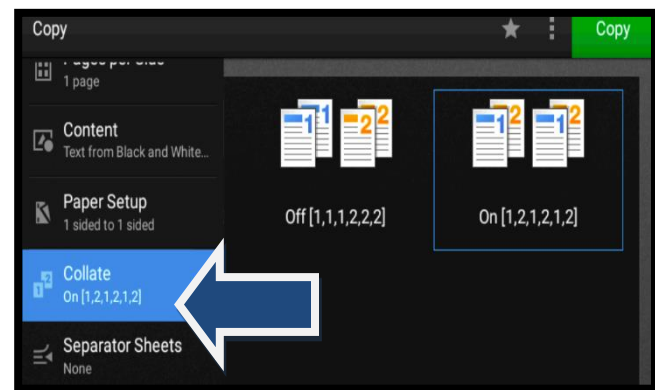
7. [Darkness] - Adjust to lighten or
your copies.



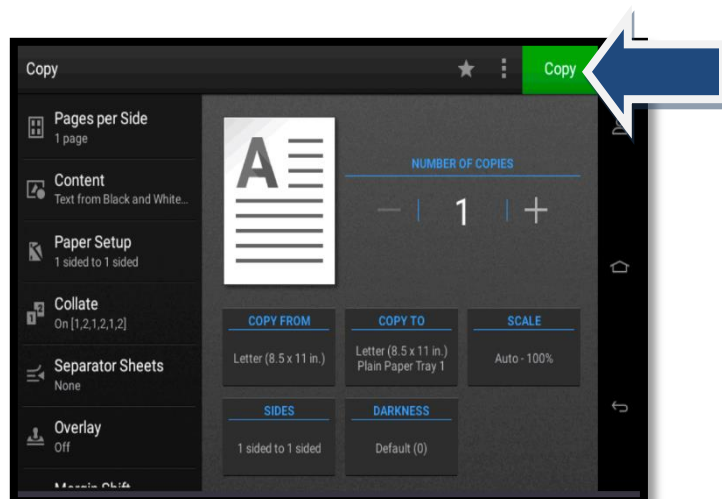
8. [Sides (Duplex)]- Choose simplex/duplex options.



9. [Collate]- Choose to keep copies
in sequential order (1,2,3) (1,2,3), or
keep copies of each page in a group
(1,1,1)(2,2,2)(3,3,3).

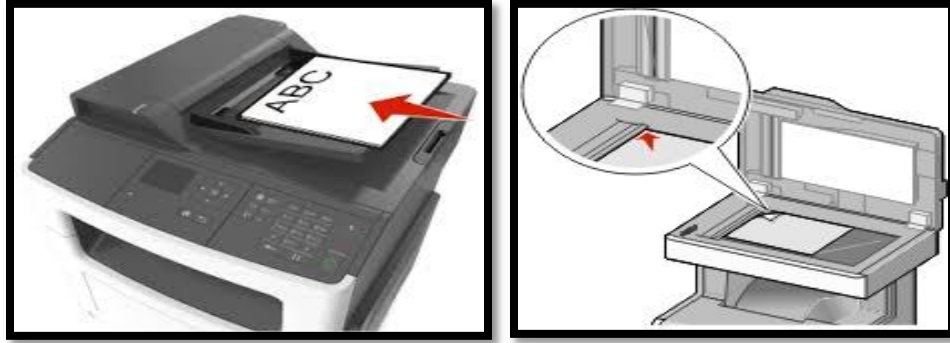


10. Select your desired number of copies, then press [Copy].

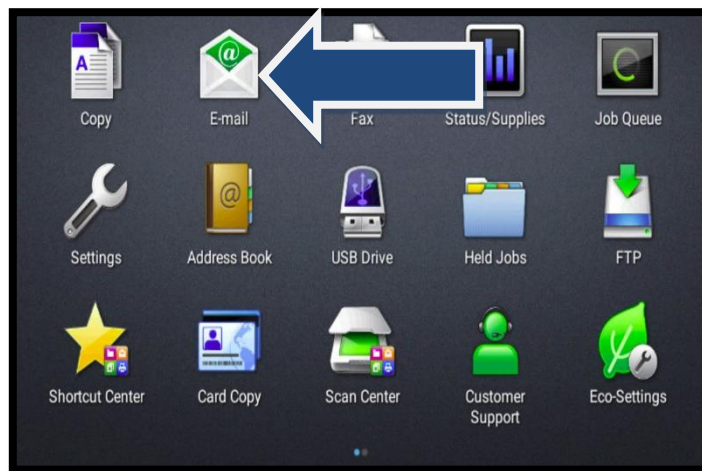


Basic Scan Functions:

1. Load your documents face up in the document feeder, or face down on the platen glass.



2. Select [Email] from the main screen.



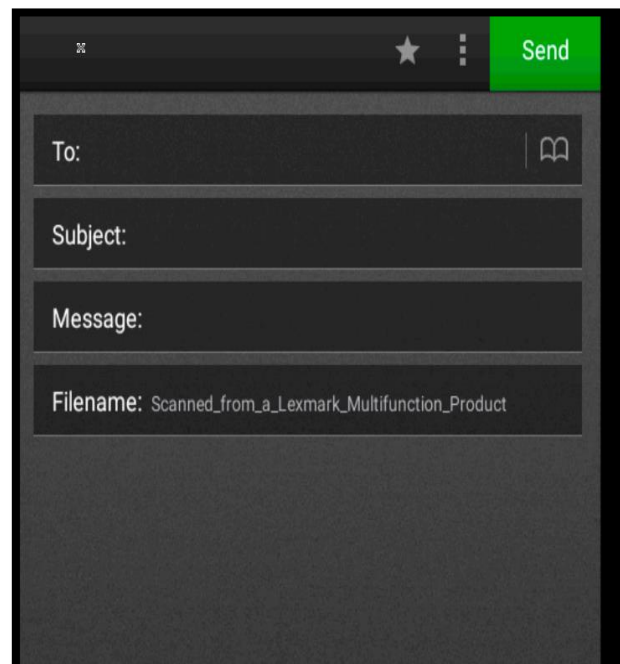
3. Input info:

To- Enter the desination(s) for your email.

Subject- Enter a subject line for your email.

Message- Enter a message to send with your file.

File Name- Name the file.



Basic Scan Functions (continued):

4. Adjust settings (if needed).

Color- Enables or disables color.

Content- Allows you to specify the content of your original document (Text, Graphics, Photo...).

