

Infoprint MFP 30/35



# User's Guide



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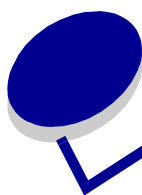
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# Contents

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<b>Chapter 1: Getting started.....</b>	<b>1</b>
How do I use the touch screen? .....	1
How do I use the numeric keypad and buttons? .....	2
How do I scan from the scanner bed?.....	3
How do I log in?.....	3
How do I access online help?.....	3
<b>Chapter 2: Copying.....</b>	<b>4</b>
How do I make a quick copy? .....	4
How do I cancel a copy job? .....	4
...while the original documents are scanning .....	4
...while the copies are printing .....	5
How do I copy from one size to another size? .....	6
How do I make transparencies?.....	7
How do I copy to letterhead?.....	7
How do I copy to the multipurpose feeder?.....	8
How do I make copies from a book or magazine? .....	9
How do I make duplex copies? .....	10
How do I reduce and enlarge copies?.....	11
How do I collate copies? .....	12
How do I staple copies? .....	13
How do I punch holes in copies?.....	13
How do I make color copies? .....	14
How do I copy photographs?.....	15
How do I copy multiple pages onto one page? .....	16
How do I place separator sheets between copy jobs? .....	17
How do I create a booklet?.....	18
How do I print the date and time at the top of each page?.....	19

# Contents

---

How do I add a message overlay to copies?.....	20
How do I improve the copy quality? .....	21
<b>Chapter 3: Faxing.....</b>	<b>22</b>
How do I enter fax numbers? .....	22
...entering shortcut numbers .....	22
...entering stored numbers from the address book .....	22
How do I send a fax?.....	23
...from my computer .....	23
...at a later time .....	23
How do I create a Fax Queue? .....	24
How do I cancel a fax job? .....	25
...while original documents are scanning .....	25
...after it has been scanned .....	25
How do I create shortcuts?.....	26
How do I create a single number shortcut? .....	26
How do I create a multi-number shortcut? .....	26
How do I send a fax cover page? .....	28
How do I change the fax resolution? .....	29
How do I adjust the lighter/darker setting? .....	29
<b>Chapter 4: Printing.....</b>	<b>30</b>
How do I access the virtual printer operator panel? .....	30
How do I cancel a print job? .....	31
How do I print confidential jobs? .....	32
How do I delete confidential jobs?.....	33
How do I print Verify, Reserve, and Repeat jobs? .....	34
How do I delete Verify, Reserve, and Repeat jobs?.....	36
<b>Chapter 5: Scanning to e-mail .....</b>	<b>37</b>
How do I enter e-mail addresses with the virtual keyboard?.....	37
How do I enter e-mail addresses using shortcut numbers? .....	37
How do I enter e-mail addresses from the Address Book? .....	37
How do I send an e-mail?.....	38
How do I send an e-mail to multiple addresses?.....	38
How do I cancel an e-mail? .....	38
How do I add an e-mail subject and message? .....	39

