



# Reference Guide: Lexmark Touch Screen



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# Copying

This is the Default Home screen. The home screen can also be customized from Settings.

Select copy to open the copy features

Press the green button to copy

Color, B&W

Return to home

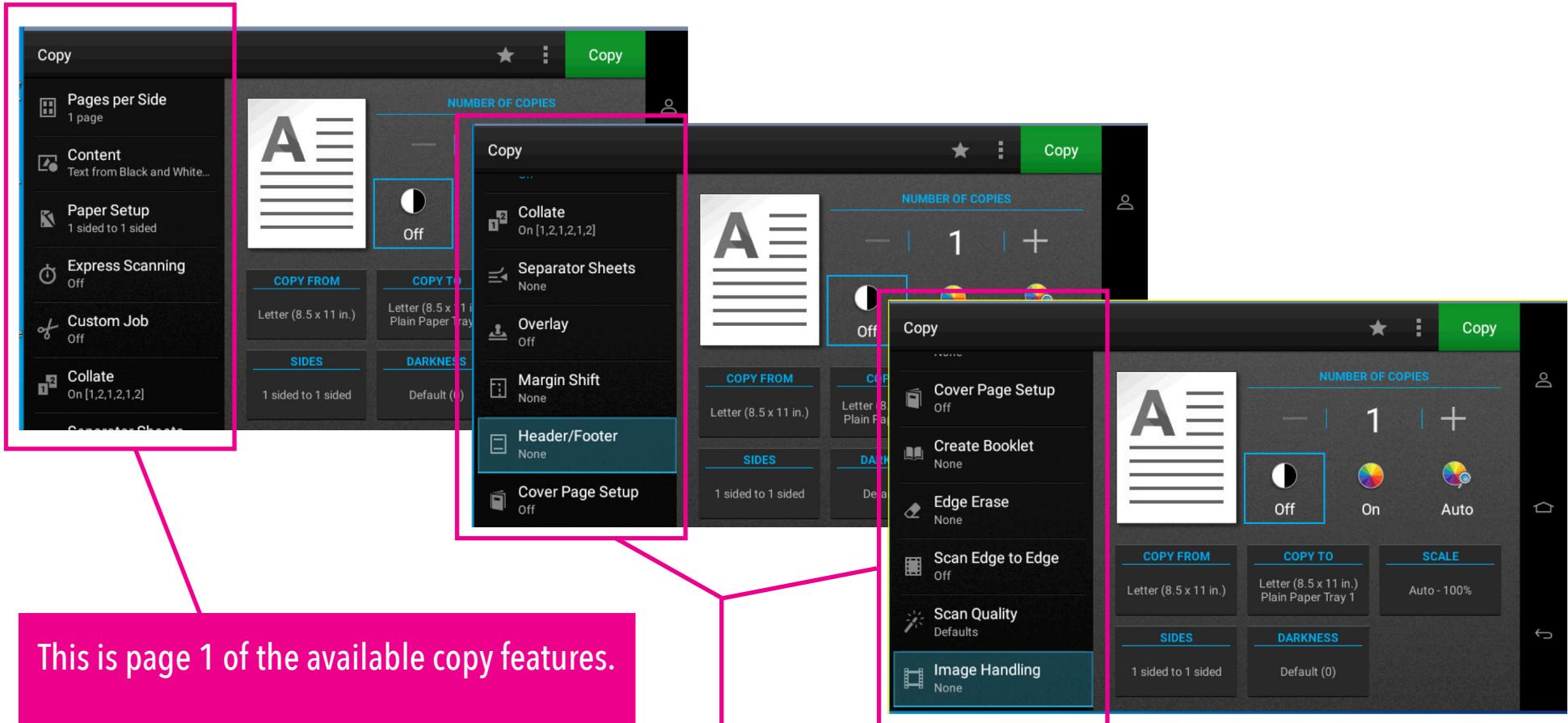
Previous page

The main window includes a scrolling list of features displays the defaults and common features.

Current settings and zoom

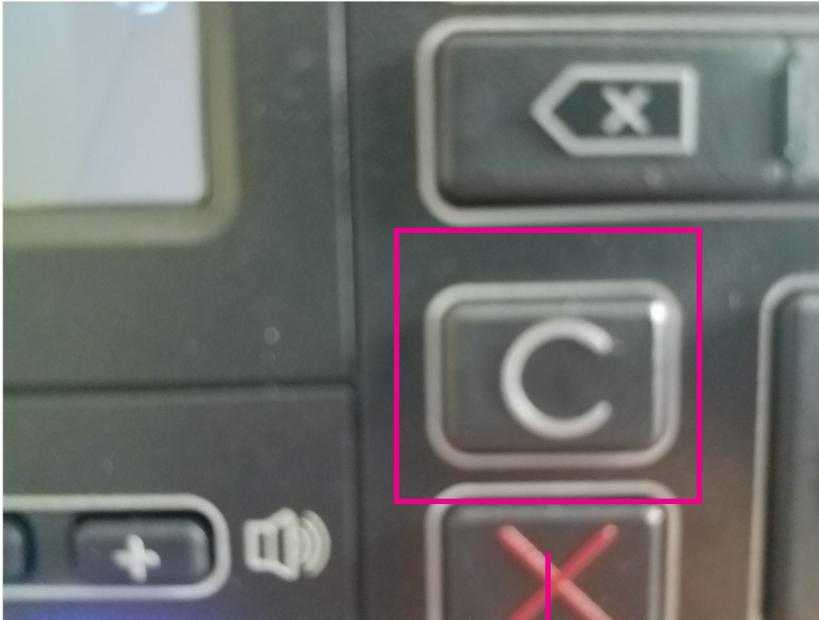
The screenshot shows a printer's touch screen interface. At the top, it displays 'Connected', the IP address '10.100.122.121', and the user 'Guest'. The home screen features a grid of icons: Copy, E-mail, Fax, Status/Supplies, Job Queue, Settings, Address Book, USB Drive, Held Jobs, Card Copy, Shortcut Center, and Scan Center. The 'Copy' icon is highlighted with a red box. A callout points to it with the text 'Select copy to open the copy features'. Another callout points to the 'Copy' icon in the top right of the Copy menu with the text 'Press the green button to copy'. The Copy menu is open, showing a list of features on the left: Pages per Side (1 page), Content (Text from Black and White...), Paper Setup (1 sided to 1 sided), Express Scanning (Off), Custom Job (Off), and Collate (On [1,2,1,2,1,2]). The main area of the Copy menu shows a preview of a document with the letter 'A' and a 'NUMBER OF COPIES' section with a value of '1'. Below this are three columns of settings: 'COPY FROM' (Letter (8.5 x 11 in.)), 'COPY TO' (Letter (8.5 x 11 in.) Plain Paper Tray 1), 'SCALE' (Auto - 100%), 'SIDES' (1 sided to 1 sided), and 'DARKNESS' (Default (0)). There are also 'Off', 'On', and 'Auto' buttons for color settings. A callout points to the 'On' button with the text 'Color, B&W'. A callout points to the home icon in the bottom right with the text 'Return to home'. A callout points to the back arrow in the bottom right with the text 'Previous page'. A callout points to the 'NUMBER OF COPIES' section with the text 'Current settings and zoom'. A callout points to the main list of features with the text 'The main window includes a scrolling list of features displays the defaults and common features.'

# Copying: Features

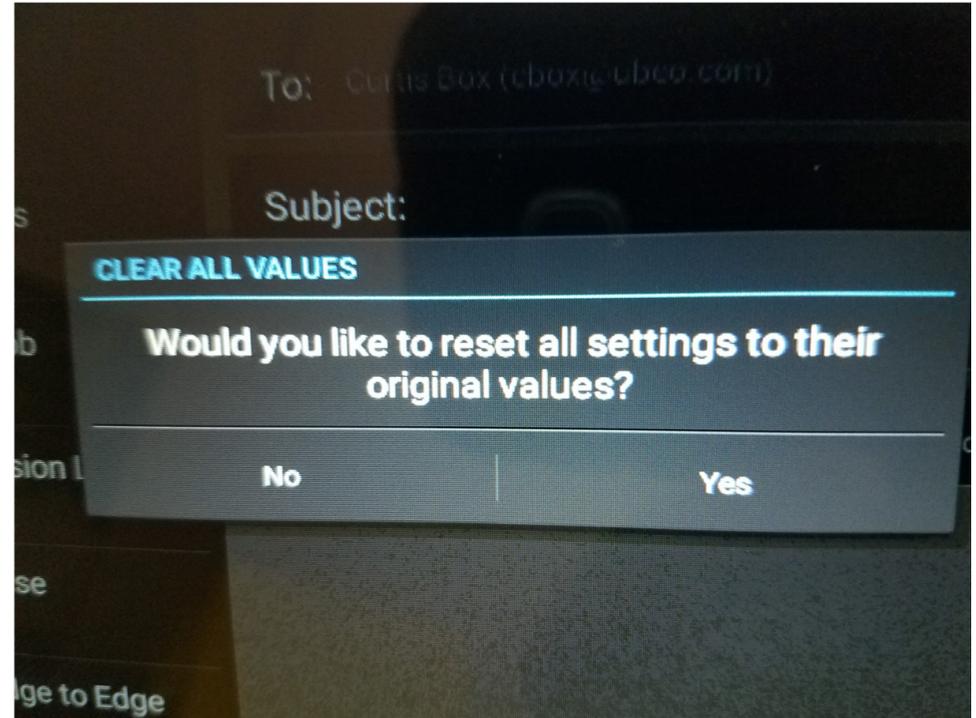


This is page 1 of the available copy features.  
Scroll down to see additional features.

# Copying: Features

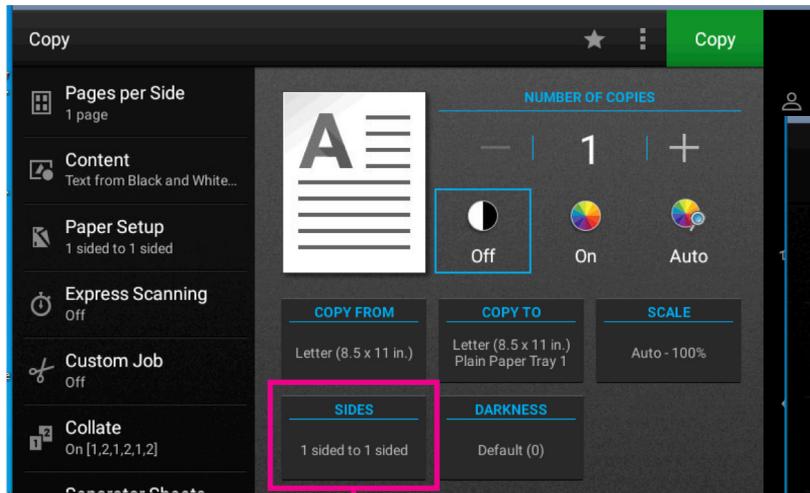


At any time while in the copy screen (or Email screen) settings can be cleared back to the default settings by clicking the C button next to the touch screen.

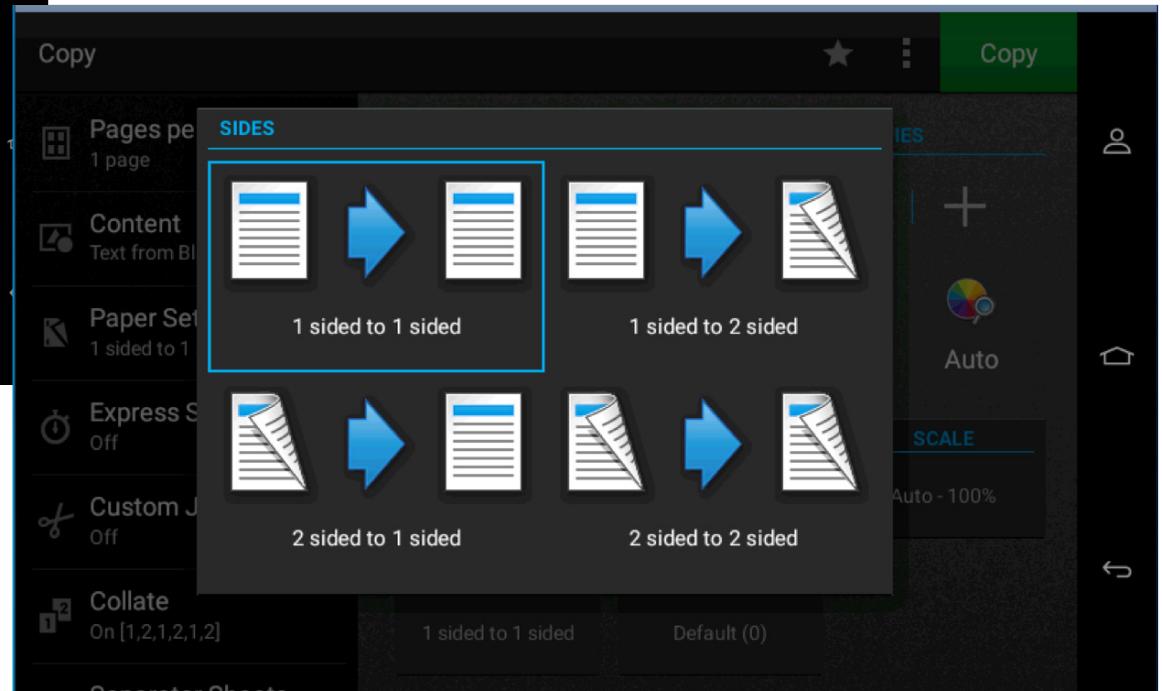


Once you click the C button you will be prompted with this message. Choose yes to reset back to default settings.

# Copying: Side Options



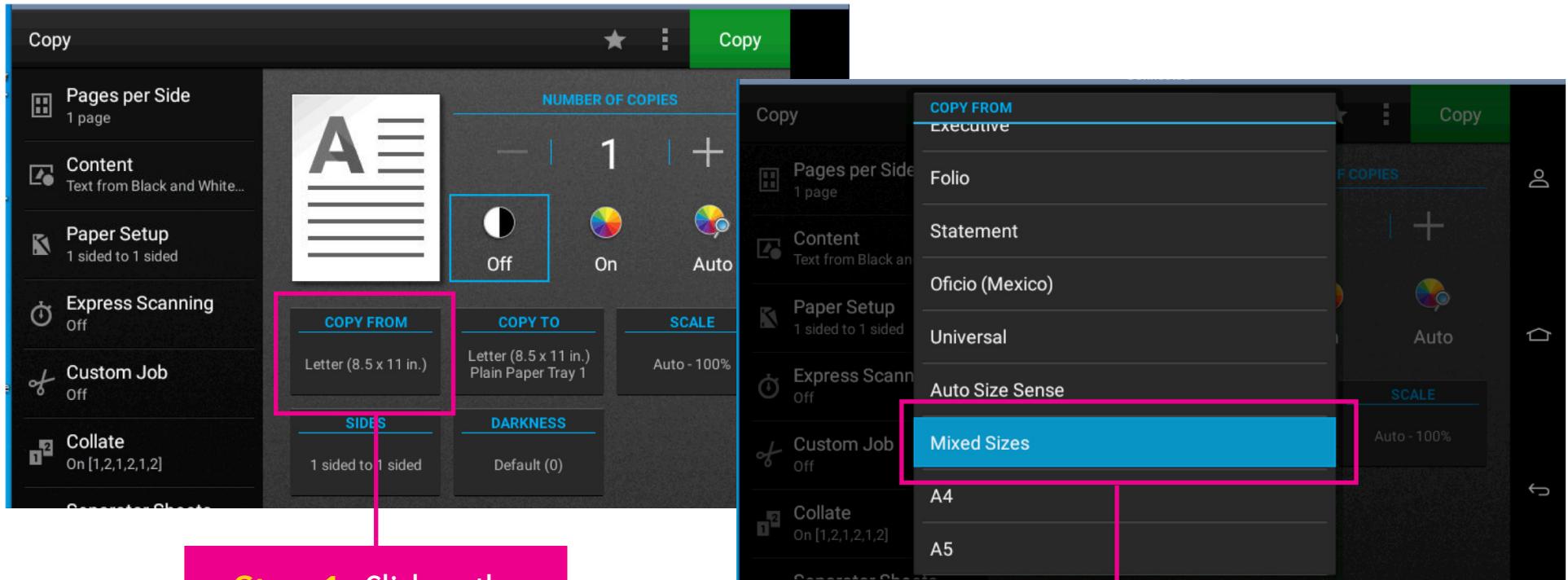
**Step 1:** Click on the "Sides" button in the main window.