Original – Select whether document needs to be scanned on 1 side or 2 sides

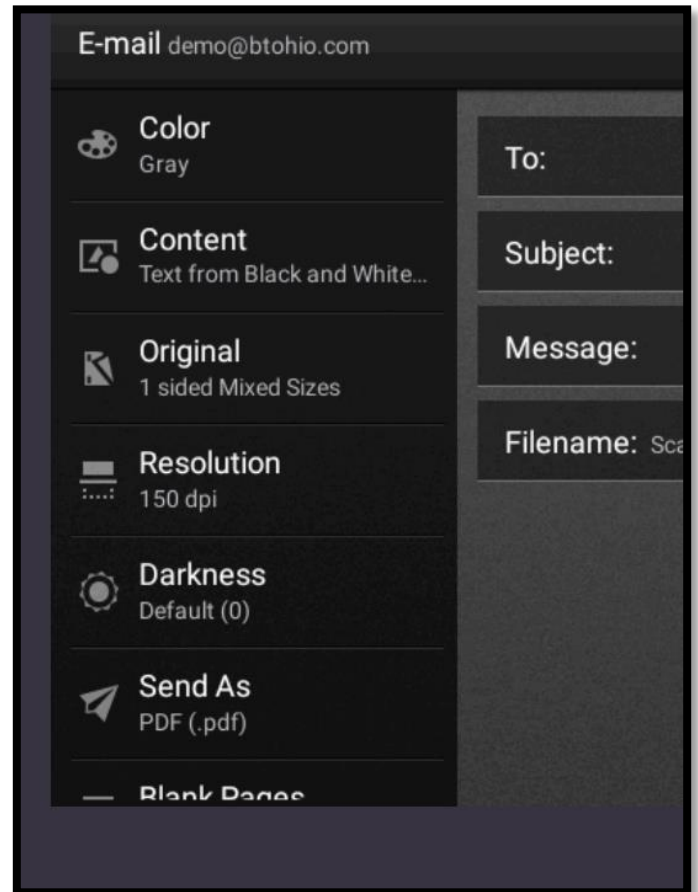
Resolution- Adjusts the quality of your email.

Increasing dpi will increase file size as well as the time it takes to scan your file.

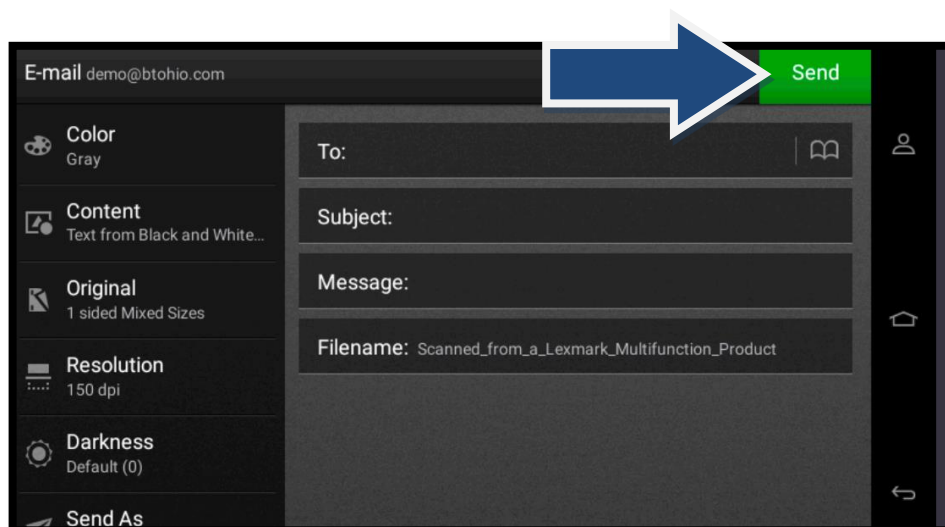
Darkness- Adjusts how light or dark your scanned documents will be.

Send as- Select file type (PDF, TIFF, JPEG or XPS).

Additional settings available



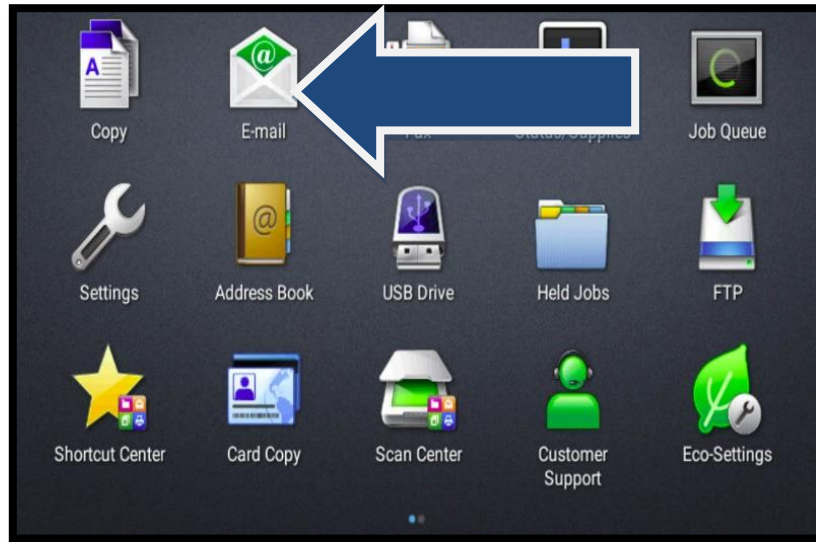
5. When you are finished entering your information and adjusting your options, press [Send].



Scanning – Saving and Using Contacts:

To save a contact in the address book for scanning:

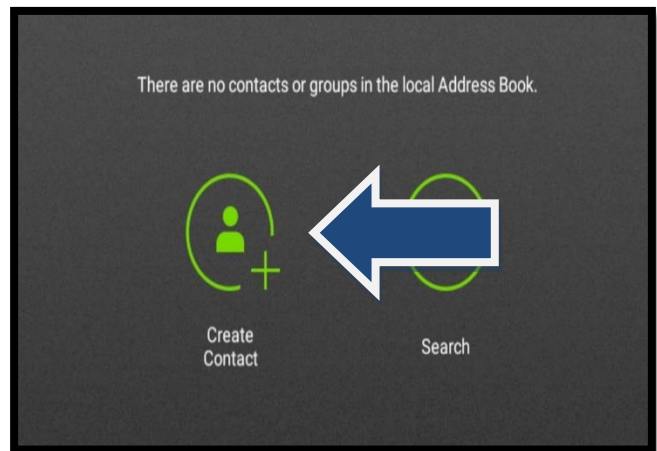
1. Select [Email].



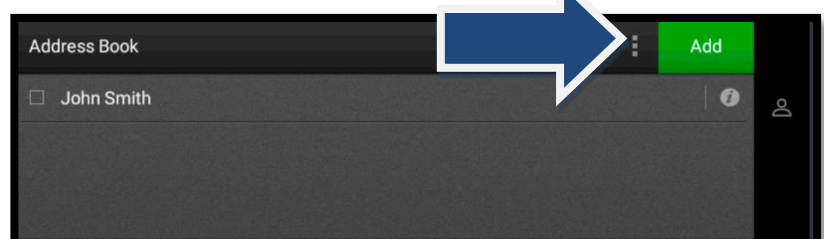
2. Select the address book icon  and select [Create Contact]