## Contents

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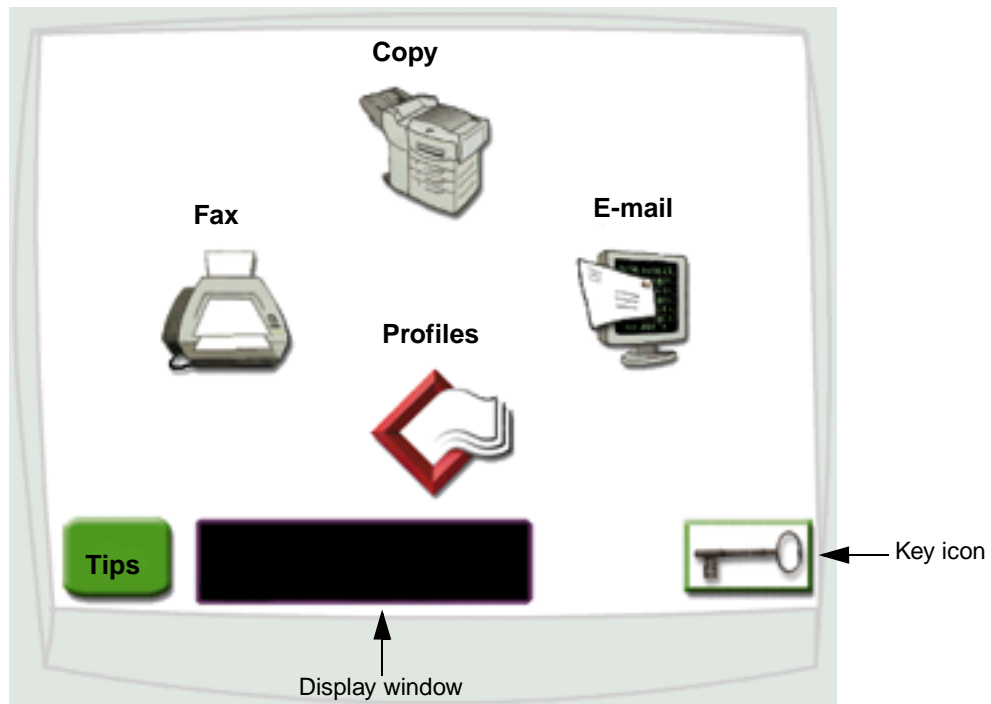
How do I improve the image quality? .....	40
How do I reduce the file size? .....	41
How do I change the scan file type? .....	42
How do I scan in color? .....	43
How do I create an e-mail shortcut?.....	44
How do I create a FTP shortcut?.....	44
How do I use other scan methods?.....	45
How do I set up and use Scan to PC profiles?.....	45
How do I set up and use ScanBack profiles?.....	46

# 1

## Getting started

### *How do I use the touch screen?*

Use the touch screen to access functions and make selections.

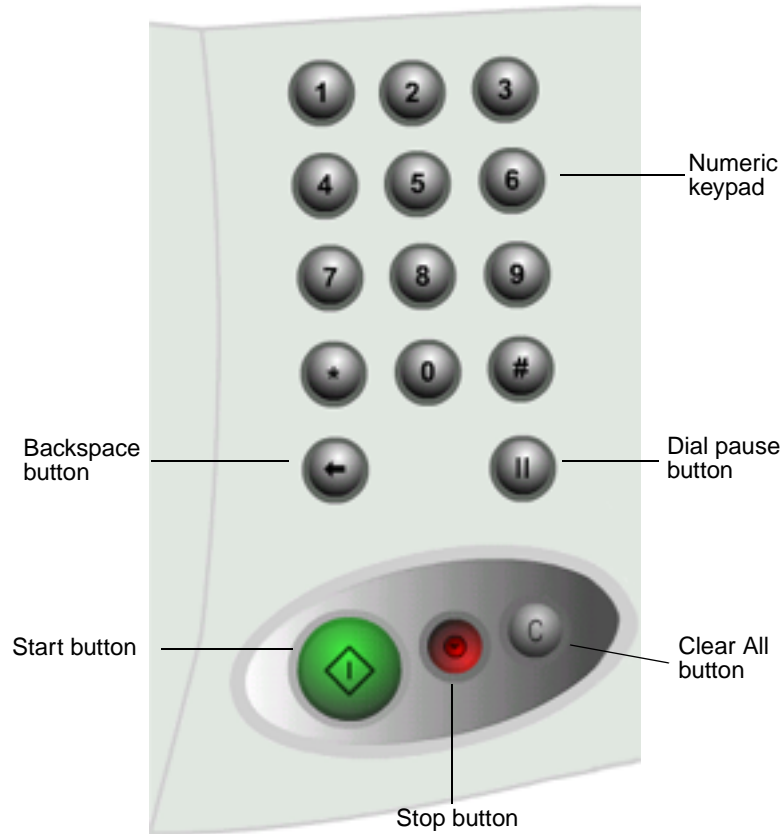


- Touch **Copy** to change copy settings.
- Touch **Fax** to send fax jobs and change fax settings.
- Touch **E-mail** to send scan jobs and change e-mail settings.
- Touch **Profiles** to access stored profiles. If a profile does not exist, this icon will not be displayed.
- Touch the **Key** icon to access the virtual printer operator panel and add administrator settings.
- Review the display window for current multifunction printer (MFP) status and messages.
- Touch **Tips** to access online help.



### *How do I use the numeric keypad and buttons?*

Use the numeric keypad and buttons to enter information and send commands to the MFP, such as copy, stop, or clear a job.