**Step 2:** The default is 1 sided to 1 sided. To change, select another option.

Click the green Copy button to begin copying.

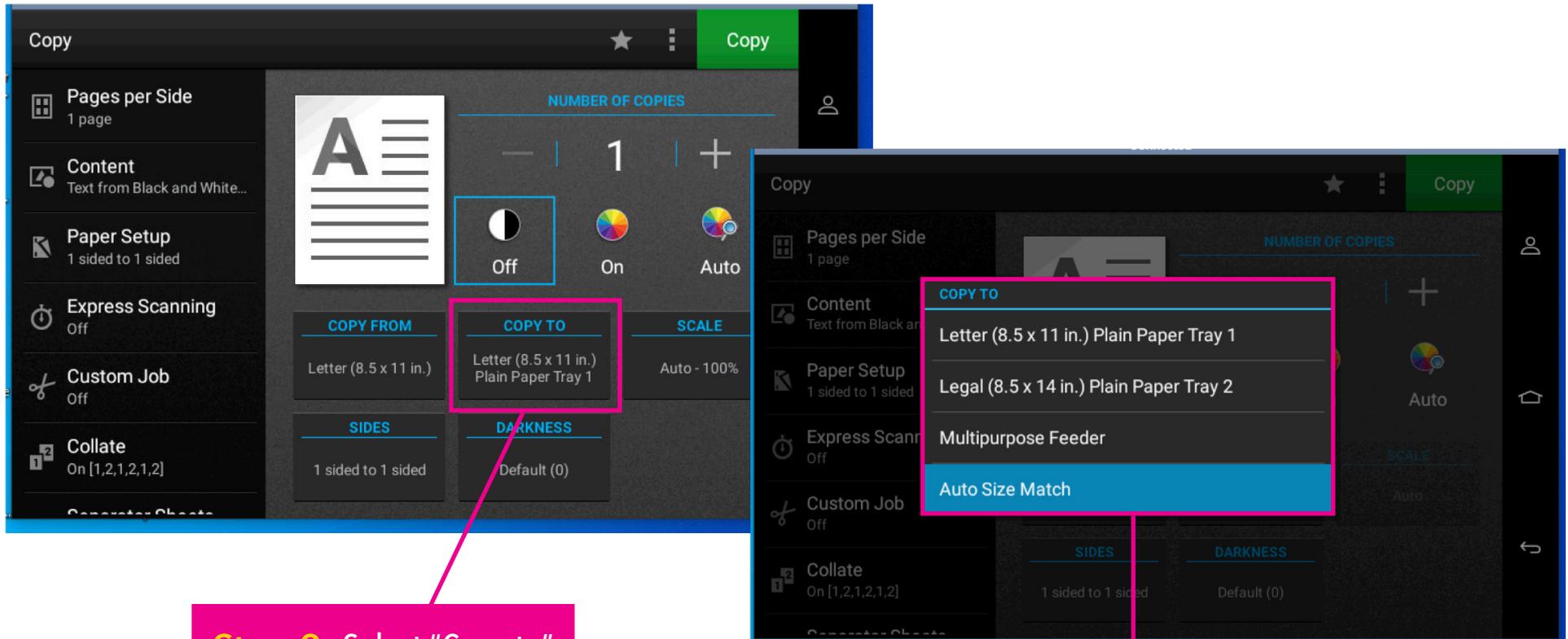
# Copying: Mixed Originals



**Step 1:** Click on the "Copy From" button in the main window

**Step 2:** Choose mixed sizes

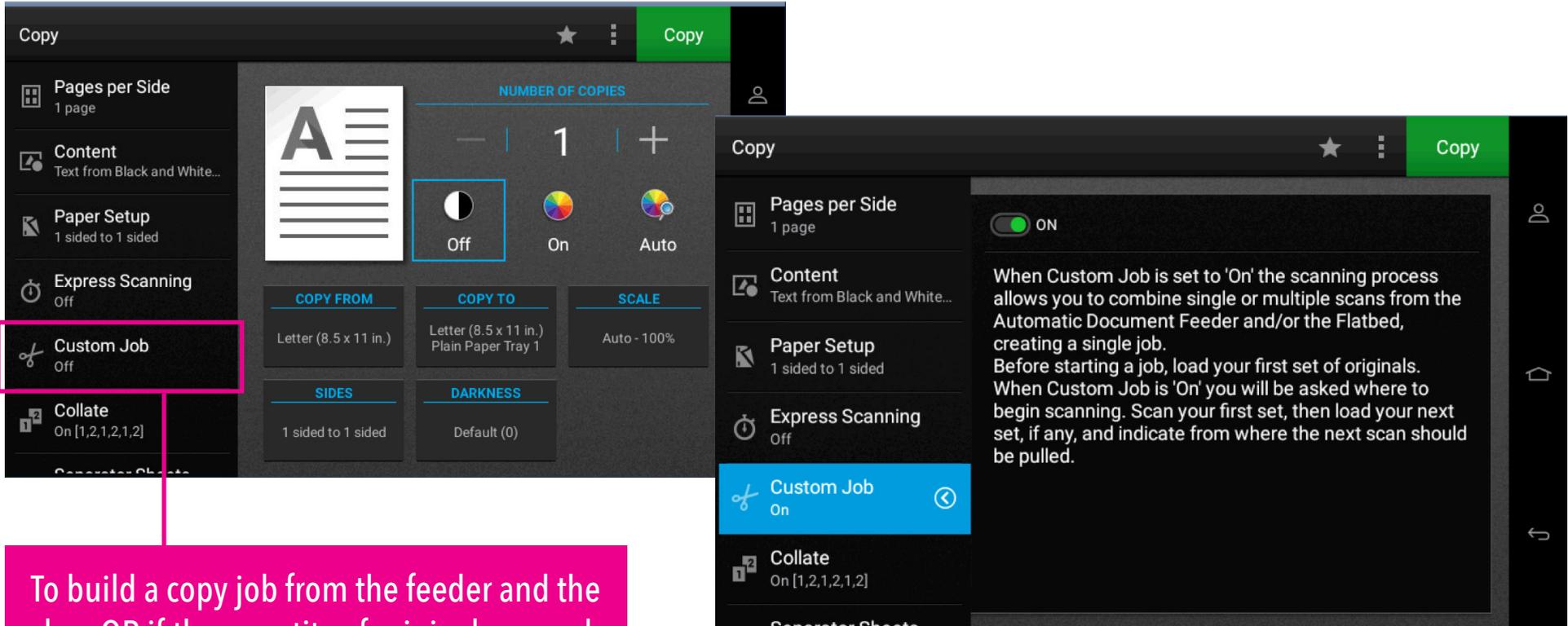
# Copying: Mixed Originals



**Step 3:** Select "Copy to"

**Step 4:** Choose the size to copy to. Auto Size Match copies onto same size as each mixed original.

# Copying: Custom Job

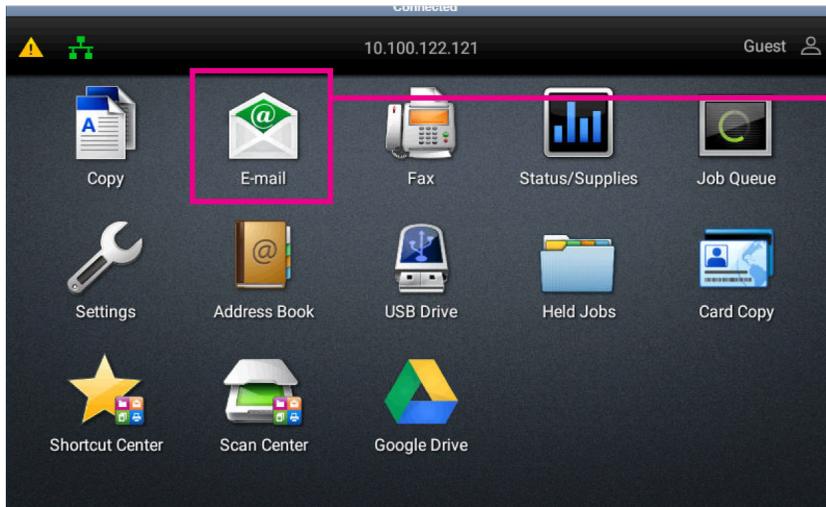


To build a copy job from the feeder and the glass OR if the quantity of originals exceeds the feeder capacity, click on Custom Job.

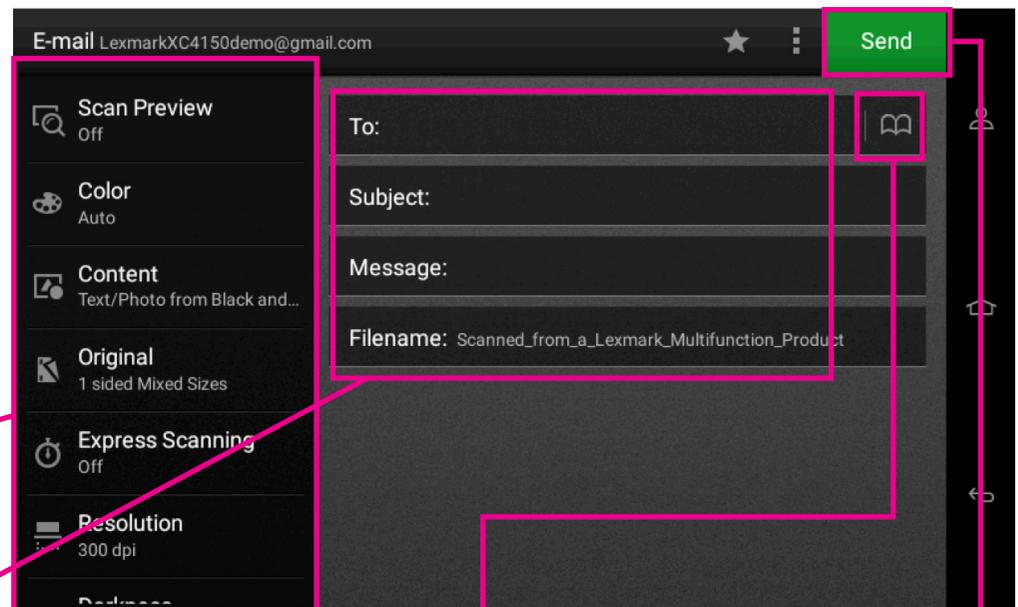
This will allow you to build your job.

The window shows detailed instructions. Click the green copy job to begin building your copy job.

# Scan to Email



From the home screen click on E-mail



The E-mail screen includes a scrolling list of features on the left and a main window.

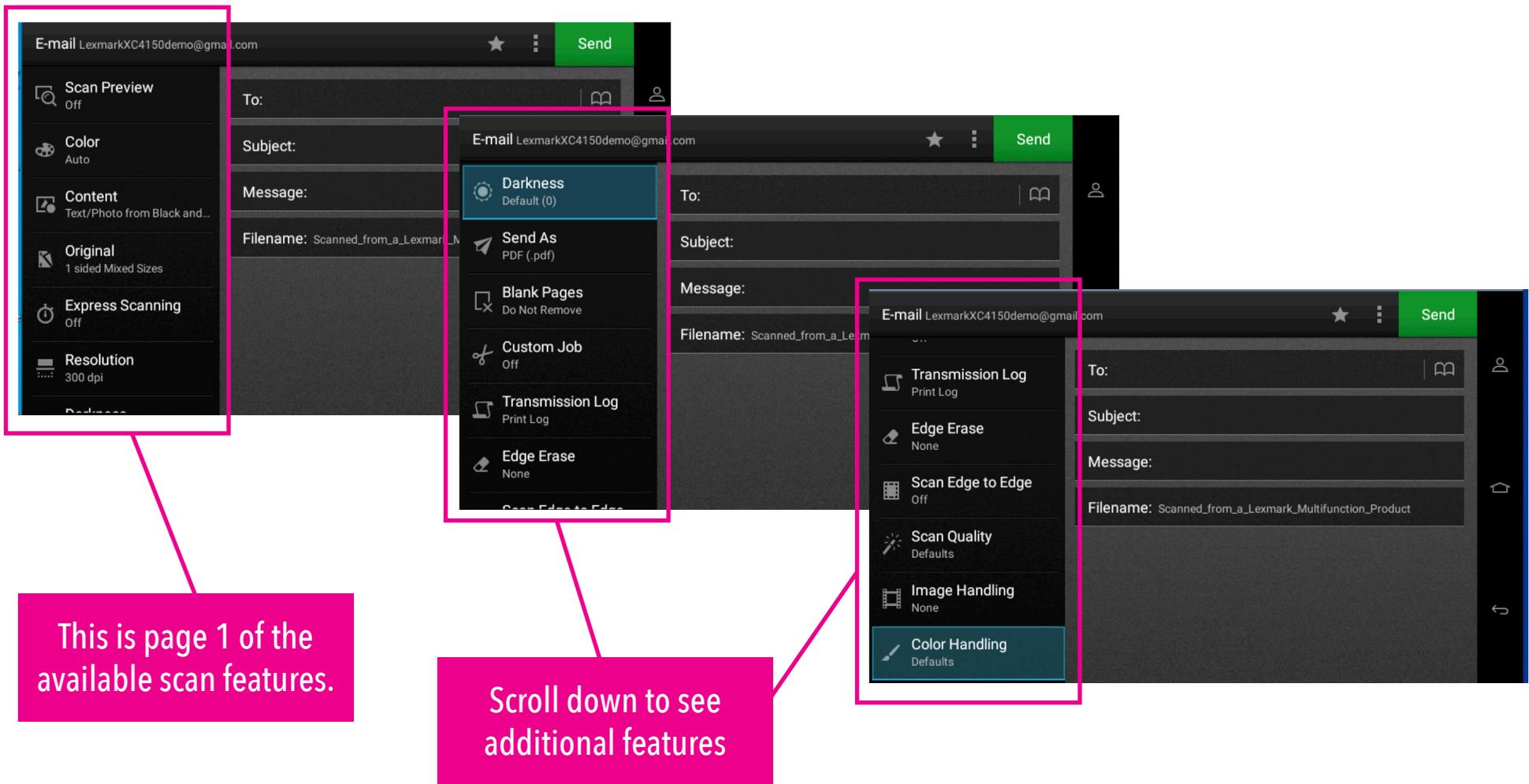
Main window includes: To destination, subject, message, filename and an address book.

Click to add an address from the address book.

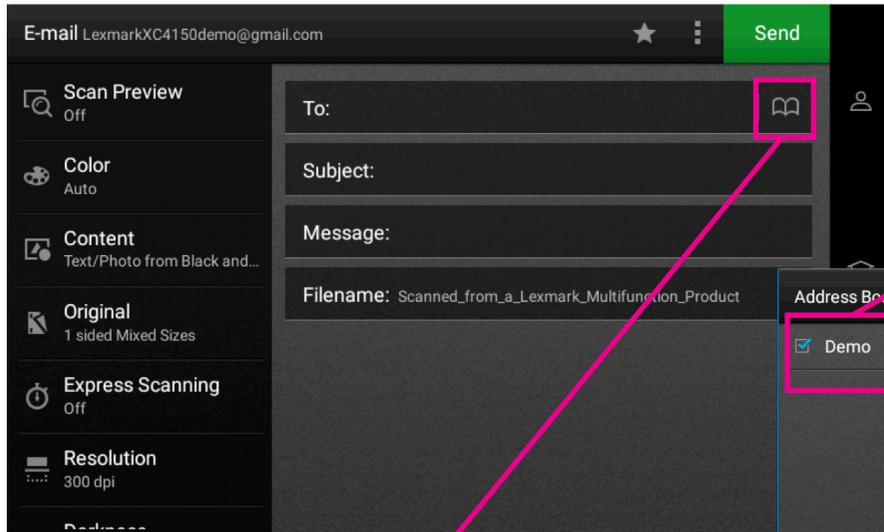
How to add an address is explained later in this guide.