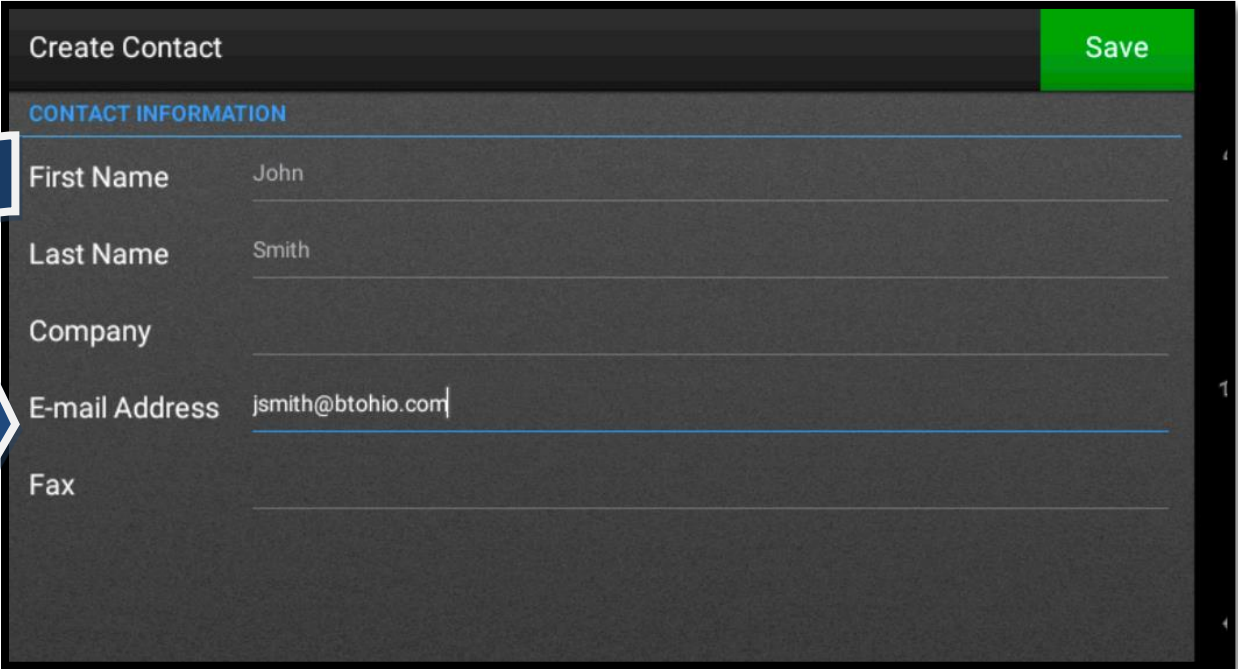
2a. If no contacts have been added you will see this screen



2b. If contacts have been added you will see this screen, select [Add]




3. Type Contact information in the appropriate fields and select [Save].

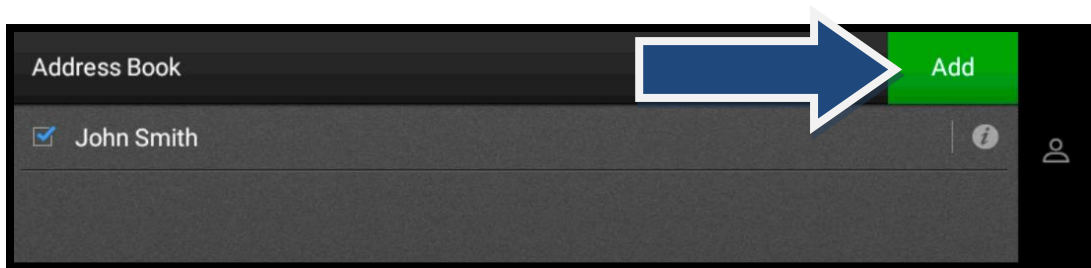


The image shows a 'Create Contact' form with a dark grey background. At the top left, the text 'Create Contact' is displayed. At the top right, there is a green button labeled 'Save'. Below the title, the section is titled 'CONTACT INFORMATION' in blue. The form contains five input fields: 'First Name' with the value 'John', 'Last Name' with the value 'Smith', 'Company' which is empty, 'E-mail Address' with the value 'jsmith@btoho.com', and 'Fax' which is empty. A large blue arrow on the left side of the form points from the top towards the 'E-mail Address' field.

Field	Value
First Name	John
Last Name	Smith
Company	
E-mail Address	jsmith@btoho.com
Fax	

To Use/Recall Contacts in Scan/Email mode:

1. Select the address book icon . 
2. Select the contact name you wish to add
3. Then select [ADD]

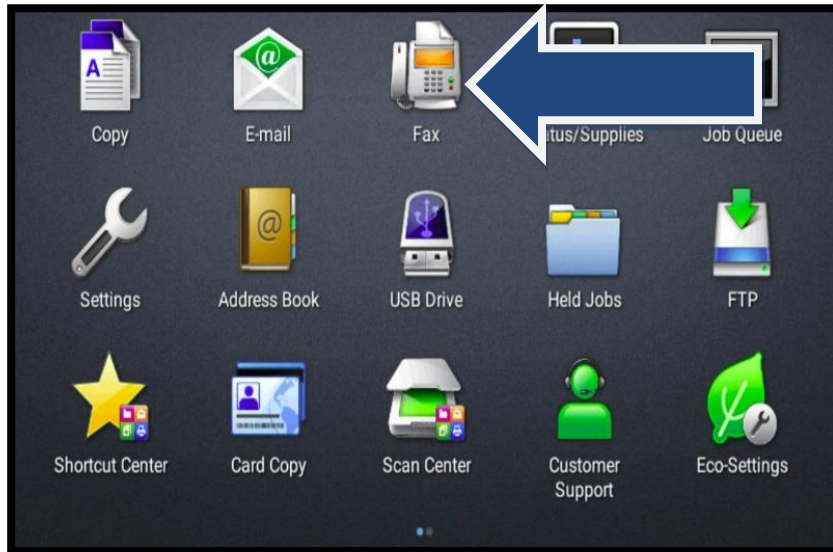


You may also search by contact name using the search field icon located at the top of the screen

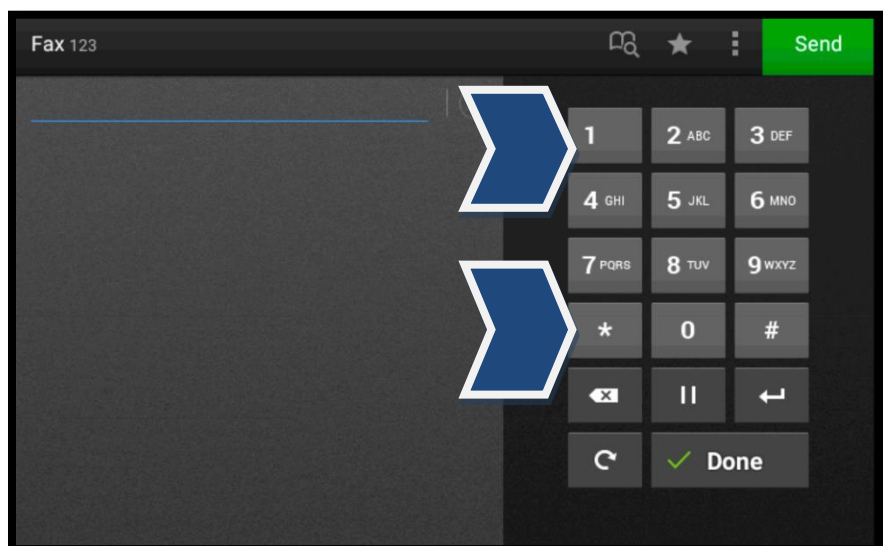


Basic Fax Functions & Saving Fax Shortcuts:

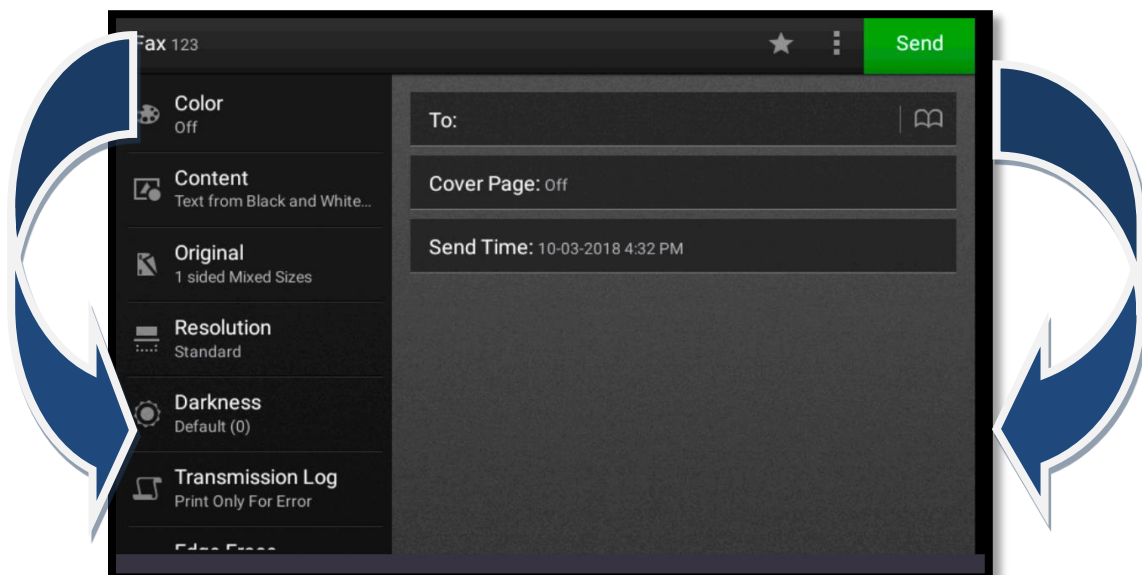
1. From the Main Screen, select [Fax].




2. Select [To]. Enter the number you wish to fax to.



3a. Select your options if needed.



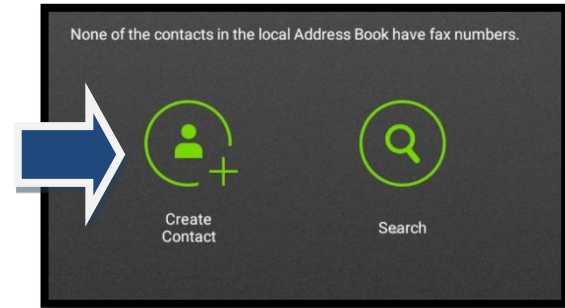
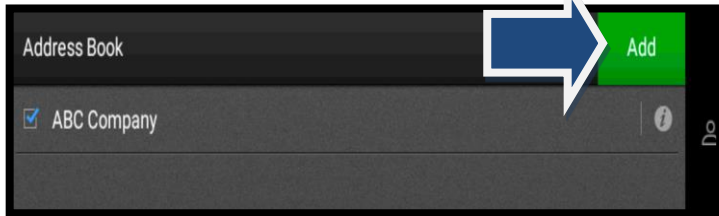
Basic Fax Functions & Saving Fax Contacts (continued):

3b. If you would like to save this number as a fax number, select the book icon 

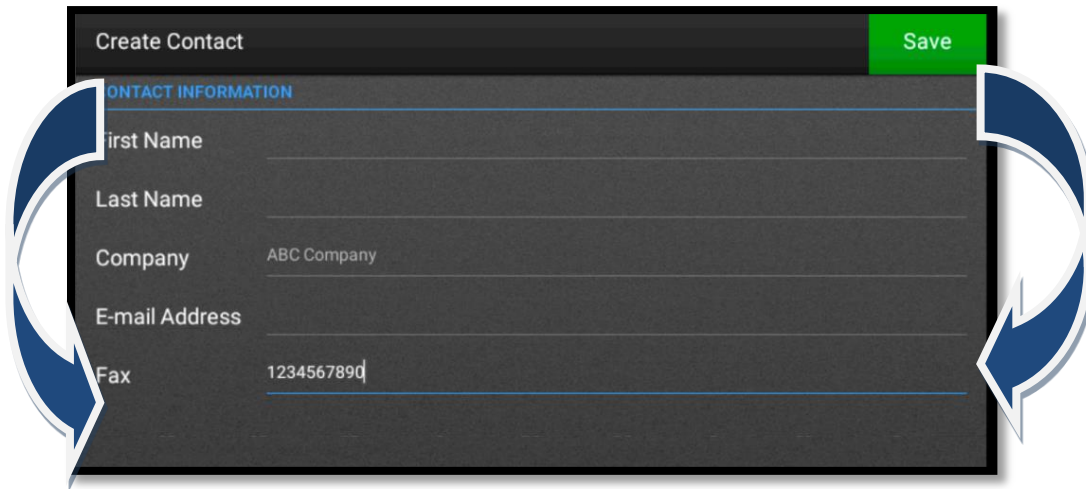
3c. If contacts are already registered [Add] for new contact.

NOTE: If no fax numbers are select registered

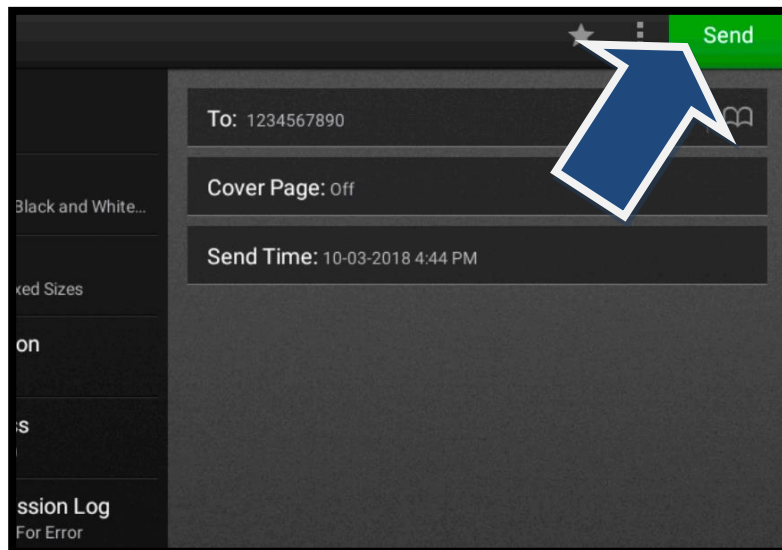
you will see this screen.




3d. Enter contact information and select [Save].

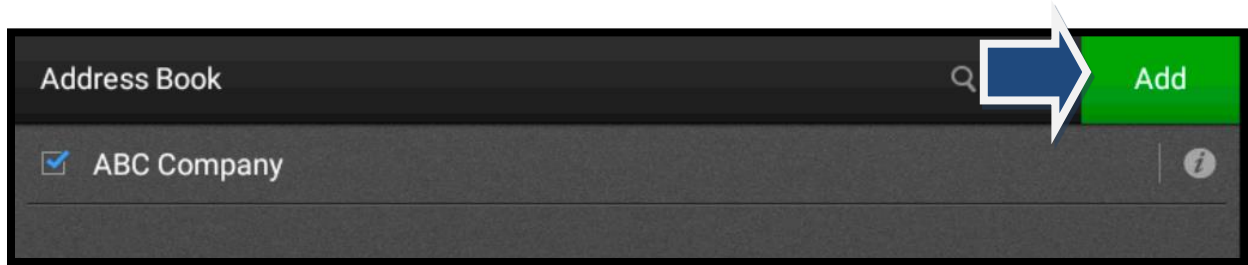
A screenshot of the 'Create Contact' form. The title is 'Create Contact' and there is a green 'Save' button in the top right. The form has several input fields: 'First Name', 'Last Name', 'Company' (with 'ABC Company' entered), 'E-mail Address', and 'Fax' (with '1234567890' entered). Two large blue curved arrows point from the left and right sides towards the form.