- Press **Start** to start copy jobs, send faxes, and scan to e-mail.
- Press the red **Stop** button to pause the MFP.  
When you are ready to resume from a pause, touch **Resume** on the touch screen.
- Press the **Clear All** button to clear all settings back to their default values.
- Use the numeric keypad to specify the number of copies, enter a fax number, or enter a shortcut number.

### *How do I scan from the scanner bed?*

Use the scanner bed, or glass, portion of the scanner for original documents, such as books, that are unsuitable for the automatic document feeder.

- 1 Lift the document feeder cover.
- 2 Place your original document face down on the glass.
- 3 Close the document feeder cover.
- 4 Use the touch screen to make your selections.
- 5 Press **Start**.
- 6 Touch **Scan Next** if you have more pages to scan.
- 7 Touch **Done** when you are finished.

**Warning:** To prevent damage, do not let the document feeder cover fall on the scanner bed.

### *How do I log in?*

You may have to log in to the MFP before you can use it. To log in:

- 1 Make sure you have a user ID and password. If you do not have an ID and password, get one from your administrator.
- 2 Touch the function you want to use.
- 3 Use the virtual keyboard to enter your user ID and then touch **Login**.
- 4 If required, use the virtual keyboard to enter your password and then touch **Login**.
- 5 Use the touch screen to make your selections.

### *How do I access online help?*

You can get online help at almost any time.

- 1 Touch **Tips**.
- 2 Use the index to navigate through the help topics.
- 3 Touch **Exit Tips** to return to where you were before accessing help.

## 2

# Copying

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## *How do I make a quick copy?*

- 1 Load your original document in the MFP.
- 2 Use the numeric keypad to specify the number of copies you want.
- 3 Press **Start**.

**Note:** If you are unsatisfied with the quality of the copy, see “How do I improve the copy quality?” on page 21.

## *How do I cancel a copy job?*

### *...while the original documents are scanning*

If you are scanning a document using the automatic document feeder, touch **Cancel** while **scanning...** is displayed on the touch screen.

If you are scanning a document using the scanner bed, touch **Cancel** while **Scan Next Page / Done** is displayed on the touch screen.

### *...while the copies are printing*

- 1 Touch the **Key** icon.
- 2 Touch **Printer Operator Panel**.
- 3 Touch **Menu** or until you see **JOB MENU Cancel Job** and then touch **Select** .



- 4 Touch **Back** and then touch **Home** to return to the Welcome screen.

*How do I cancel a copy job?*

### *How do I copy from one size to another size?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Copy from:** and then identify the size of your original document.

**Legal**  
(8 1/2" x 14")



For example, **Legal**.

- 4 Touch **Copy to:** and then select the size you want the copy to be. The MFP will scale the size automatically.

For example, **Letter**.

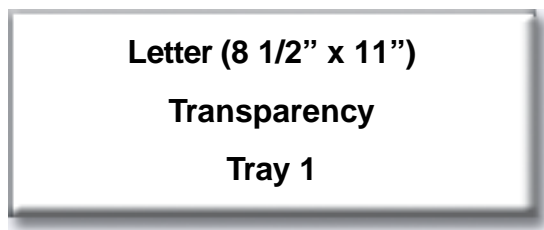
- 5 Press **Start**.

If the media type you want is not available, you may want to use the multipurpose feeder to make your copies. See "How do I copy to the multipurpose feeder?" on page 8 for detailed instructions.

### *How do I make transparencies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Copy to:** and then touch the tray that contains transparencies.

For example:



**Note:** If you do not see Transparency as an option, speak with your administrator.

- 4 Press **Start**.

### *How do I copy to letterhead?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Copy to:** and then touch the tray that contains letterhead.

For example:

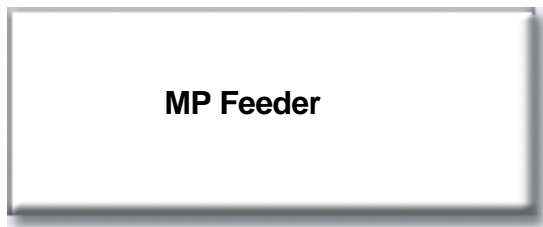


**Note:** If you do not see Letterhead as an option, speak with your administrator.

- 4 Press **Start**.