Green to send

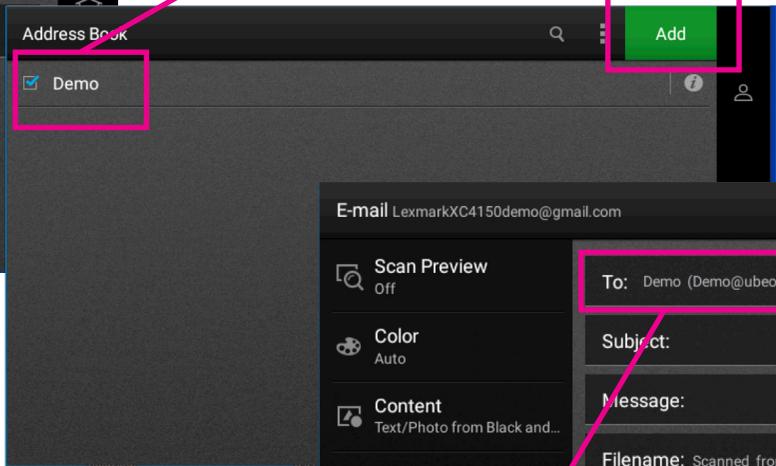
# Scan to Email: Features



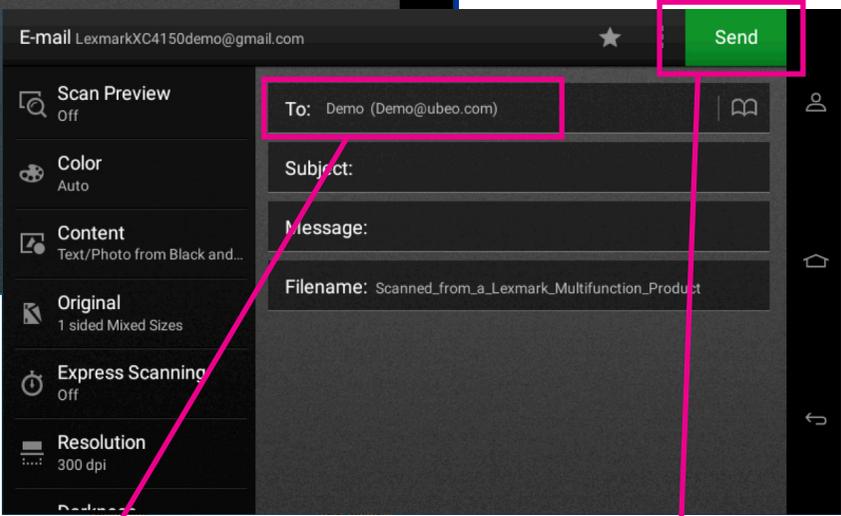
# Scan to Email: Add Destination



**Step 2:** A list of addresses will appear. Click the checkmark next to the name or names then click Add.

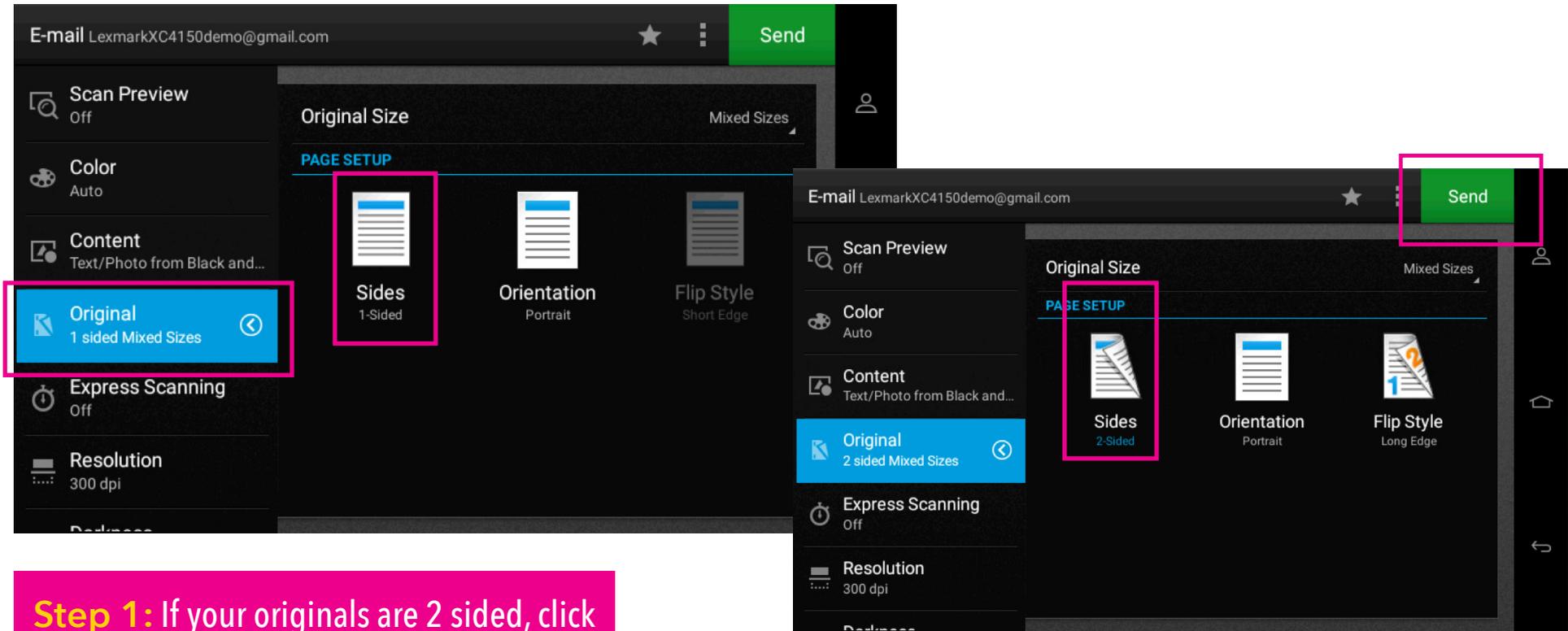


**Step 1:** Click on the address icon to add an email address from the address book or click in the "To" field to enter manually.



**Step 3:** The selected email address will appear in the To section. Also there are options for subject, message and filename. Click the green Send to start scanning.

# Scan to Email: Two-Sided Scanning



**Step 1:** If your originals are 2 sided, click on the Original button in the scrolling list.

**Step 2:** click on Sides. The Icon will then change to 2 sided.

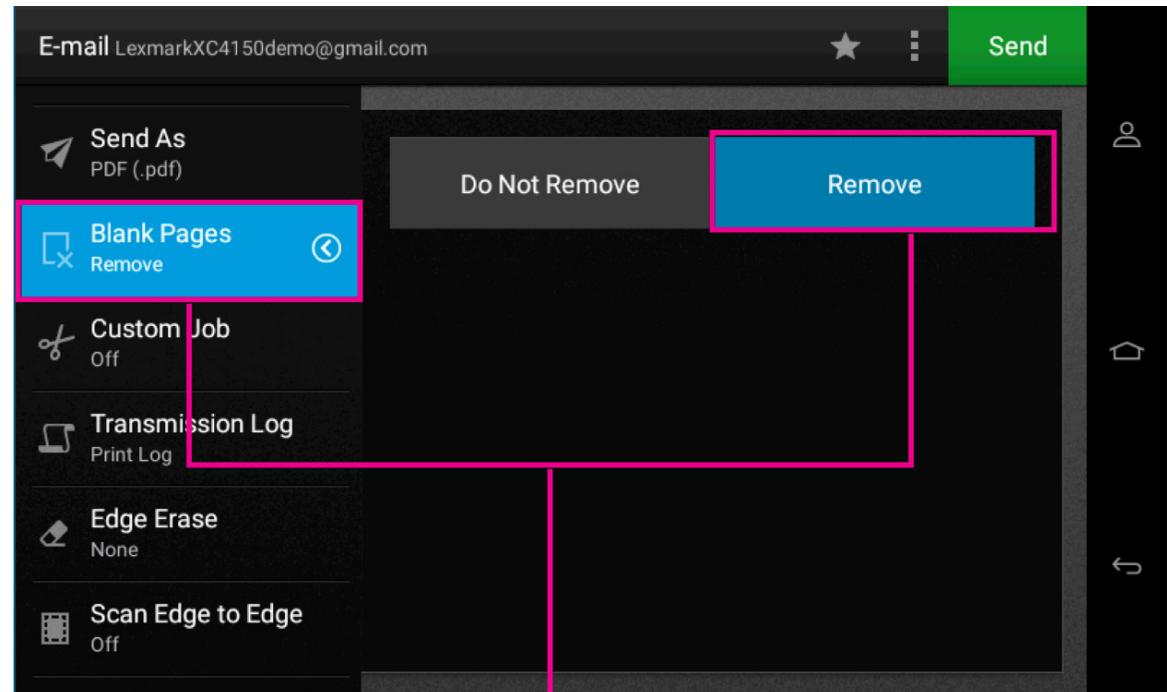
After clicking on Sides, the icon will flip showing that it is ready to scan both sides.

**Step 4:** Click the green Send button to begin scanning

# Scan to Email: Blank Page Removal

If originals are mixed 1 with and 2 sided and you would like to remove blank pages in the scan file:

After turning on 2 sided scan, scroll down, choose Blank Pages and click remove.

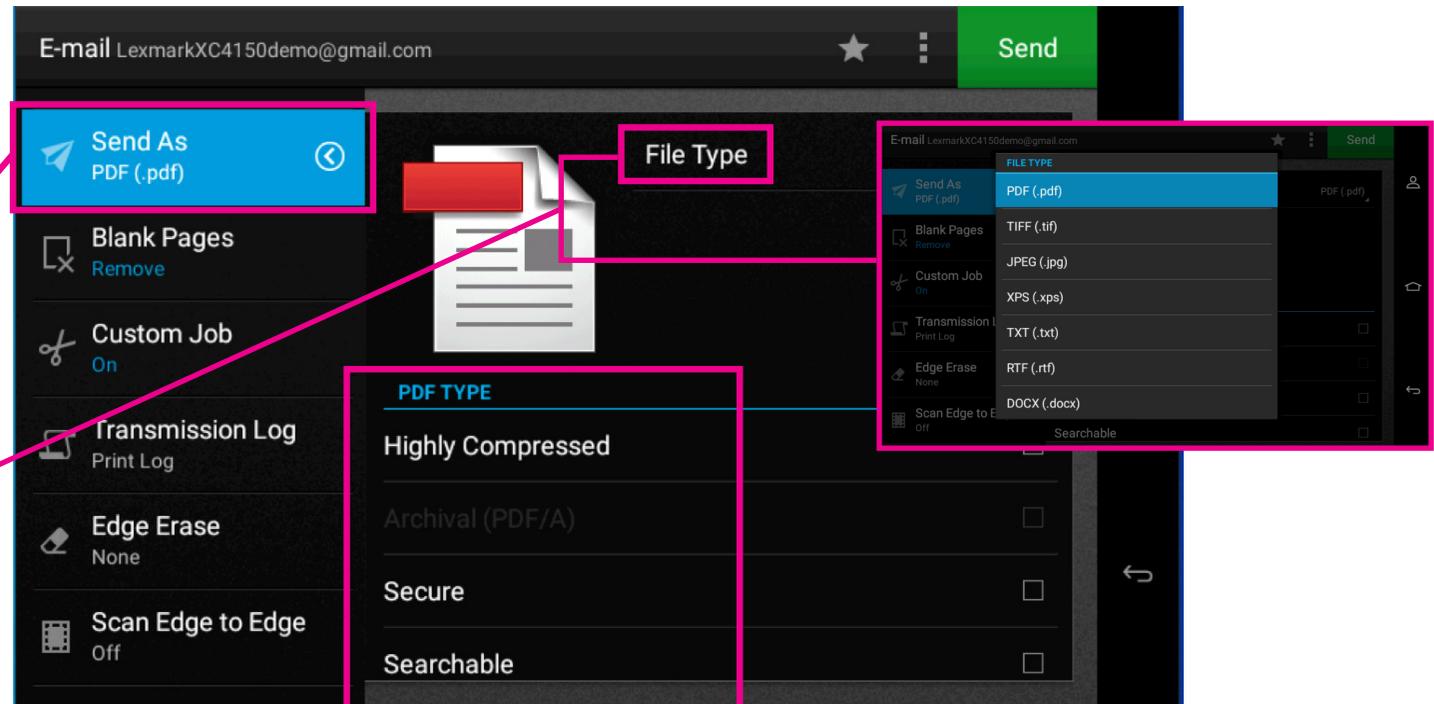


# Scan to Email: Scan File Type

If you want to view or change the scan file type:

Scroll down to Send As to view scan file type.

Click File Type to change. The file types will show in a new window and you can select from there.



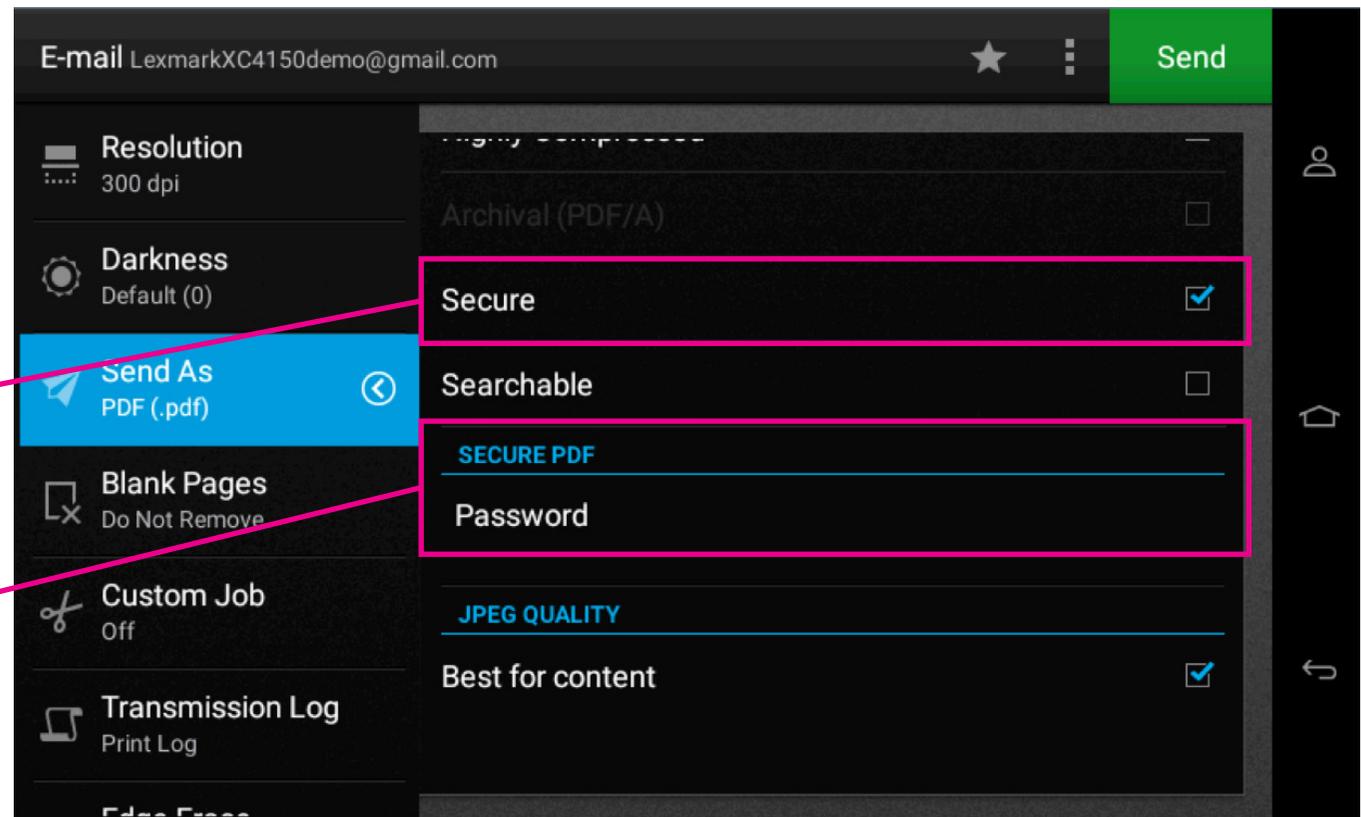
Other features of Scan File Type are Highly Compressed, Secure file, Searchable PDF and jpeg quality.

