Home Screen

The home screen makes it easy to select a function. Device specific functions will only display if available.

The Tips icon provides a searchable resource.

Status/Supplies – shows a live snapshot of what is going on with the device. A red outline is indicative of a service requirement. A yellow outline indicates all services are in working order.

Numeric keypad

The backspace button clears the # of copies.

To clear all settings (and return to the default) press the clear all button twice. Press the home icon (clear all button) twice as a courtesy to the next user.

Copying overrides printing jobs. Users can walk up to the device and insert paper to make a quick copy.

COPY

To make a one-page copy:

- Load the document into the automatic document feeder (ADF) or on the flat bed scanner
- Press the green start button once

Copy features:

- Press Copy icon on the home screen
- Change copy size, duplex, scale, darkness or collate as desired
- Press Copy It

Advanced copying options:

- Press Copy icon
- Select Options icon
- Select from
  - Paper saver – copy multiple pages onto one sheet of paper
  - Advanced imaging – control background, contrast and shadow detail
  - Custom job – combine multiple scans
  - Separator sheets – include a separator page between each set of your copy job
  - Margin shift – moves the content
  - Edge erase – erase marks or content along one or more edges
  - Date/time stamp – print current date & time
  - Overlay – select an image to print on copy
  - Advanced duplex – # of sides, orientation, binding

FAX

To send a fax:

- Load document into the manual feeder
- Touch the fax icon
- Enter the phone number; add a 9 if the fax is being sent off campus
- Select Next number to enter additional fax numbers if desired
- Touch Fax It

Canceling an outgoing fax

While the original documents are still scanning:

- If using the automatic document feeder, touch Cancel icon displayed on screen
- If using the scanner bed, touch Cancel while Scan the Next Page/Finish the Job is displayed on screen

After the original documents have been scanned to memory:

- Touch Cancel Jobs on the home screen
- Select the job(s) to cancel. If there are more than three jobs in queue, use arrows to scroll through jobs
- Touch Delete Selected Jobs. The Deleting Selected Jobs screen appears, the selected jobs are deleted and the home screen returns
E-MAIL

To scan to e-mail:

- Touch the Email icon
- Enter the recipient email address by typing
- Touch Next Address to enter additional email addresses
- Touch the E-mail It icon

Print/Scan to USB

- You can insert a USB key into your device and print PDF and JPEG documents or scan to the USB key itself.
- Information regarding tested and approved USB flash memory devices can be found at www.lexmark.com.

Coming soon

- PaperCut – an online application that will allow users to access the device touch screen
- Secure printing – releasing jobs from a queue that will ensure secure printing
- Real-time tracking – control printing by allocated quotas and budgets
- Print release/FindMe – enables users to print to a virtual global queue

Automatic Document Feeder

The automatic document feeder (ADF):

- Is convenient for placing a document for quick copying
- Holds up to 75 pages at a time and scans 55 pages per minute

Place document face up and head first

“Tips” on the device

Search for help on the device touch screen by selecting the Tips icon:

Questions? Require support?

- Report a paper jam
- Report a device problem
- Request a call or visit
- Order paper or toner

All requests for support, service, paper or toner can be directed to the IT Support Centre

1. Enter a FootPrints ticket at http://www.uregina.ca/compserv/ITSC or
2. Email IT.Support@uregina.ca or
3. Phone 585-4685

Quick sheet produced by the Technology Learning Centre
For copies, email computer.training@uregina.ca