### *How do I copy to the multipurpose feeder?*

- 1 Load your original document in the MFP.
- 2 Load the type of paper you want your copies to be printed on into the multipurpose feeder (refer to your printer Setup Guide for the location.)
- 3 From the home screen, touch the **Copy** icon.
- 4 Touch **Copy to:** and then touch **MP Feeder**.



- 5 Touch the size of print media you are copying to and then touch **Enter**.

For example:

**Legal**  
**(8 1/2" x 14")**



- 6 Touch the type of print media you are copying to and then touch **Enter**.

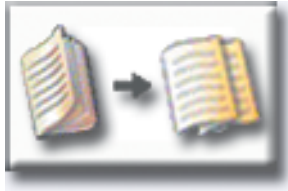
For example:



- 7 Touch **Done**.
- 8 Press **Start**.

### *How do I make copies from a book or magazine?*

- 1 From the home screen, touch the **Copy** icon.
- 2 Touch **Copy from**:
- 3 Touch **Book Original** and then touch **Back**.



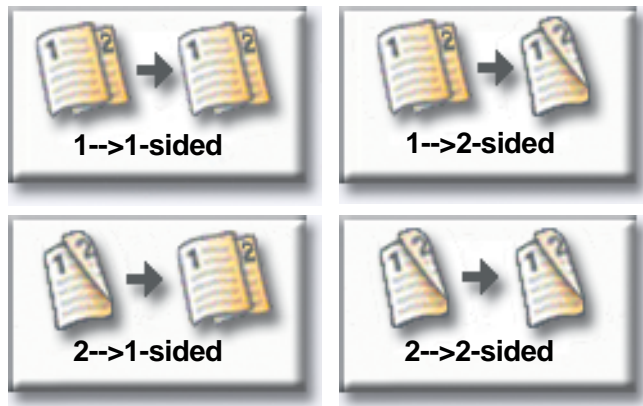
- 4 Align the book appropriately on the scanner bed.
- 5 Close the document feeder cover.
- 6 Press **Start**.
- 7 Touch **Scan Next** if you have more pages to scan.
- 8 Touch **Done** when you are finished.

**Note:** This feature may not be available on your MFP.



### *How do I make duplex copies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch the button that looks like how you want your copies to print.



The first number represents sides of the original documents; the second number represents sides of the copy.

For example, select **1 --> 2-sided** if you have 1-sided originals and you want 2-sided copies.

- 4 Press **Start**.

### *How do I reduce and enlarge copies?*

Copies can be reduced to 25% of the original document or enlarged to 400% of the original. The default for **Scale** is **Auto**. If you leave **Scale** set to **Auto**, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 From **Scale**, touch **+** or **-** to enlarge or reduce your output.

**Scale**



**Note:** Touching **Copy To** or **Copy From** after setting **Scale** manually will turn the scale value back to Auto.

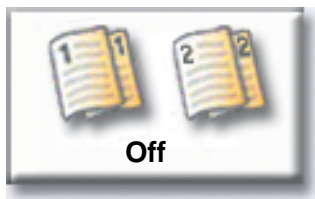
- 4 Press **Start**.

### *How do I collate copies?*

If you want your copies collated, you don't need to do anything: this is the default setting.

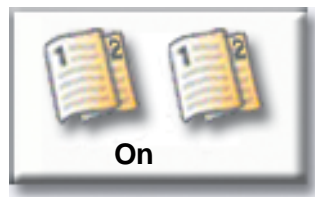
If, however, you don't want your copies collated, you can change the setting:

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Use the numeric keypad to enter the number of copies you want.
- 4 Touch **Off** if you do not want your copies collated.



For example, two copies of three pages will print page 1, page 1, page 2, page 2, page 3, page 3.

- 5 Leave **Collate On** if you want your copies collated (this is the default setting).



For example, two copies of three pages will print page 1, page 2, page 3, page 1, page 2, page 3.

- 6 Press **Start**.

### *How do I staple copies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch the staple button that looks like how you want your copies stapled.



- 4 Press **Start**.

**Note:** These features may not be available on your MFP.

### *How do I punch holes in copies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch the **Punch** icon.



- 4 Press **Start**.

**Note:** This feature may not be available on your MFP.

### *How do I make color copies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Color**.



**Note:** This feature may not be available on your MFP.

- 4 Press **Start**.