# Scan to Email: Scan File Type (Secure PDF)

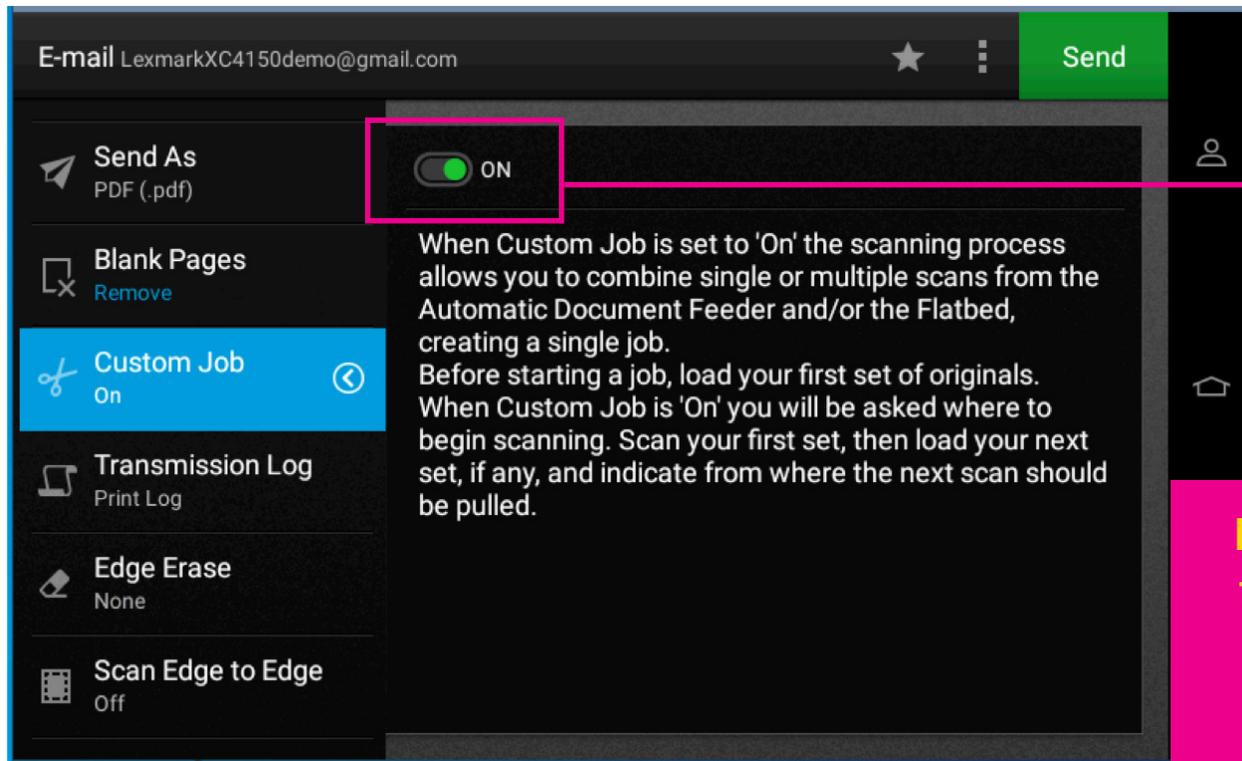
If you want your scan to be sent as a password protected PDF:

Click on Secure and then enter a password.

This password will be needed to open the PDF after scanned.



# Scan to Email: Scan File Type (Custom Job)



**If you want to build a scan job from the feeder and the glass or if the quantity of originals exceeds the feeder capacity:**

Scroll down to Custom Job. Click on Custom Job and turn On. This will allow you to build your job.

# Faxing

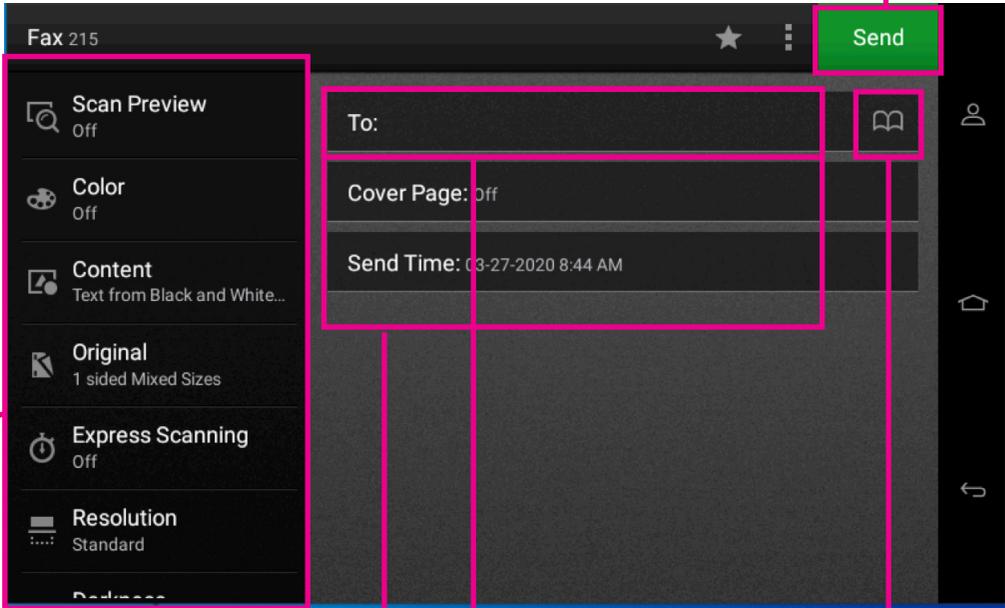


From the home screen click on Fax

Hit green to send

The scrolling list on the left shows available features.

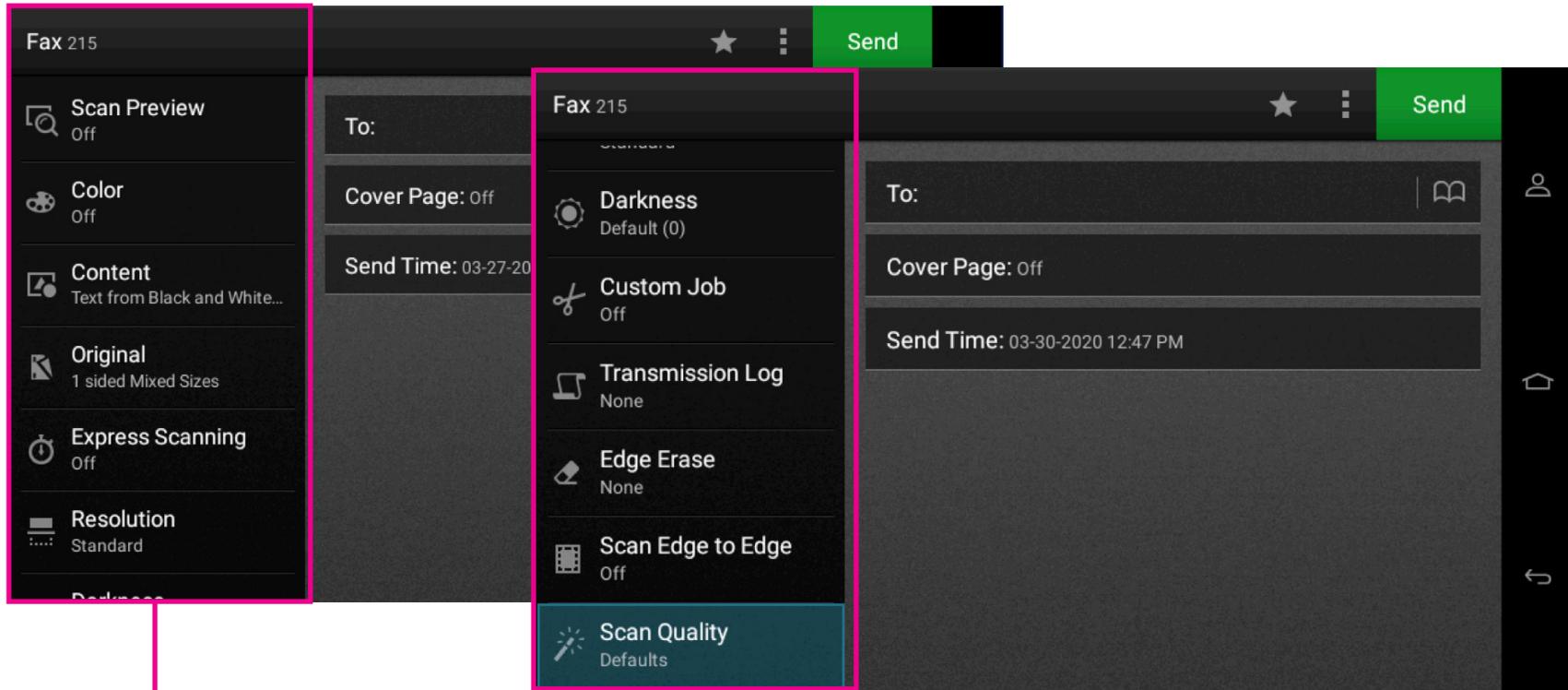
The main window shows:  
To destination, Cover page on/off,  
Send time and Address Book Icon.



For manual entry, click in the "To" destination field.

Click the address book to add a destination from the address book.

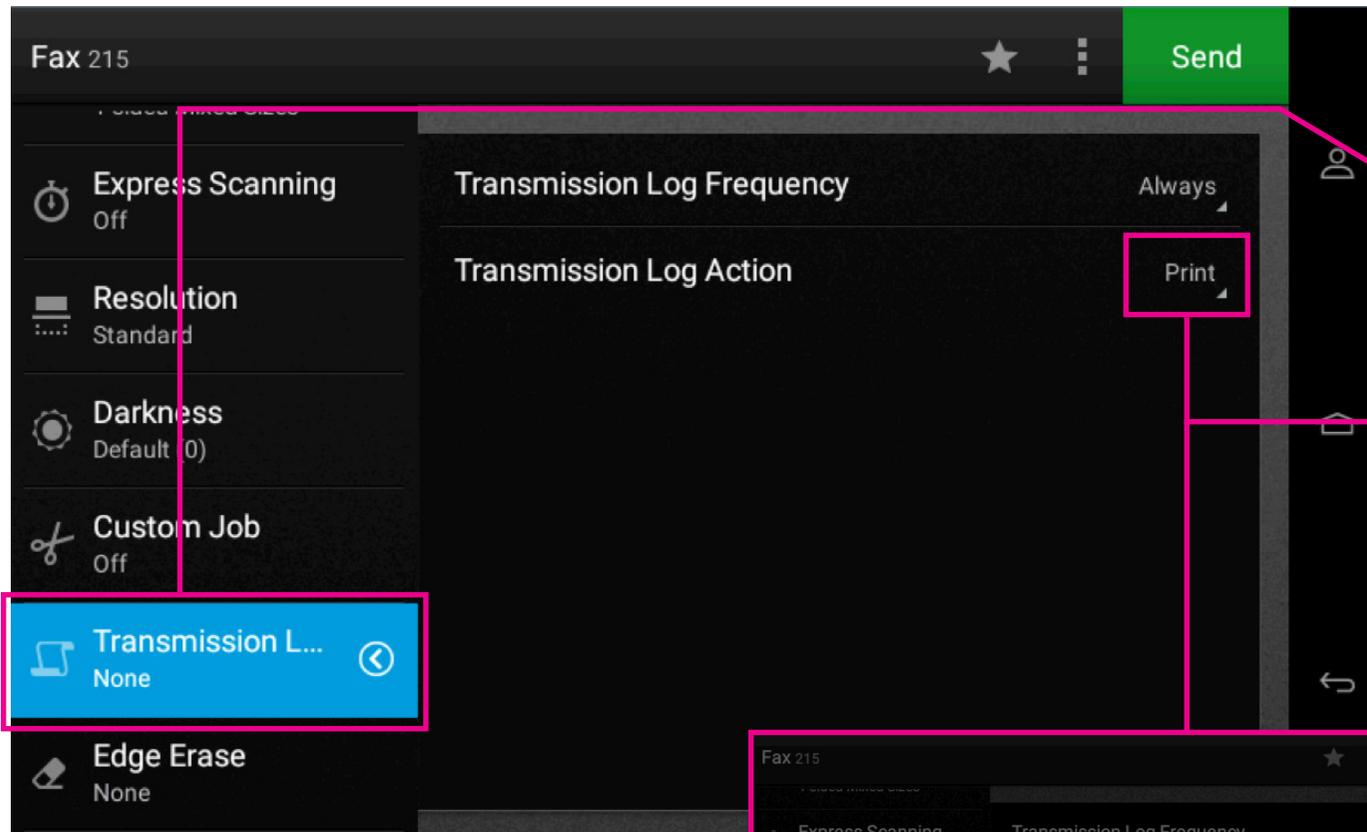
# Faxing Features



This is page 1 of the available scan features.

Scroll down to see additional features

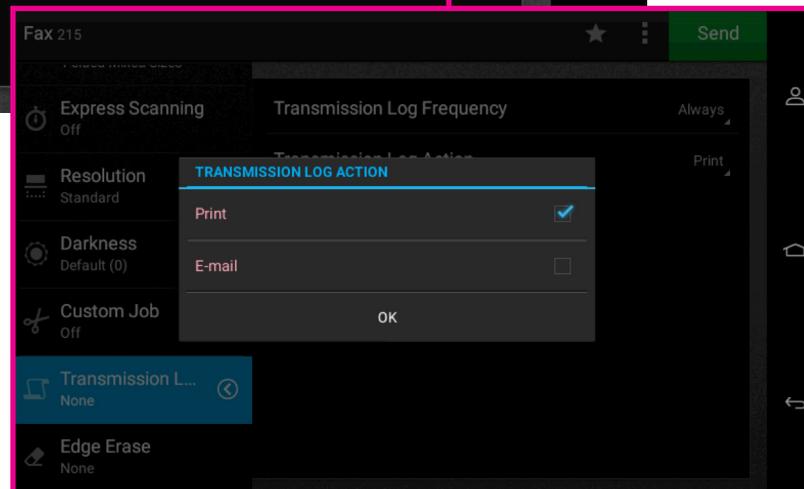
# Faxing Features: Faxing Transmission Log



To print or email the log of fax transmissions:

Scroll down and click on Transmission Log.

To change to email action click on Print. The Transmission log options include Print or Email.



# Faxing Features: 2-Sided Original

**Original**  
1 sided Mixed Sizes

**Original**  
1 sided Mixed Sizes

**Sides**  
1-Sided

**Original**  
2 sided Mixed Sizes

**Sides**  
2-Sided

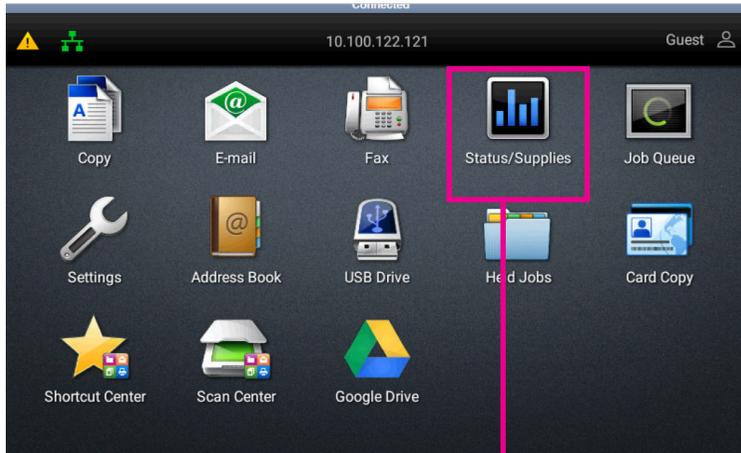
**Send**

Click the green Send button to begin scanning.

**How to scan 2-sided originals:**  
Click on Original  
Click on sides

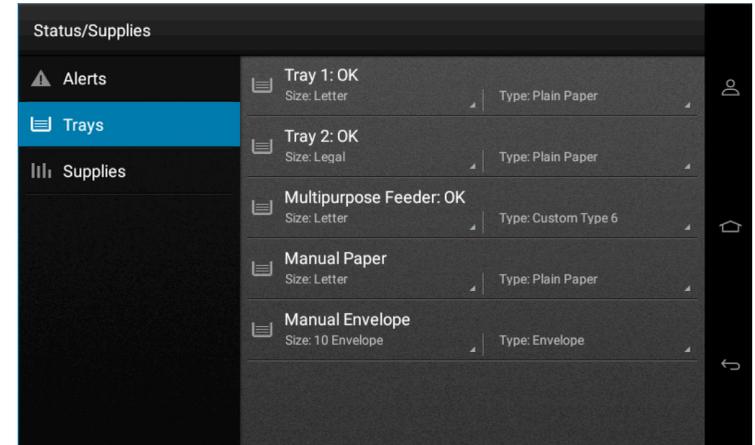
After clicking on Sides, the icon will flip showing that it is ready to scan both sides.