4. When you are done entering your numbers and setting your options, select [Send].

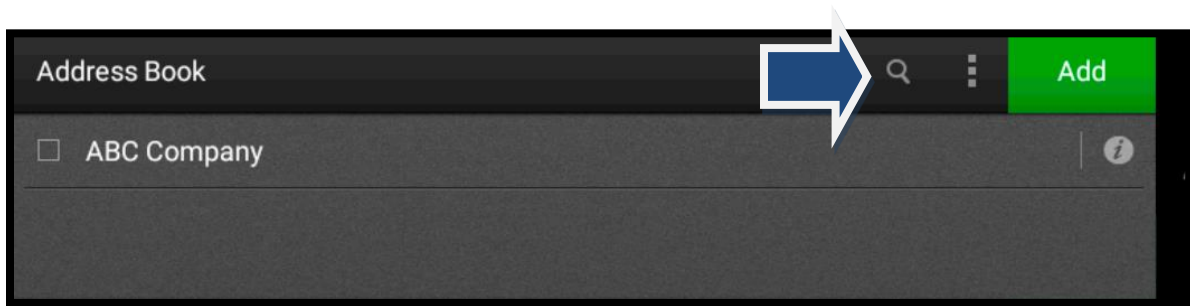


To Use the Fax Shortcuts to Send a Fax:

1. Select the address book icon 
2. Select the contact name you wish to add
3. Then select [ADD]



You may also search by contact name using the search field icon located at the top of the screen



The process for managing and saving Fax Shortcuts via the Web Interface is identical to managing and saving Email Shortcuts. Please refer to the Scan/Email section for information on this subject.

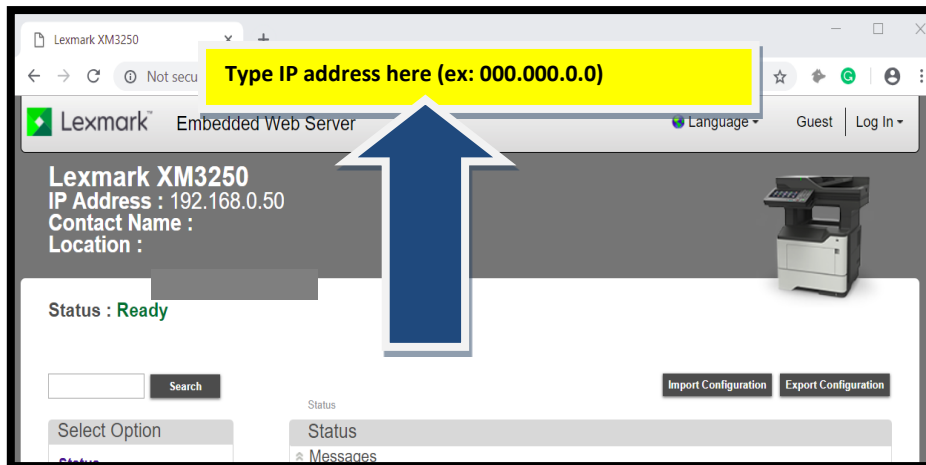
To Access the Lexmark Web Interface:

1. Obtain your MFP's IP address.

The IP address is located in the middle of the main screen of your Lexmark.

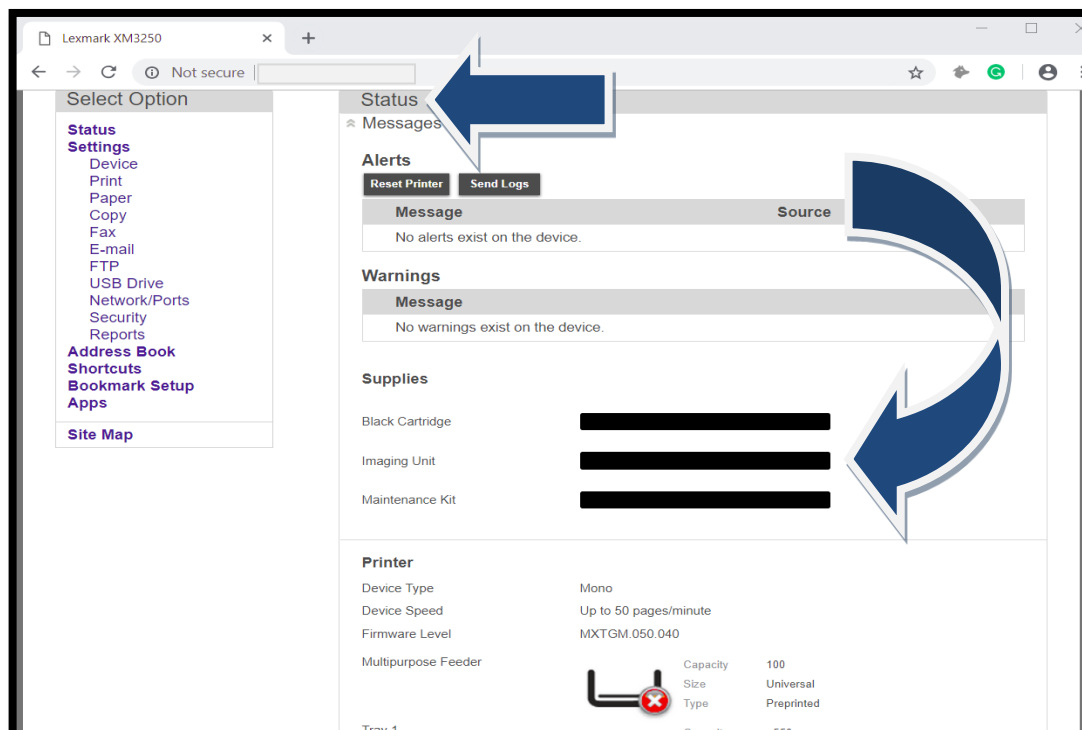


2. Open your web browser and type the IP address in the address bar. Hit enter.



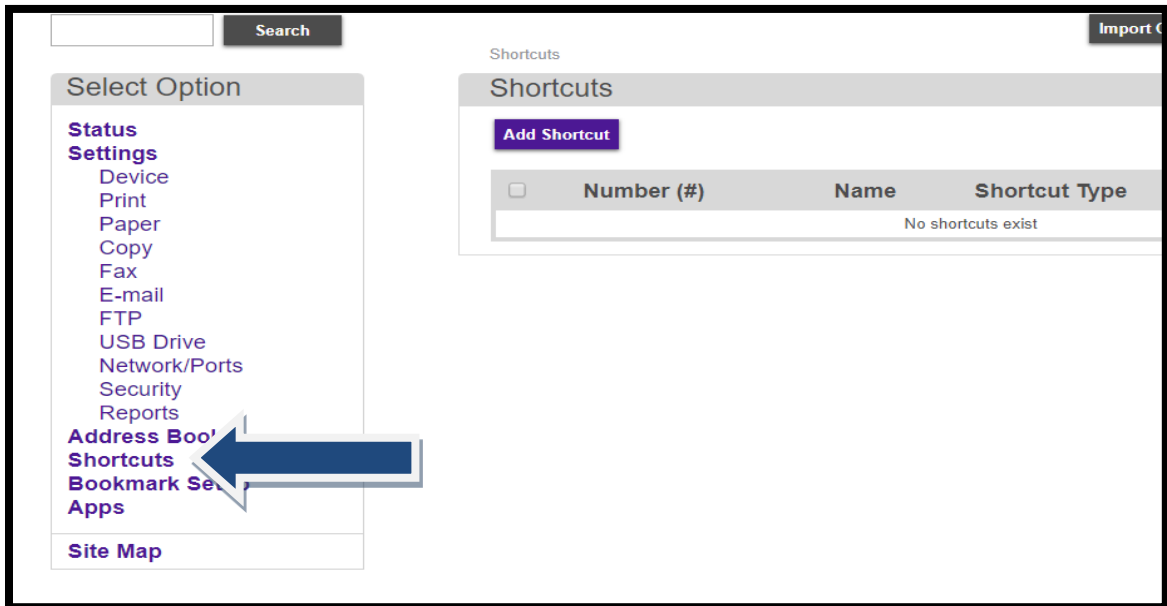
3. You will now have access to the Web Interface for your device.