### *How do I copy photographs?*

- 1 Place your photograph on the scanner bed.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Photo**.



- 4 Touch **Color** if you have a color photograph and want a color copy.



**Note:** This feature may not be available on your MFP.

- 5 Press **Start**.
- 6 Touch **Scan Next** if you have another photograph you want to scan.
- 7 Touch **Done** when you are finished.

### *How do I copy multiple pages onto one page?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Make your duplex choice.
- 4 Touch **Advanced options**.
- 5 Touch **Paper Saver**.

#### **Paper Saver**



- 6 Touch the button that looks like the output you want.

#### **2 on 1 Portrait**



#### **4 on 1 Portrait**



#### **2 on 1 Landscape**



#### **4 on 1 Landscape**



For example, if you have four portrait-oriented originals that you want copied to the same side of one sheet, touch **4 on 1 Portrait**.

- 7 Touch **Print Page Borders** if you want a box drawn around each page on the copies
- 8 Touch **Done**.
- 9 Press **Start**.

### *How do I place separator sheets between copy jobs?*

This option is useful when you are making many copies of a multipage document. Separator sheets placed between the copy jobs make it much easier to identify, separate, and distribute copies.

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Advanced Options**.
- 4 Touch **Separator Sheets**.



- 5 Touch **On** or **Off** to indicate whether or not you want separator sheets to be placed between your copy jobs.
- 6 Touch **Done**.
- 7 Press **Start**.



### *How do I create a booklet?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Advanced Options**.
- 4 Touch **Create Booklet**.



- 5 Touch the button that represents whether your originals are 1-sided or 2-sided.



**1-sided originals**



**2-sided originals**

- 6 Touch **Done**.
- 7 Press **Start**.
- 8 Staple (if desired) and fold the copies as appropriate.

### *How do I print the date and time at the top of each page?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Advanced Options**.
- 4 Touch **Date/Time Stamp**.



- 5 Touch **On** to indicate that you want the date and time to appear at the top of your copy jobs.
- 6 Touch **Done**.
- 7 Press **Start**.

### *How do I add a message overlay to copies?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Advanced Options**.
- 4 Touch **Message Overlay**.

#### Message Overlay



- 5 Touch the button that represents the message you want to appear on your copies.
- 6 Touch **Done**.
- 7 Press **Start**.

### *How do I improve the copy quality?*

- 1 Load your original document in the MFP.
- 2 From the home screen, touch the **Copy** icon.
- 3 Touch **Advanced Options**.
- 4 Touch **Color/Content**.



**Note:** This feature may not be available on your MFP.

- 5 Touch the icon that best represents what you are copying (for example, Text or Photo, Gray or Color).
- 6 Touch **Done**.
- 7 Press **Start**.

# 3

## Faxing

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### *How do I enter fax numbers?*

In addition to touching the numbers on the Fax destination screen or pressing the numbers on the numeric keypad, you can also enter fax numbers by:

#### *...entering shortcut numbers*

- 1 Load your original document in the MFP.
- 2 From the numeric keypad, press **#** and the destination shortcut number.
- 3 Touch **Next Number** to enter another address.
- 4 Touch **Fax It** or press **Start** to send your job.

#### *...entering stored numbers from the address book*

- 1 Load your original document in the MFP.
- 2 Touch **Fax** and then touch **Address Book**.
- 3 Use the virtual keyboard to enter a name and then touch **Search**.
- 4 Touch the name to add it to the **Fax to:** list.
- 5 Touch **New Search** if you want to return to the virtual keyboard without adding a name to the **Fax to:** list.
- 6 Touch **Fax It** or press **Start** to send your job.

## *How do I send a fax?*

- 1 Load your original document in the MFP.
- 2 Touch **Fax** and enter a fax number.
- 3 Touch **Next Number** to enter another fax number.

Press the **#** key twice to place a “#” at the beginning of a fax number.

To place an asterisk (\*) within a fax number, use the asterisk button.

To place a three second dialing pause within a fax number, use the Dial Pause button. Dial pause will appear as a comma in the Fax to: box.



- 4 Touch **Fax It** or press **Start** to send your job.

## *...from my computer*

Faxing from your computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software applications.

- 1 From your software application, click **File** ➤ **Print**.
- 2 From the Print window, select your MFP and then click **Properties**.