# Supplies / Status

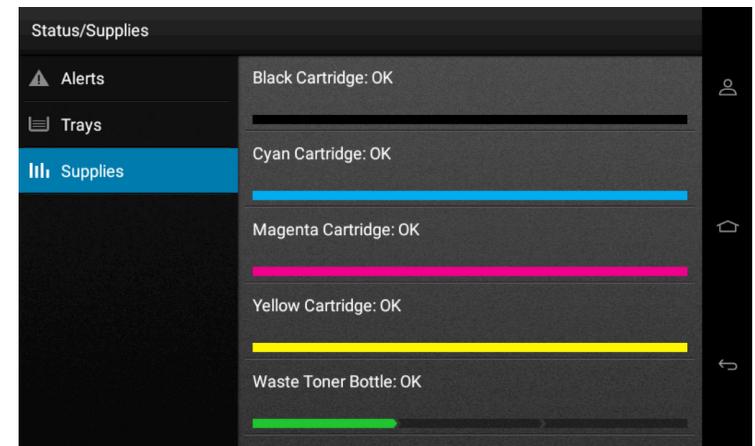


For machine status and supplies, click on the Status/Supplies Icon

Trays displays each tray's corresponding size and type of paper.



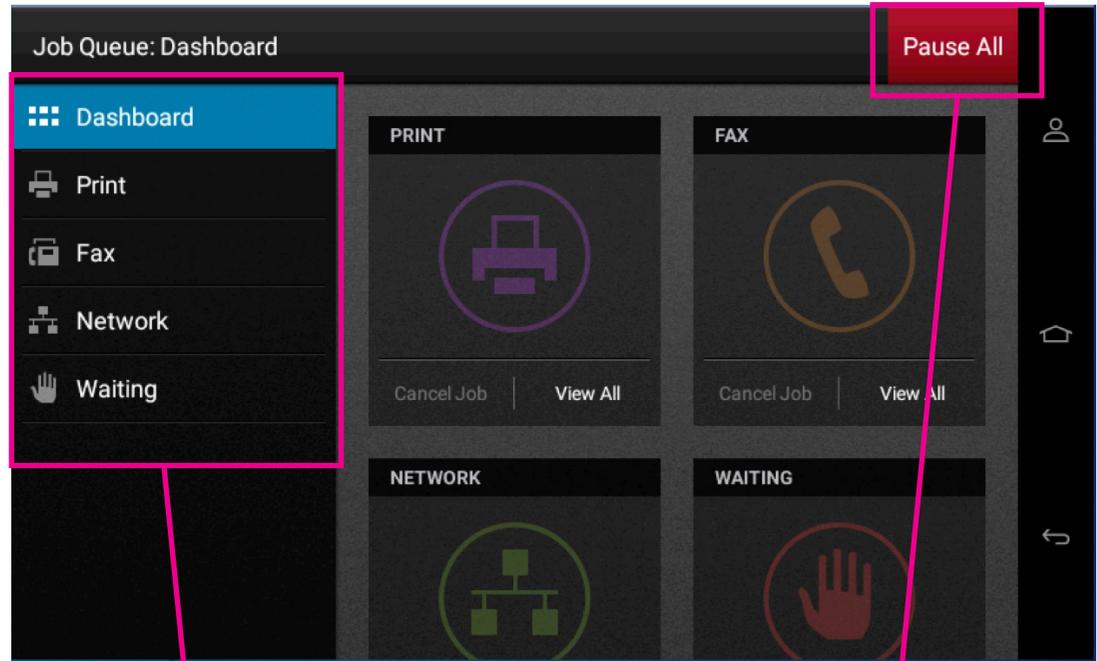
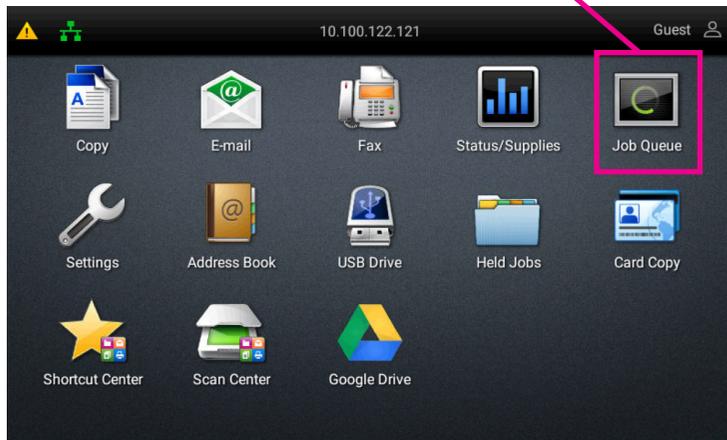
Supplies will display the current toner levels.



# Job Queue

If you'd like to see which jobs are active on your printer:

Click Job Que



Job Queue displays job queue status from print, fax, network and waiting jobs.

Pause All will pause all jobs.

# Settings

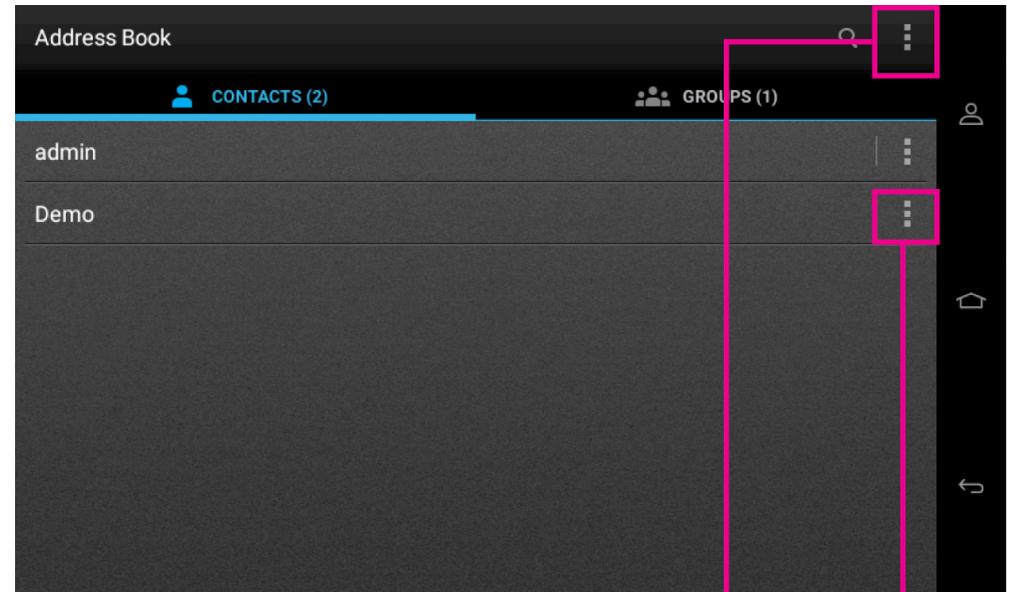


Settings includes all machine setting functions and apps

# Address Book



From the Home page click on the Address Book Icon.

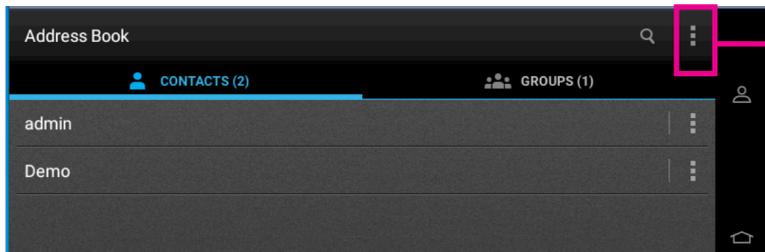


A list of current addresses will appear.

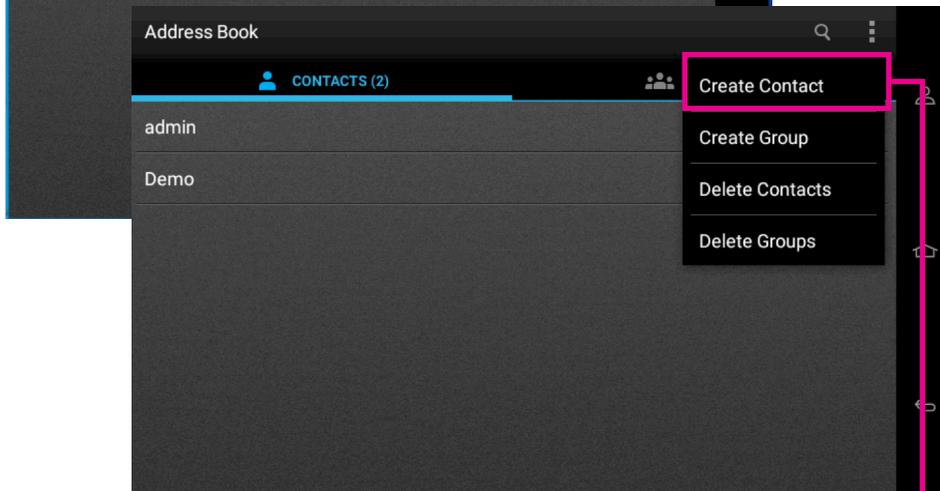
To add a new address, click on the 3 dots in the upper right.

To edit or delete an address, click on the 3 dots next to an entry.