From here you can check Device Status, Toner Status, Manage Shortcuts and General Settings.

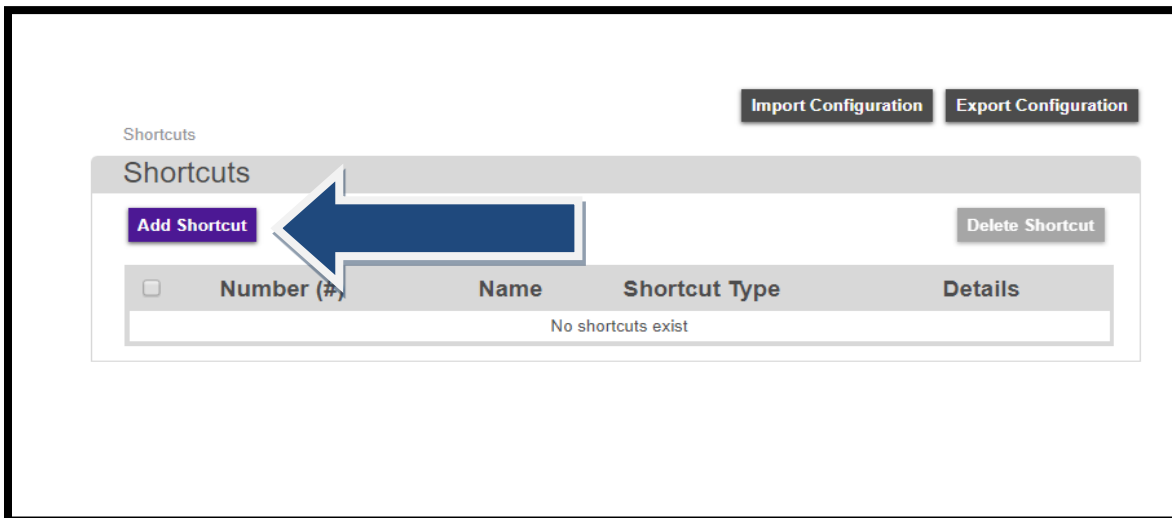


Creating and Managing Shortcuts via the Web Interface:

1. In the Web Interface, select [Shortcuts].



2. Select [Add Shortcut].



3. From here you can add, edit or delete Email Shortcuts and Fax Shortcuts. You can also manage Copy Shortcuts and Profile Shortcuts.

To Add, Edit or Delete an Email Shortcut, Select [Email Shortcut Setup].

NOTE: The process for adding, modifying and deleting Fax Shortcuts is IDENTICAL. Simply select [Fax Shortcut Setup] and follow the same processes.

To add an Email Shortcut:

1. Enter a name for the shortcut.
2. Enter the email address.
3. Select [Save].

Shortcuts > Edit Shortcut

Import Configuration Export Configuration

Edit Shortcut

Delete

Shortcut Type: E-mail

Shortcut Name: [] Required

Shortcut Number: 2 Required. Range: 1-99999. 0 = unassigned

To: [] Maximum of 512 characters. Use a comma to separate addresses.

Cc: [] Limit 512 characters.

Bcc: [] Limit 512 characters.

Subject: [] Limit 255 characters.

Scroll down to bottom to [SAVE]

PDF Settings

PDF Version: 1.5

Archival Version: A-1a Only supported when PDF Version is set to 1.4

Secure:

Archival (For...): Only supported when PDF Version is set to 1.4

Transmissio... Log: Print Only For Error

Resolution: 150 dpi

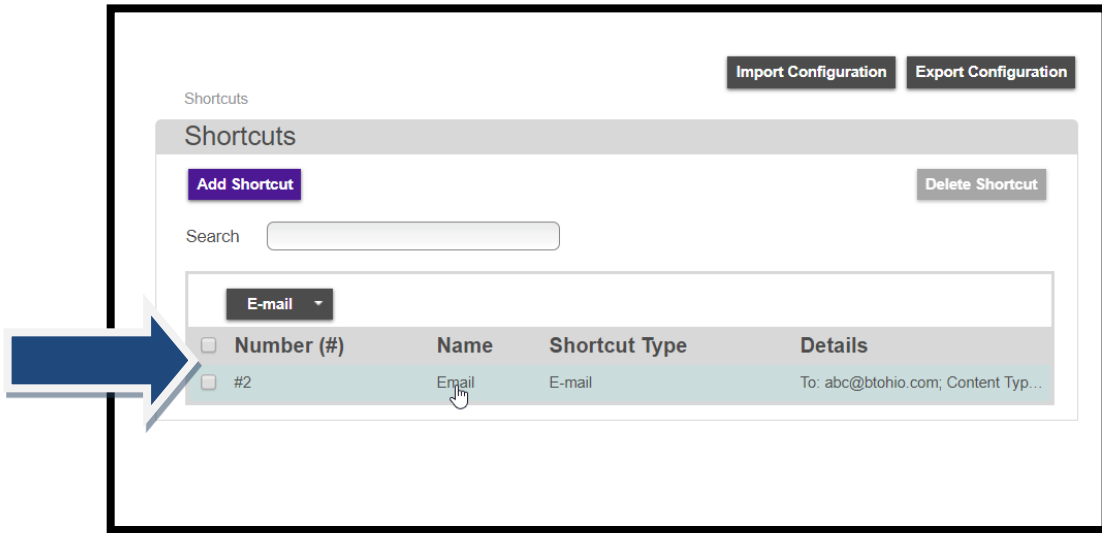
Blank Page Re...: Do Not Remove

Save Reset

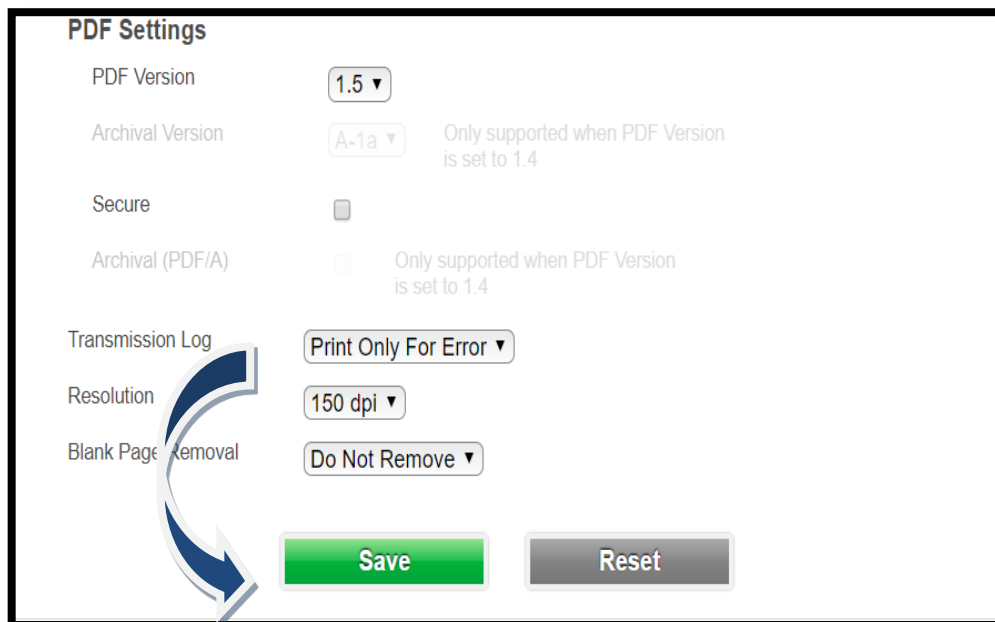
To Modify or Delete a Shortcut from the Web Interface:

NOTE: The process for adding/modifying and deleting Fax Shortcuts is IDENTICAL. Simply select [Fax Shortcut Setup] and follow the same processes.

1. Click the link for the Shortcut you wish to modify.

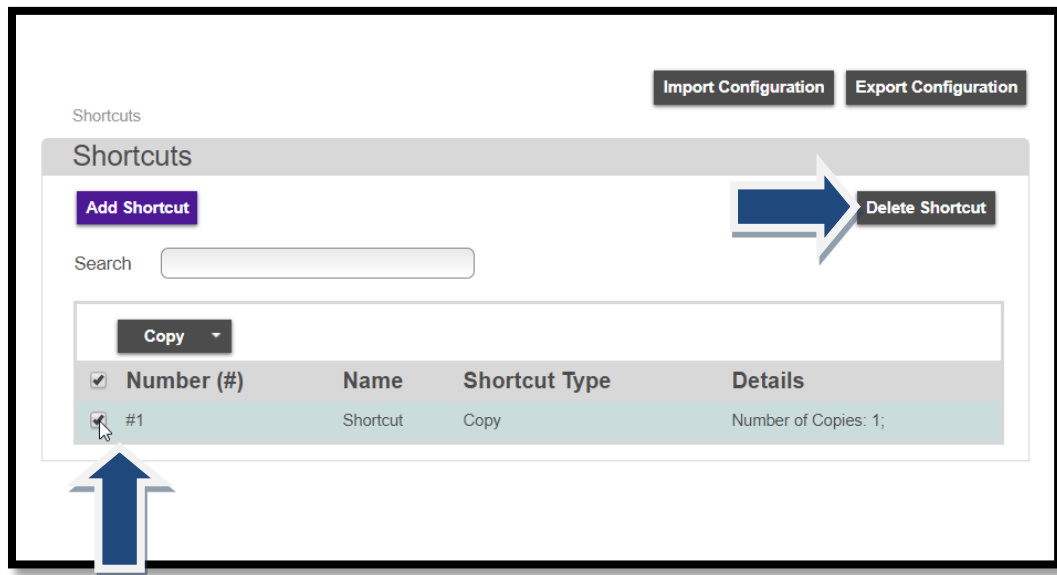


2. Make the necessary changes and select [Save] to save modifications

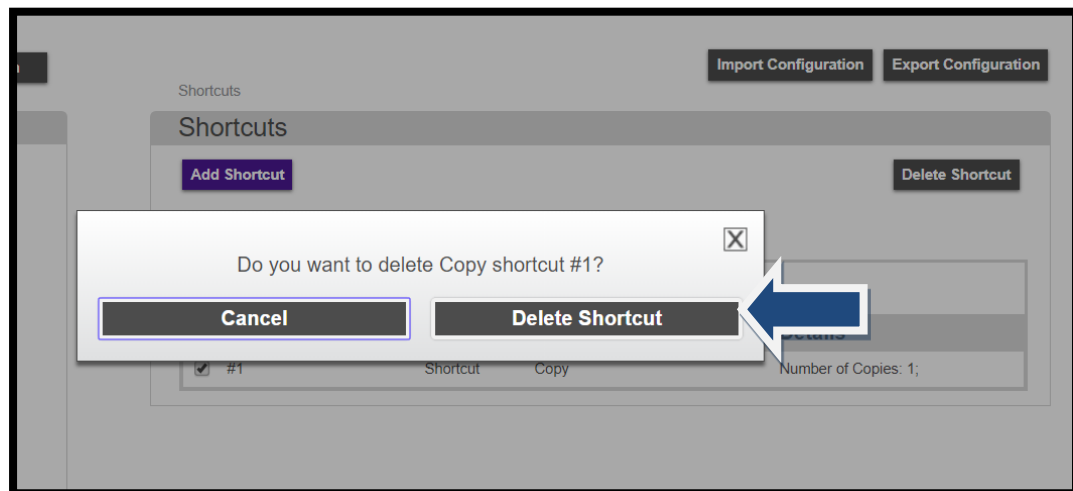


To Delete a Shortcut from the Web Interface:

1. Click the check box next to the shortcut you want to delete
2. Select [Delete Shortcut]

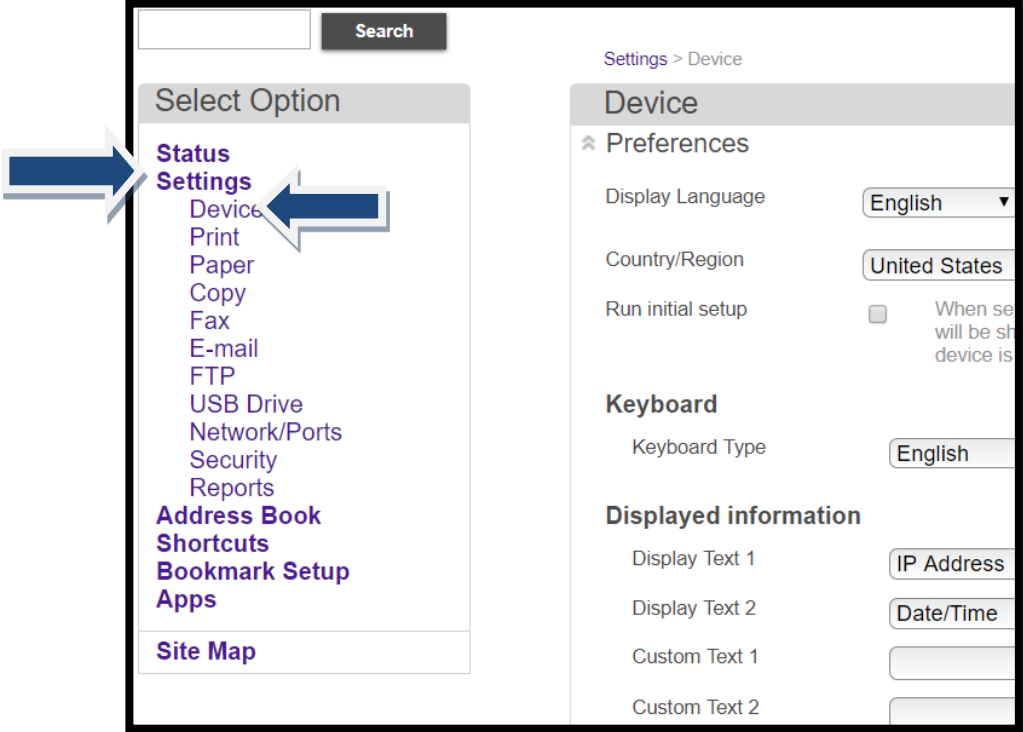


3. Confirm Deletion

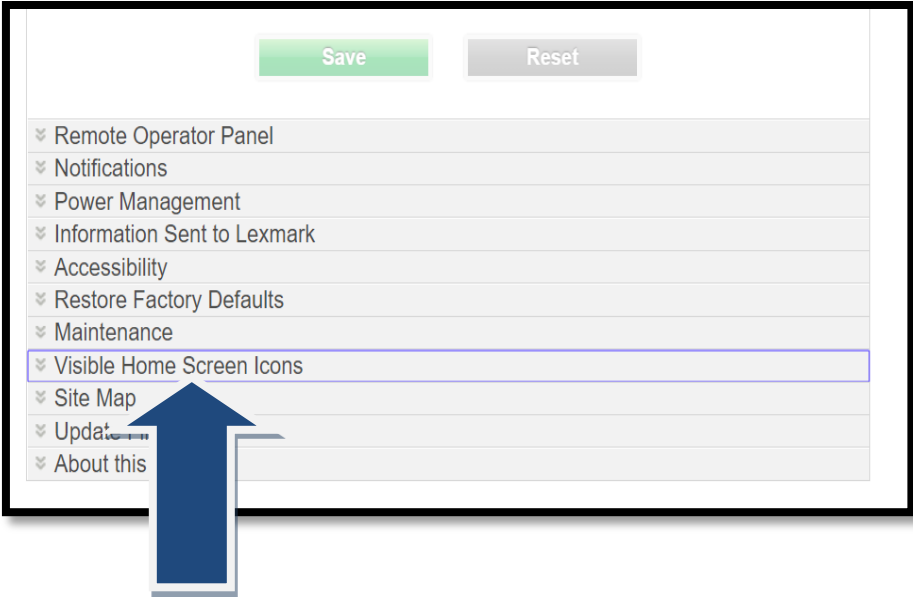


Adding/Removing Icons from the Main Screen:

1. From the Web Interface, locate Settings. Then select [Device]

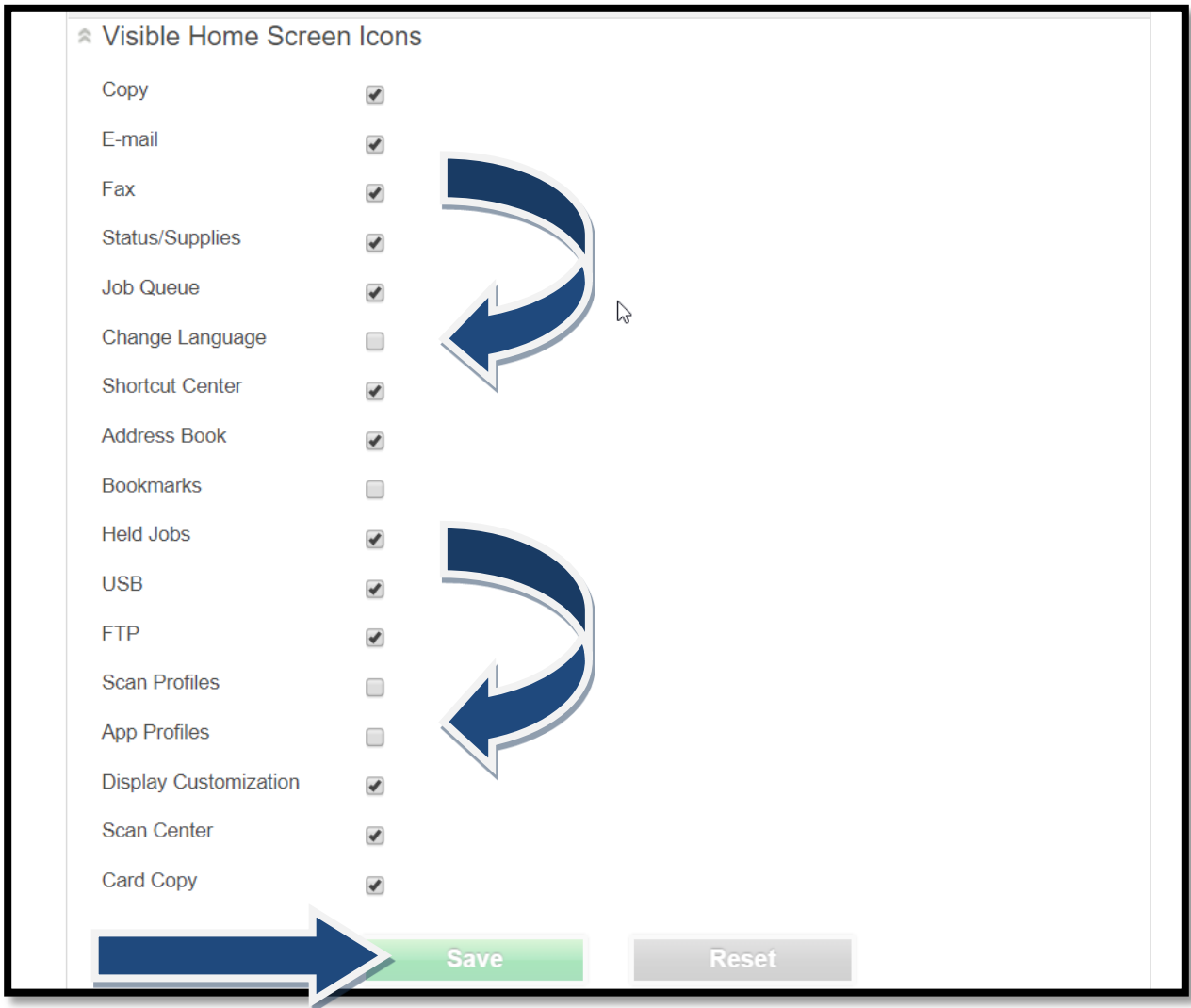


2. Scroll down page to [Visible Home Screen Icons] and select



Adding/Removing Icons from the Main Screen (continued):

- To place an icon on your Home Screen, check the box next to the corresponding function. To remove an icon, uncheck the box next to the corresponding function. When you are finished setting up your Home Screen, click [Save].



Blue Technologies

Contact Blue Technologies for additional assistance:

Request Service by Email : Service@BTOhio.com
Order Supplies by Email: Supplies@BTOhio.com
Account Support/Customer Service: (216) 271-4800
Service and Supply Requests: (216) 271-5800

Cleveland – Corporate Headquarters

5885 Grant Avenue
Cleveland, OH 44105
216.271.4800

Akron/Canton

5701 Mayfair Road
North Canton, OH 44720
330.499.9300

Columbus

530 Lakeview Plaza Boulevard, Suite A
Worthington, OH 43085
614.575.1999

Sandusky

2419 East Perkins Avenue, Suite B
Sandusky, OH 44870
419.621.8277



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