**Note:** In order to perform this function from your computer, you must have a PostScript printer driver for your MFP.

- 3 Choose the Paper tab and change **Output format:** to **Fax**.
- 4 Click **OK**. At the next screen, click **OK**.
- 5 From the Fax screen, enter the name and number for the fax recipient.
- 6 Click **Send** to send your job.

## *...at a later time*

- 1 Load your original document in the MFP.
- 2 Touch **Fax** and enter the fax number(s).
- 3 Touch **Options** and then touch **Advanced Options**.

- 4 Touch **Delayed Send**.



**Note:** While scanned faxes wait for transmission they are listed in the Fax Queue.

- 5 Change the time and date to when you want to send the fax and then touch **Done**.
- 6 Press **Start** to scan and store your job.

### ***How do I create a Fax Queue?***

Once you successfully scan a document, you will have created a Fax Queue. The Fax Queue is a list of outgoing faxes waiting to be sent, as well as any incoming faxes. A Fax Queue can also be created with a single outgoing fax. For example, if the MFP were set for ten redials and you received an 'error line busy' signal when attempting to fax, a queue would be created while the MFP waited to dial again.

### *How do I cancel a fax job?*

#### *...while original documents are scanning*

From the automatic document feeder:

- Touch **Cancel** while **scanning...** is displayed on the touch screen.

From the scanner bed:

- Touch **Cancel** while **Scan Next Page / Done** is displayed on the touch screen.

#### *...after it has been scanned*

- 1 Touch **Fax**.
- 2 Touch **Options**.
- 3 Touch **Advanced Options**.
- 4 Touch **Fax Queue**.



**Note:** If **Fax Queue** is grayed out (not available), you cannot cancel any faxes.

- 5 Touch the button that represents the fax you want to cancel.
- 6 Touch **Done**.



### *How do I create shortcuts?*

Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number.

### *How do I create a single number shortcut?*

- 1 From your computer, enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator.
- 2 Click **Configuration** (in the left frame of your browser window) and then click **Manage Destinations** (in the right frame of your browser window).

**Note:** You may be asked to enter a password. If you do not have an ID and password, get one from your administrator.

- 3 Click **Fax Destinations Setup**.
- 4 Enter a unique name for the shortcut and specify the fax number.
- 5 Assign a shortcut number. If you enter a number that is already in use, you are prompted to select another number.
- 6 Click **Add**.
- 7 Walk over to the MFP and load your original document.
- 8 From the numeric keypad, press **#** and then enter your shortcut number.
- 9 Touch **Fax It** or press **Start** to send your job.

### *How do I create a multi-number shortcut?*

- 1 From your computer, enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator.
- 2 Click **Configuration** (in the left frame of your browser window) and then click **Manage Destinations** (in the right frame of your browser window).
- 3 Click **Fax Destinations Setup** and enter a unique name for the shortcut.
- 4 Enter the fax numbers for the group. Make sure you separate each fax number with a semicolon (;).
- 5 Assign a shortcut number. If you enter a number that is already in use, you are prompted to select another number.
- 6 Click **Add**.
- 7 Walk over to the MFP and load your original document.

## Faxing

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- 8 From the numeric keypad, press **#** and then enter your shortcut number(s).
- 9 Touch **Fax It** or press **Start** to send your job.

*How do I create shortcuts?*

### *How do I send a fax cover page?*

- 1 Load your original document in the MFP.
- 2 Touch **Fax**.
- 3 Enter your fax number.
- 4 Touch **Options**.
- 5 Touch **Fax Cover Page**.

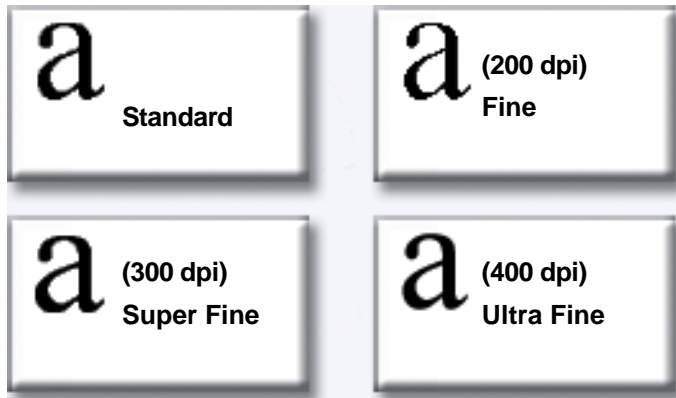


- 6 Use the virtual keyboard to enter information in the **To:**, **From:**, and **Message:** screens. Touch **Enter** when you have completed each screen.
- 7 From the verification screen, touch **Done** if the fax cover page looks the way you want it to. Touch **Back** if you want to make changes. Touch **Cancel** if you do not want to send a fax cover page.
- 8 Press **Start** to send your job.