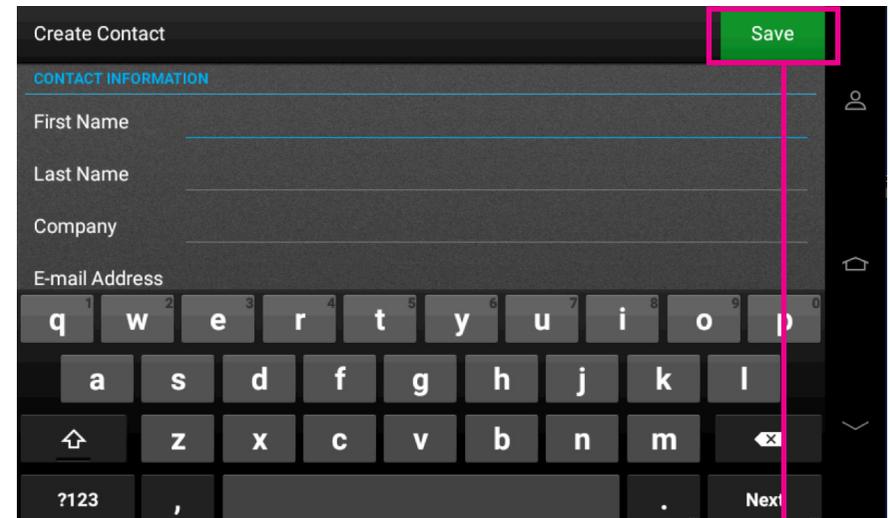
# Address Book: Creating a Contact



**Step 1:** Click the 3 buttons on the right side of the address book line

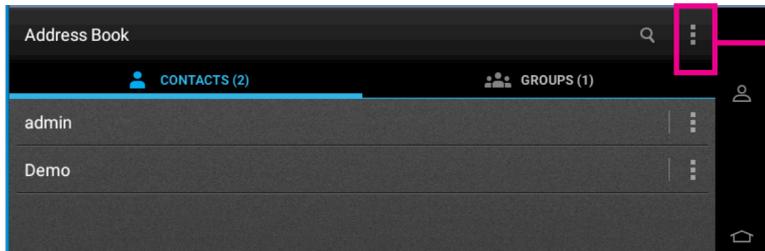


**Step 2:** Options are to create a contact, a group, delete contacts or delete group. Select Create Contact.

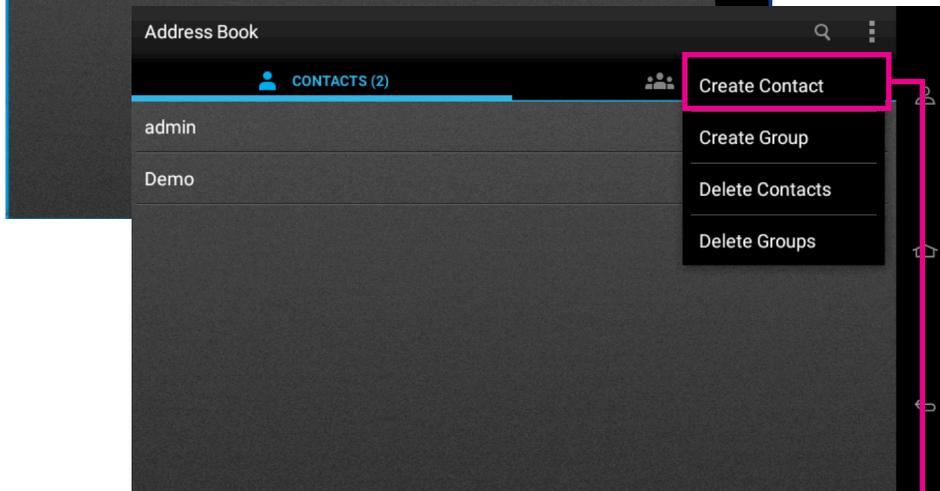


**Step 3:** Inside the Create Contact screen fill out information and click the green save button.

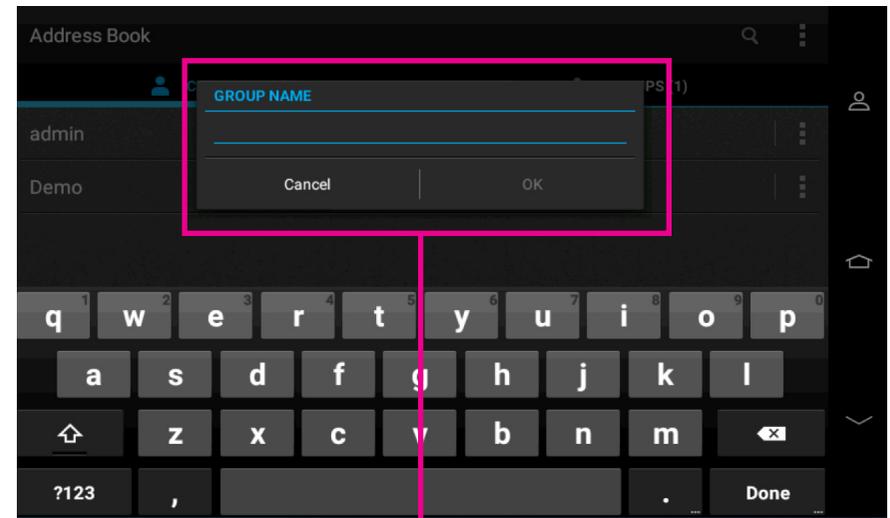
# Address Book: Creating a Group



**Step 1:** Click the 3 buttons on the right side of the address book line

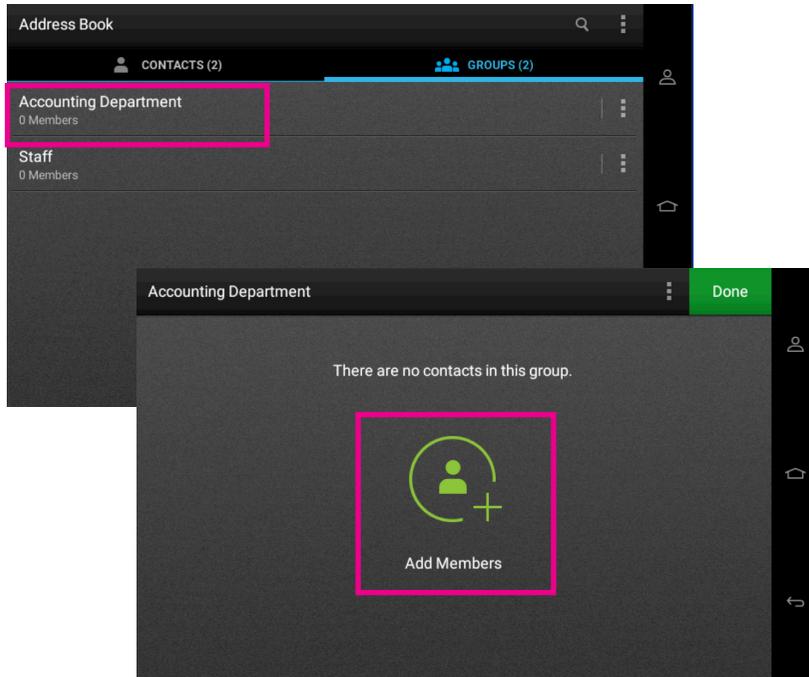


**Step 2:** Options are to create a contact, a group, delete contacts or delete group. Select Create Group.



**Step 3:** Name the Group

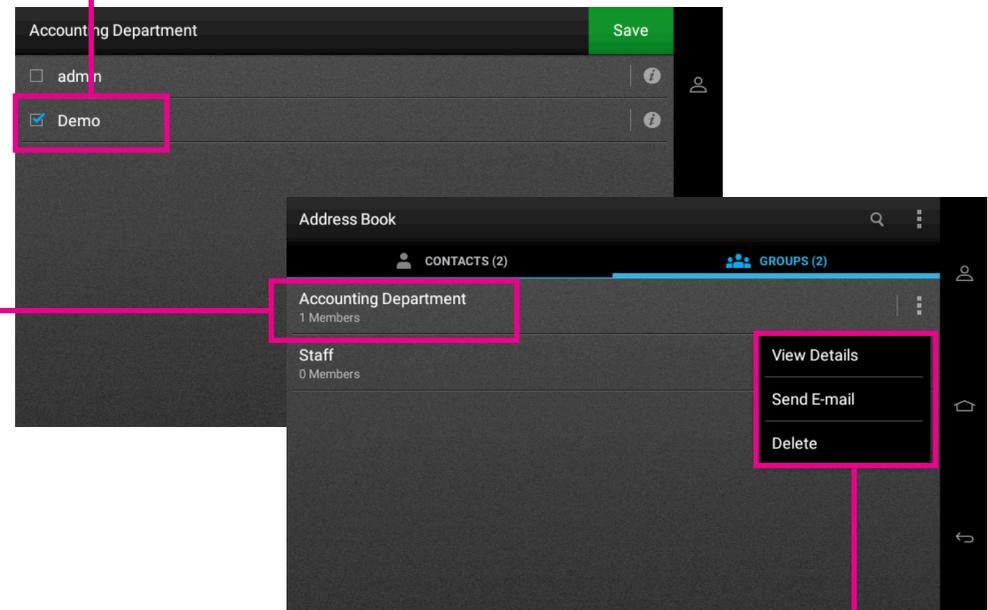
# Address Book: Creating a Group



**Step 4:** Click on a group to add an email to that group.

Click Add Members

**Step 5:** Check a name or names to add to that group.



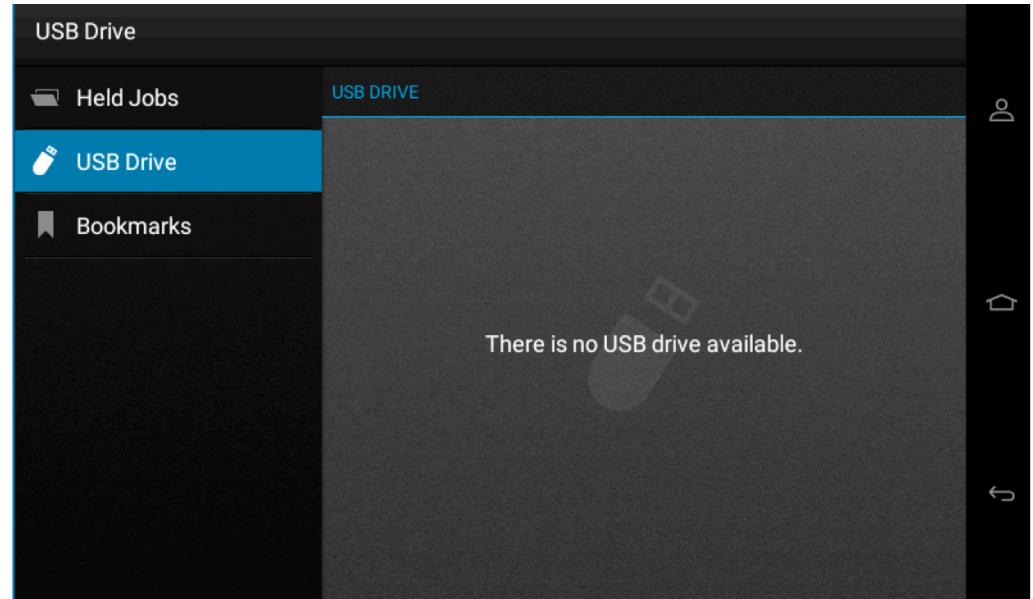
The display shows the 1 added member.

If you click the 3 buttons to the right, you see options to view group details, send an e-mail to the group or delete the group.

# USB Drive

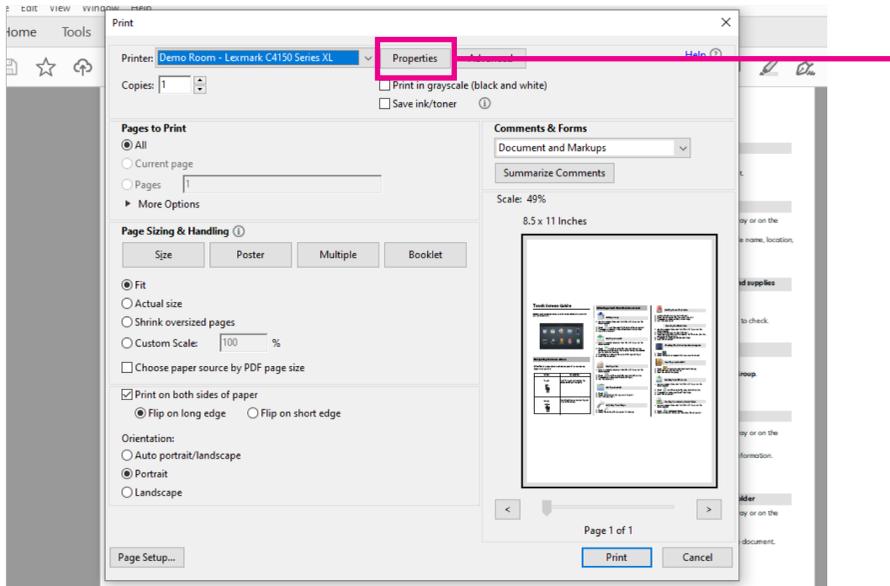


**Step 1:** To print from a USB drive, plug a flash drive into the USB slot located next to the touch panel. Then click on the USB Drive Icon.



**Step 2:** If a USB drive is plugged in, it will display the files. Print file types include image files (PDF, JPEG) as well as Office files (Word, Excel)

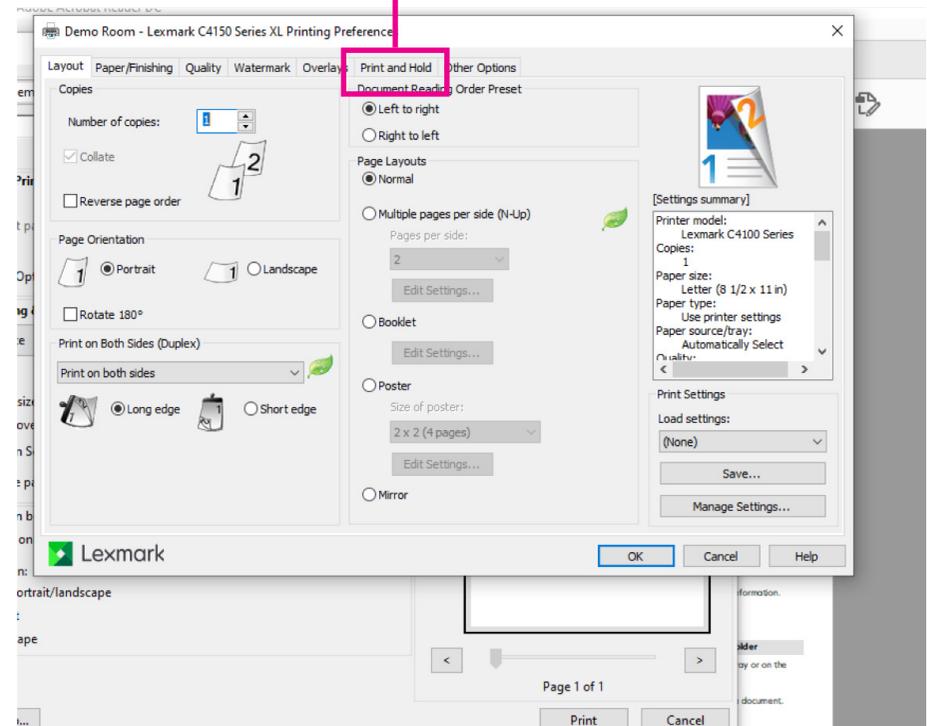
# Held Jobs



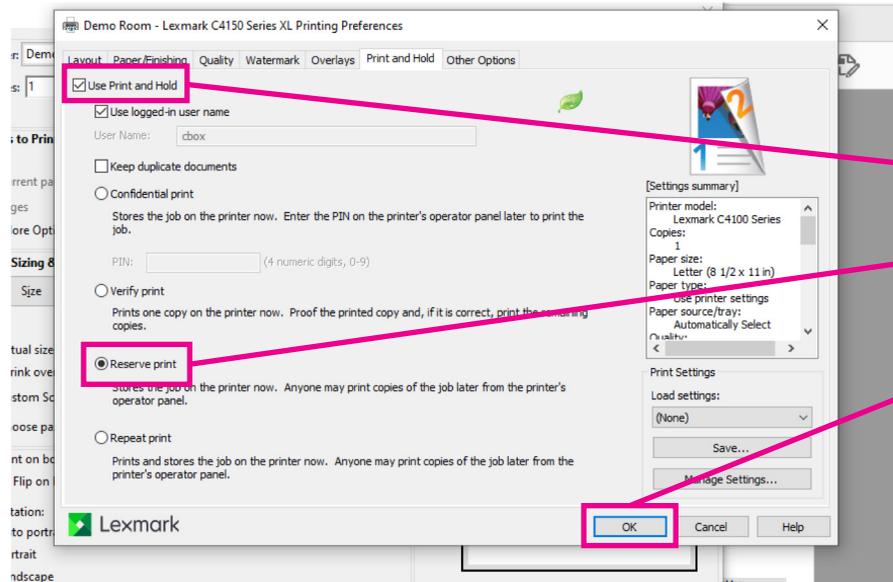
Within the print driver at your computer, there is an option to send jobs to the printer to be held until released at the machine.