### *How do I change the fax resolution?*

- 1 Load your original document in the MFP.
- 2 Touch **Fax**.
- 3 Enter your fax number.
- 4 Touch **Options**.
- 5 Touch the button that represents the resolution you want.

For example, **Standard**.



- 6 Press **Start** to send your job.

### *How do I adjust the lighter/darker setting?*

- 1 Load your original document in the MFP.
- 2 Touch **Fax**.
- 3 Enter your fax number.
- 4 Touch **Options**.
- 5 From **Lighter/Darker**, use the arrows to adjust the quality of your fax.



- 6 Press **Start** to send your job.

# 4

## Printing

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### *How do I access the virtual printer operator panel?*

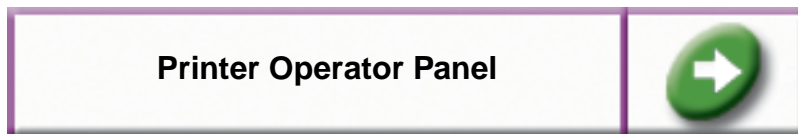
The virtual printer operator panel can be used for a wide variety of tasks, such as printing held jobs, canceling print jobs, and changing various settings.

To access the virtual printer operator panel:

- 1 From the Welcome screen, touch the **Key**.



- 2 Touch the **Printer Operator Panel** button. This virtual printer operator panel functions exactly like the operator panel on your printer.



### *How do I cancel a print job?*

- 1 Access the virtual printer operator panel.
- 2 Touch **Menu** until you see **JOB MENU Cancel Job** and then touch **Select**.



- 3 Touch **Back** and then touch **Home** to return to the Welcome screen.

### *How do I print confidential jobs?*

- 1 From your software application, click **File** → **Print**.
- 2 From the Print window, select your MFP and then click **Properties**.
- 3 Choose the Paper tab and change **Output format:** to **Confidential Print**.
- 4 Enter a user name and a 4-digit password, using only the numbers 1-6.
- 5 Click **OK**. At the next screen, click **OK**.
- 6 From the MFP, access the virtual printer operator panel.
- 7 Touch **Menu** until you see **JOB MENU** and then touch **Select**.
- 8 Touch **Menu** until **Confidential Job** is displayed and then touch **Select**.
- 9 Enter the Personal Identification Number (PIN) associated with your confidential job. Use the buttons on the virtual operator panel to enter the four-digit PIN.



**Note:** If you enter an invalid PIN, the message **No Jobs Found. Retry?** is displayed. Touch **Go** to reenter the PIN, or touch **Stop** to exit the menu.

- 10 Touch **Menu** until **Print All Jobs** or **Print a Job** is displayed and then touch **Select**.
  - To print a particular job, touch **Menu** until the name of the job is displayed and then touch **Select**.
  - If you are prompted to enter the number of copies you want to print, touch **Menu** or **<Menu** to increase or decrease the number on the virtual printer operator panel and then touch **Select**.
- 11 Touch **Go** to print the selected jobs.

### *How do I delete confidential jobs?*

- 1 Access the virtual printer operator panel.
- 2 Touch **Menu** until you see **JOB MENU** and then touch **Select**.
- 3 Touch **Menu** until **Confidential Job** is displayed and then touch **Select**.
- 4 Enter the Personal Identification Number (PIN) associated with your confidential job. Use the buttons on the virtual operator panel to enter the four-digit PIN.



**Note:** If you enter an invalid PIN, the message **No Jobs Found. Retry?** is displayed. Touch **Go** to reenter the PIN, or touch **Stop** to exit the menu.