**Step 1:** With a document open, choose file and print or ctrl/p. Then choose Properties

**Step 2:** Within Properties, choose Print and Hold.

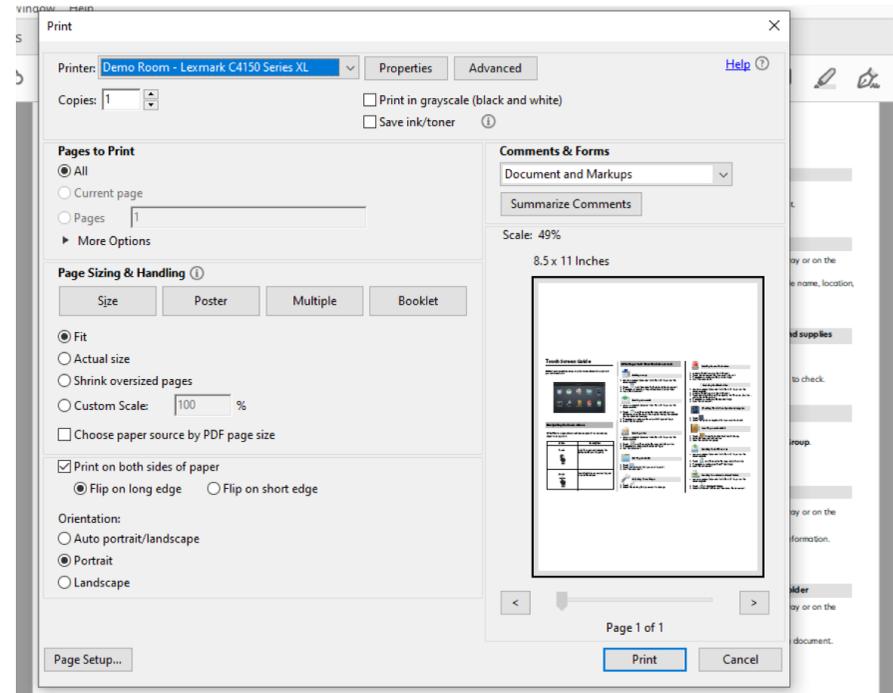


# Held Jobs



**Step 3:** Within Print and Hold click: Use Print and Hold Reserve Print Then click OK

**Step 4:** Click Print

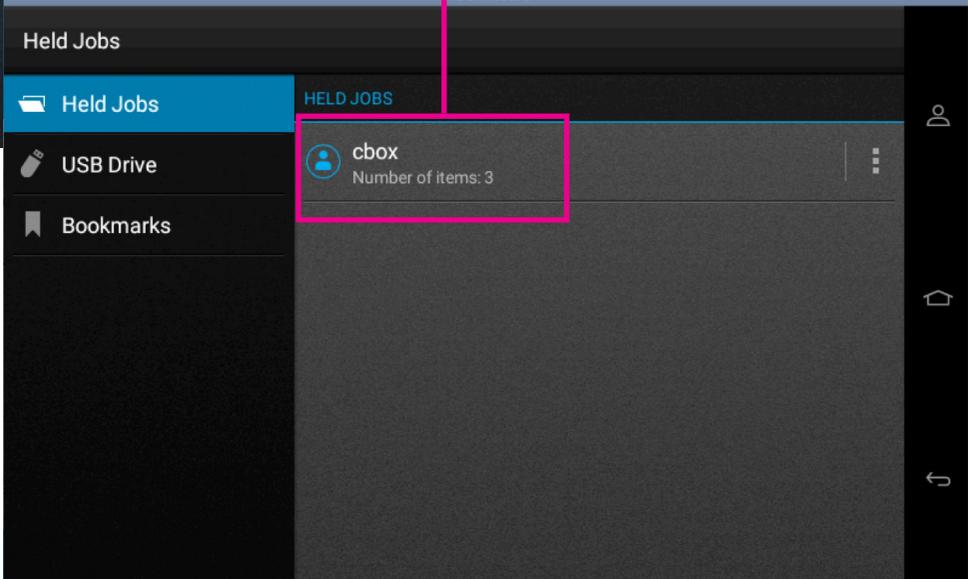


# Held Jobs

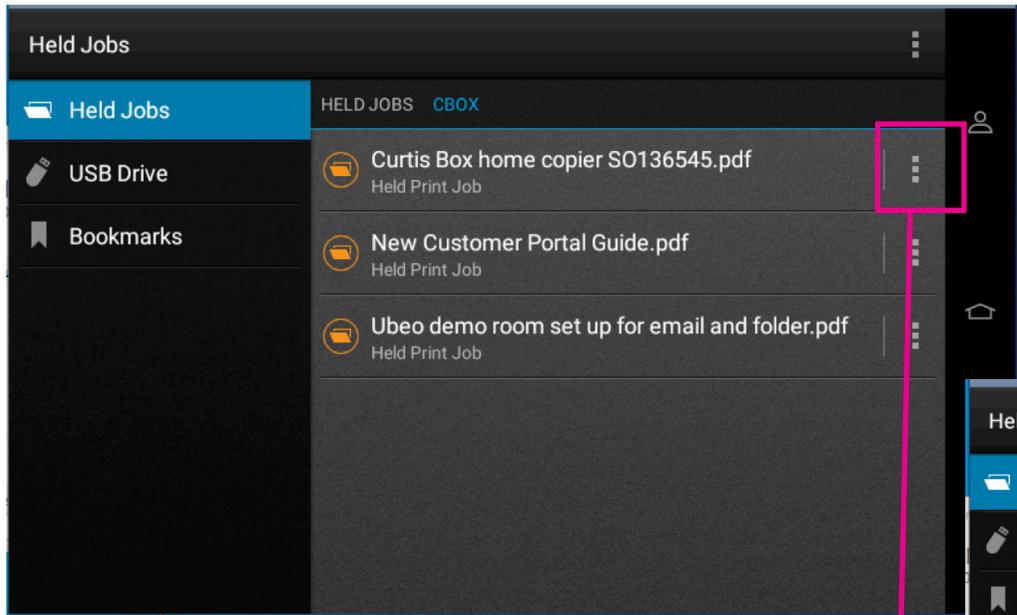


**Step 5:** To release a held print job, click on the Held Jobs Icon.

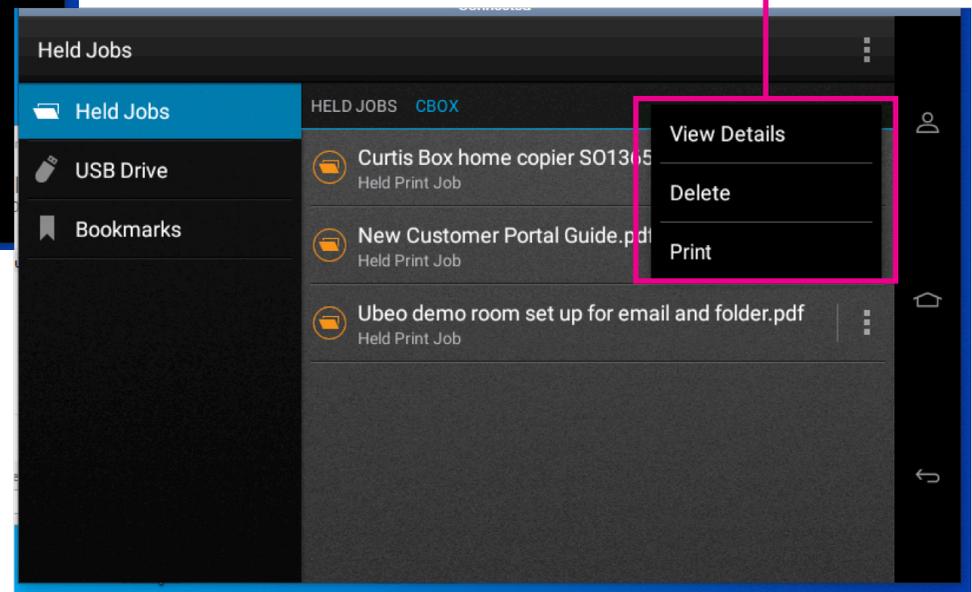
**Step 6:** A list of User's held jobs will appear in this window. This particular example shows 3 jobs held for this user. Click on the user to see the jobs.



# Held Jobs

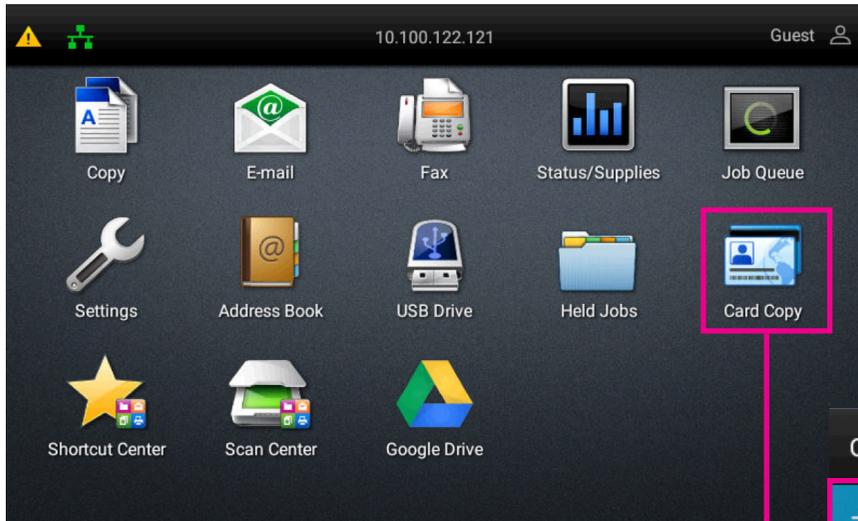


**Step 7:** The pop up shows the options, view details, delete and print.



**Step 7:** Illustration shows the 3 jobs being held. Click on the 3 dots next to a document to see options.

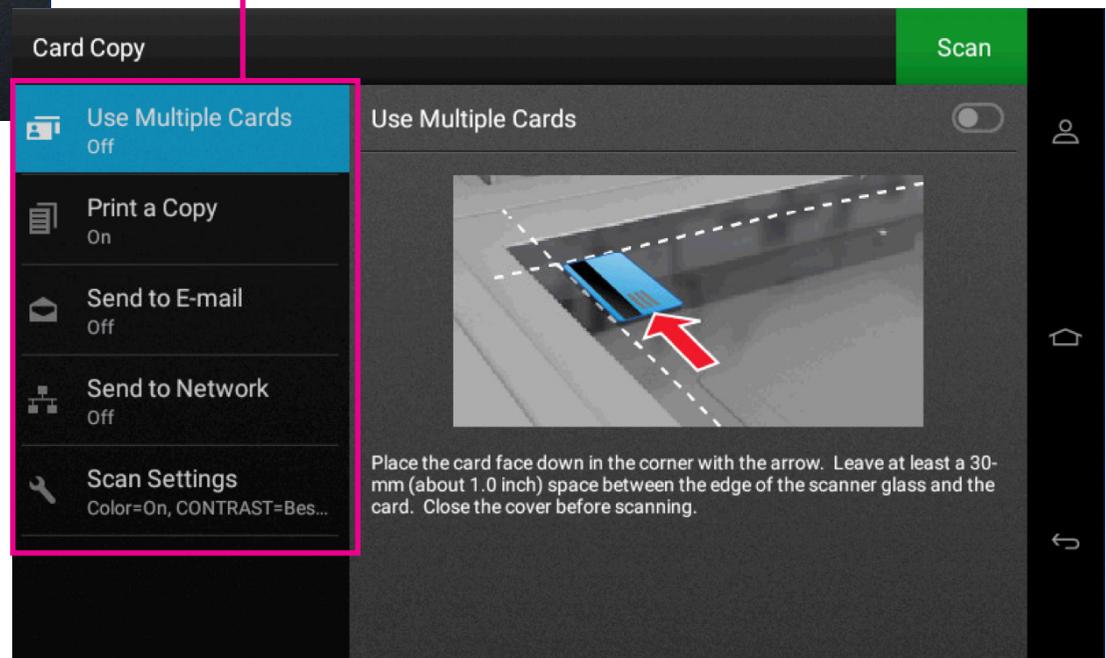
# Card Copy



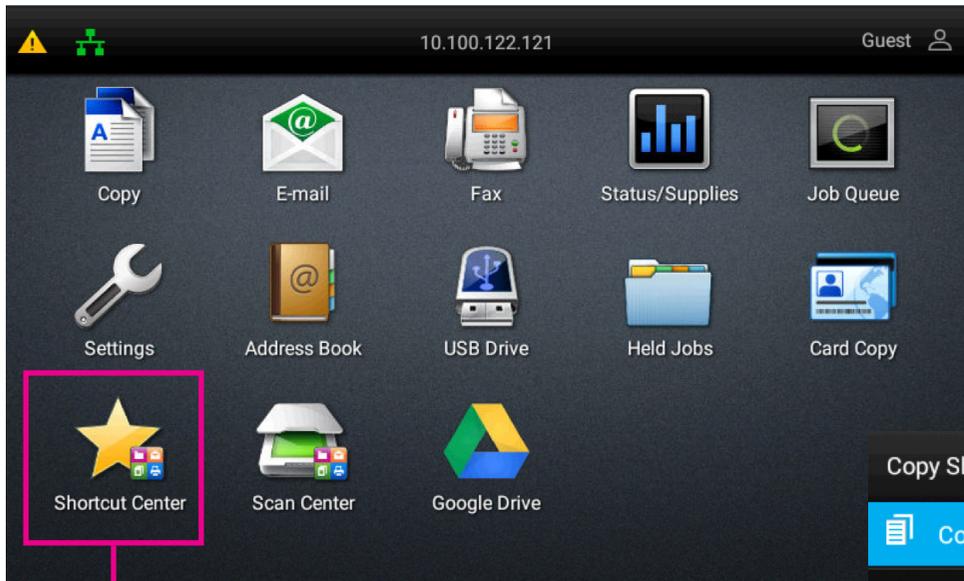
**Step 2:** Instructions are displayed in the app. Options are to print a copy, send to email, send to a network folder and change the scan settings.

**Step 1:** Card copy is an application specifically for copying 2 sides of a card onto 1 side of paper.

Click on Card Copy.



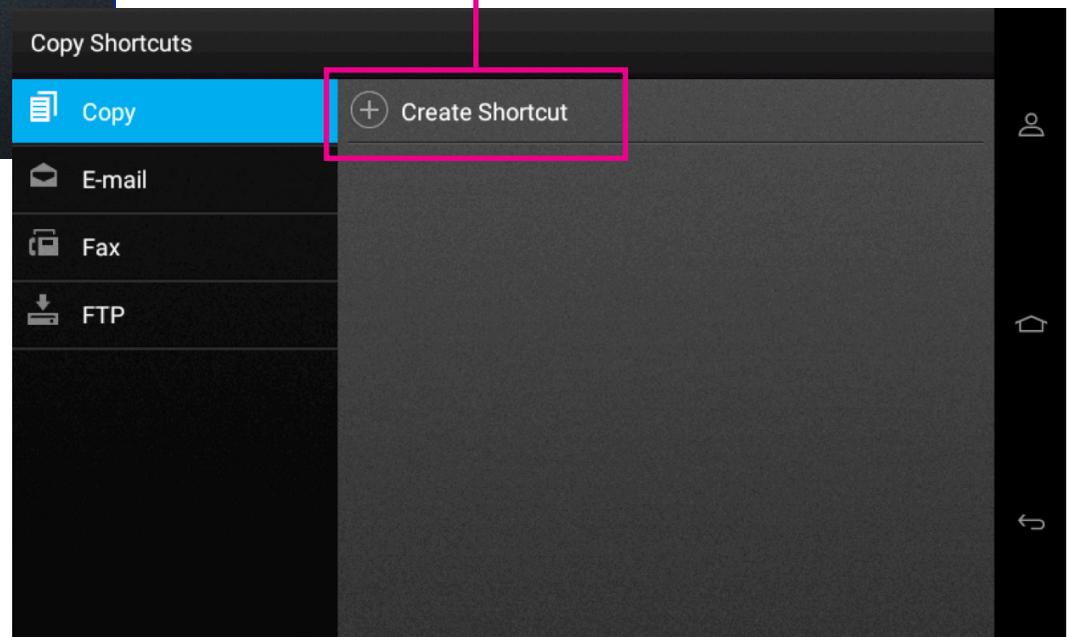
# Shortcut Center



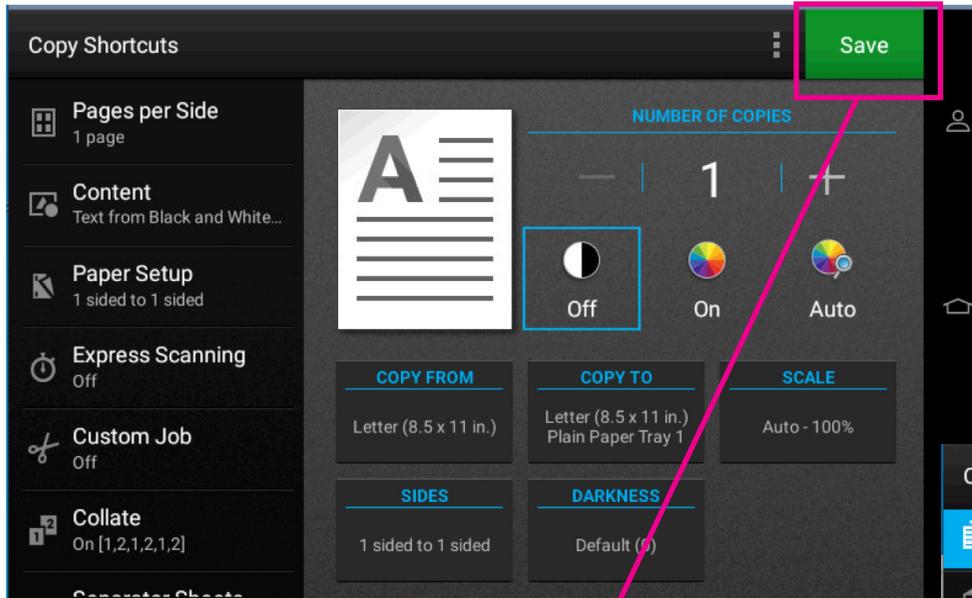
**Step 2:** Choose the type of shortcut you want to create and click on Create Shortcut.

The Shortcut Center is a convenient way to save specific job parameters for copying and faxing for easy retrieval in the future. Note that it does not save actual documents.

**Step 1:** From the Home screen click on the Shortcut Center Icon.

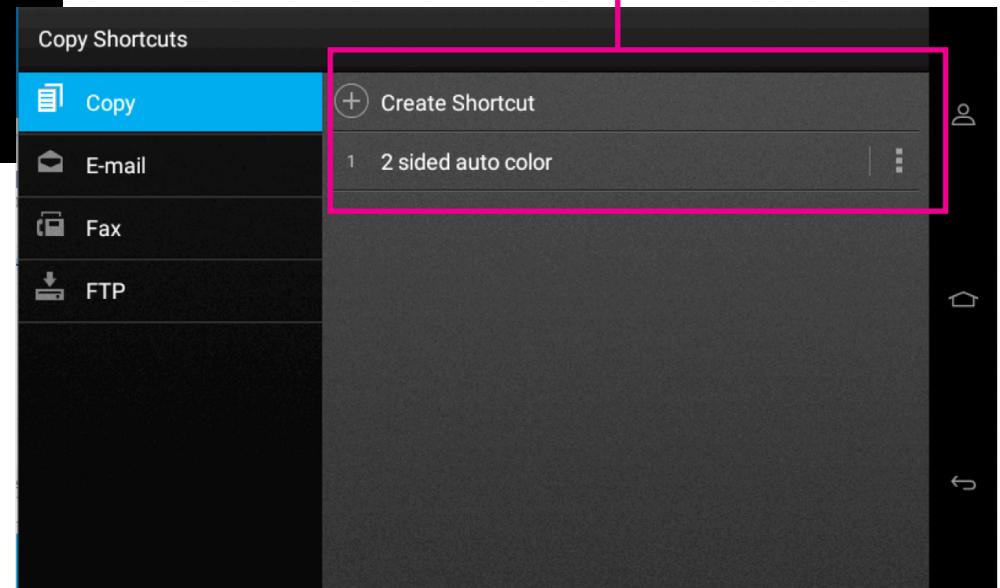


# Shortcut Center



**Step 4:** After saving, you will be prompted to name your shortcut. This illustration shows a copy shortcut for 2 sided auto color.

**Step 3:** Shortcut screens look identical to the Copy, E-mail, and Fax screens. Set up desired features and click the green Save Button.



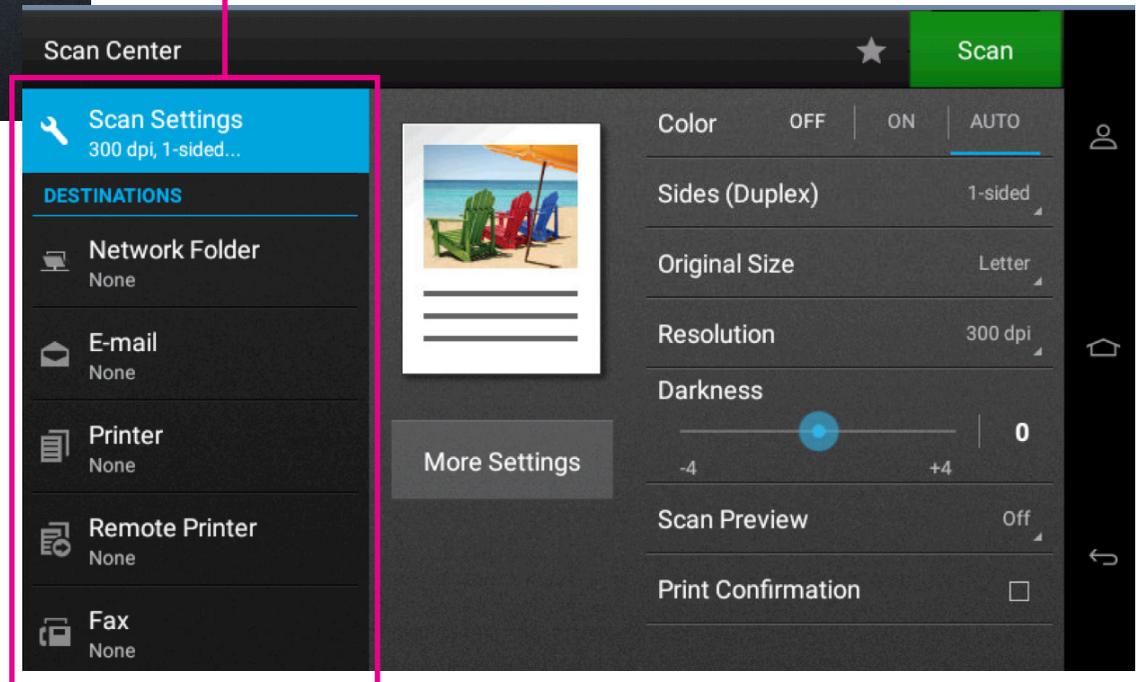
# Scan Center



From the Home screen  
choose Scan Center.

Scan Center is a convenient  
app for scanning to multiple  
locations including network  
folder, e-mail, printer,  
remote printer and fax.

This illustration shows the scan  
settings section. Scan settings  
will apply to all destinations.

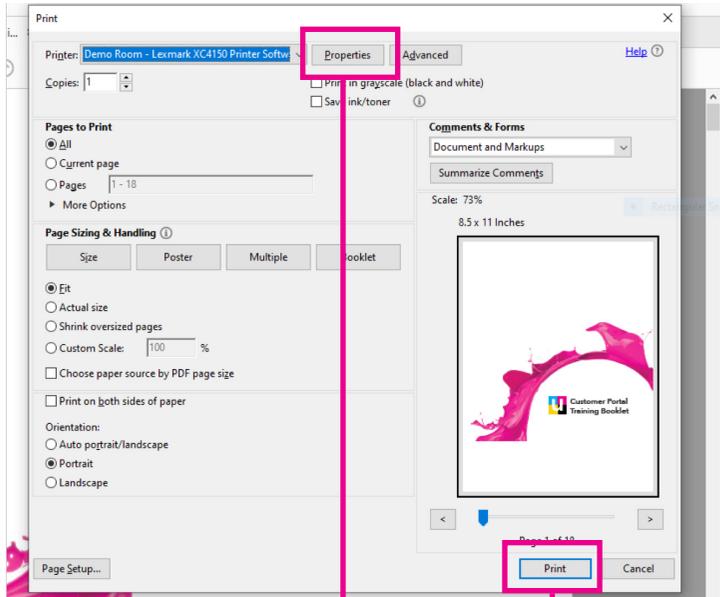


# Google Drive



Google Drive allows scanning to specific Google Drives. Please contact your network administrator, the Lexmark Administrator guide to set up.

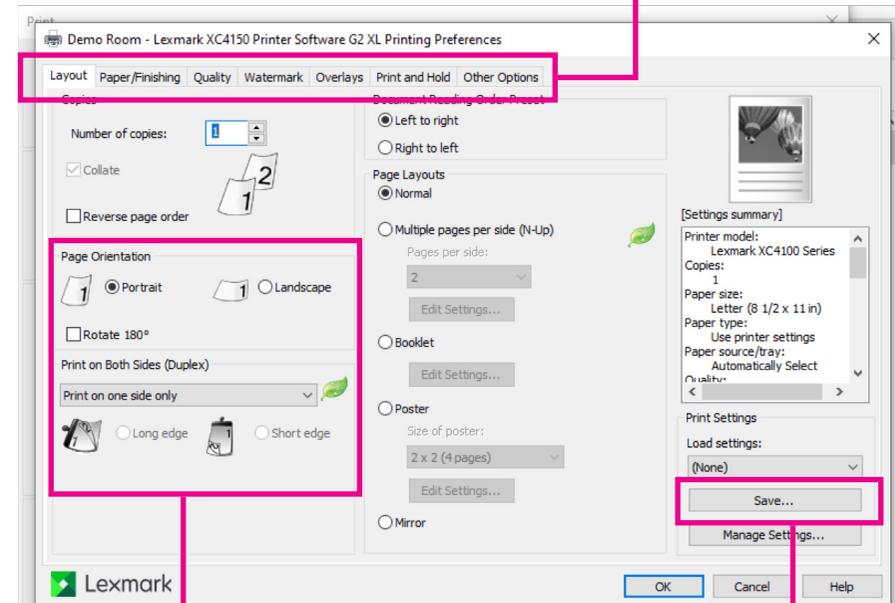
# Print Driver Description and General Overview



Choose File/Print or ctl/p

Click Print. For more options, click on Properties.

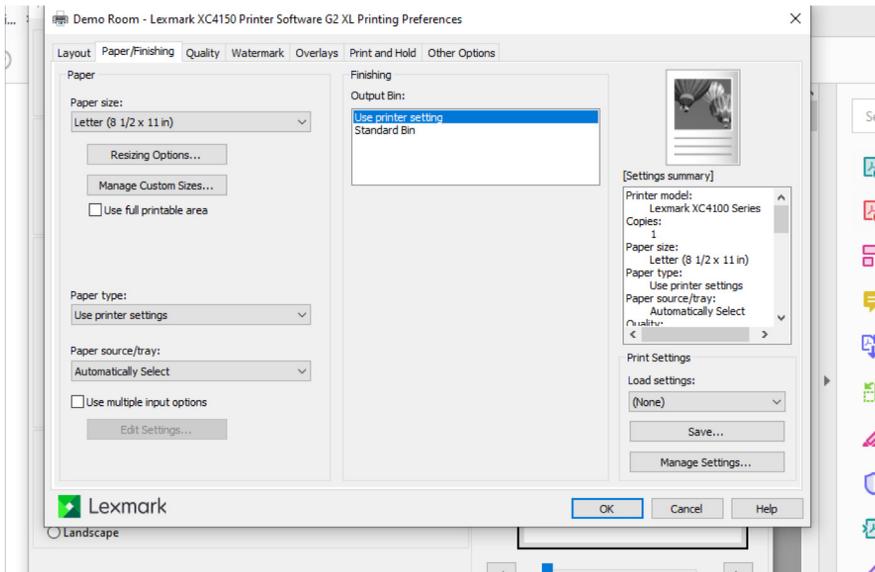
This is the Properties Window. Click on the Tabs to see options.



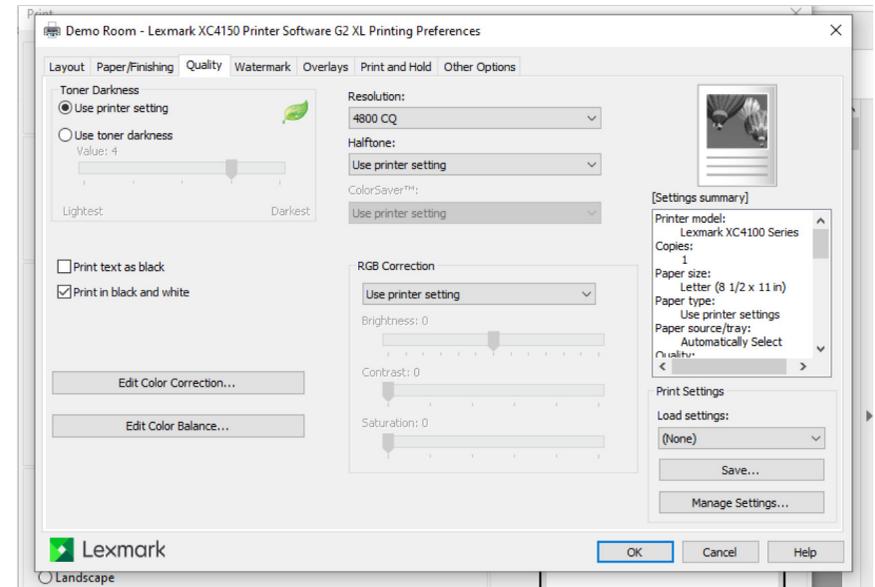
The Layout Tab includes options such as page layout and 2 sided printing.

All Tabs include the option to save settings as a preset for future use.

# Print Driver Description and General Overview

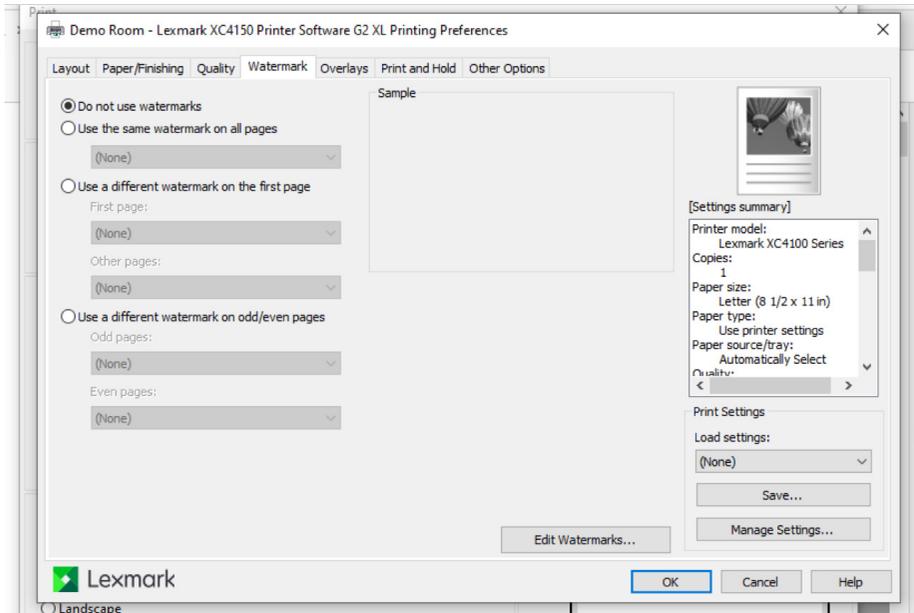


The Paper/Finishing Tab includes paper size/type and Finishing (Stapling.)

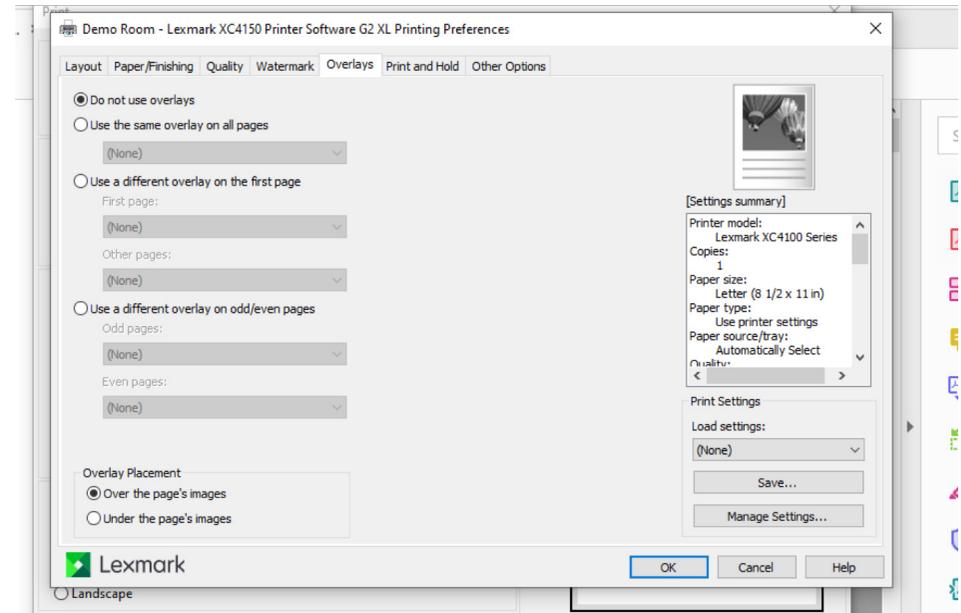


The Quality Tab includes toner darkness options, print resolution and color correction.

# Print Driver Description and General Overview

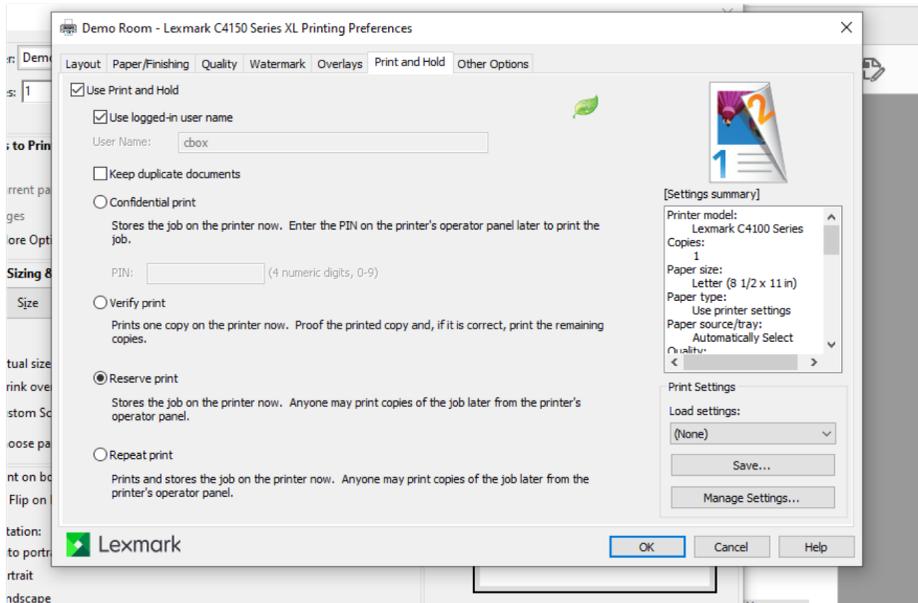


The Watermark tab includes various watermark options.

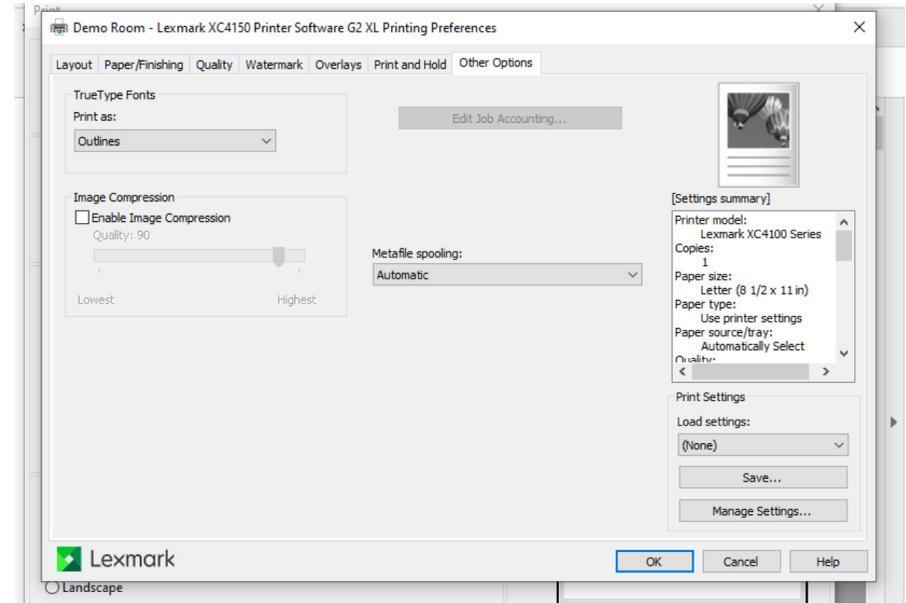


The Overlays Tab includes various image overlays options.

# Print Driver Description and General Overview



The Hold Print Tab includes options for holding a print job, holding a confidential print job and reserving a print job for reprint.



The Other Options Tab includes image compression, spooling options, font printing options and job accounting if enabled.