- 5 Touch **Menu** until **Delete All Jobs** or **Delete a Job** is displayed and then touch **Select**.  
To delete a particular job, touch **Menu** until the name of the job is displayed and then touch **Select**.
- 6 Touch **Go** to delete the selected jobs.



### *How do I print Verify, Reserve, and Repeat jobs?*

Verify Print lets you print the first copy of a complex multiple copy print job then holds the remaining copies until you either continue printing the job or delete the job using the printer operator panel.

Reserve Print lets you store a print job on the printer for printing at a later time. For example, this option makes it convenient for you to store forms, spreadsheets, or presentations used by several people.

**Warning:** All jobs stored on the printer are lost when you turn off or reset the printer.

Repeat Print lets you print the requested number of copies of a print job and also stores a copy that can be printed later. For example, this option makes it easy for you to print more copies for presentations, meetings, and general handouts.

**Warning:** All jobs stored on the printer are lost when you turn off or reset the printer.

- 1 From your software application, click **File** ➤ **Print**.
- 2 From the Print window, select your MFP and then click **Properties**.
- 3 Choose the Paper tab and change **Output format:** to **Verify Print, Reserve Print, or Repeat Print**.
- 4 Enter a user name.
- 5 Click **OK**. At the next screen, click **OK**.
- 6 From the MFP, access the virtual printer operator panel.
- 7 Access the virtual printer operator panel.
- 8 Touch **Menu** until you see **JOB MENU** and then touch **Select**.
- 9 Touch **Menu** until **Held Jobs** is displayed and then touch **Select**.
- 10 Touch **Menu** until **Print All Jobs** or **Print a Job** is displayed and then touch **Select**.



- To print a particular job, touch **Menu** until the name of the job is displayed and then touch **Select**.

## Printing

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- If you are prompted to enter the number of copies you want to print, touch **Menu>** or **<Menu** to increase or decrease the number on the virtual printer operator panel and then touch **Select**.

**11** Touch **Go** to print the selected jobs.

### *How do I delete Verify, Reserve, and Repeat jobs?*

- 1 Access the virtual printer operator panel.
- 2 Touch **Menu>** until you see **JOB MENU** and then touch **Select**.
- 3 Touch **Menu>** or **<Menu** until **Held Jobs** is displayed and then touch **Select**.
- 4 Touch **Menu>** or **<Menu** until **Delete All Jobs** or **Delete a Job** is displayed and then touch **Select**.



To delete a particular job, touch **Menu>** or **<Menu** until the name of the job is displayed and then touch **Select**.

- 5 Touch **Go** to delete the selected jobs.

# 5

## Scanning to e-mail

---

### *How do I enter e-mail addresses with the virtual keyboard?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Use the virtual keyboard to enter the recipient's address in the **To:** field.
- 4 Touch **Next Address** to enter another address.
- 5 Touch **Send It** or press **Start** to send your job.

### *How do I enter e-mail addresses using shortcut numbers?*

- 1 Load your original document in the MFP.
- 2 From the numeric keypad, press **#** and the destination shortcut number.
- 3 Touch **Next Address** to enter another address.
- 4 Touch **Send It** or press **Start** to send your job.

### *How do I enter e-mail addresses from the Address Book?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Use the virtual keyboard to enter your search information.
- 4 Touch **Search Address Book**.
- 5 Touch the name that you want to add to the **To:** field.
- 6 Touch **Send It** or press **Start** to send your job.

### *How do I send an e-mail?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter the recipient's address.
- 4 Touch **Send It** or press **Start** to send your job.

### *How do I send an e-mail to multiple addresses?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Next Address**.
- 5 Enter another address.
- 6 Touch **Send It** or press **Start** to send your job.

### *How do I cancel an e-mail?*

- From the automatic document feeder, touch **Cancel** while **scanning...** is displayed on the touch screen.
- From the scanner bed, touch **Cancel** while **Scan Next Page / Done** is displayed on the touch screen.

### *How do I add an e-mail subject and message?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch **E-mail Subject**.



- 6 Use the virtual keyboard to enter a subject line and then touch **Enter**.
- 7 Touch **E-mail Message**.
- 8 Use the virtual keyboard to enter a message and then touch **Enter**.
- 9 Press **Start** to send your job.

### *How do I improve the image quality?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch the **Highest Resolution** button to increase the scan dots per inch (dpi) of the image that will be sent.

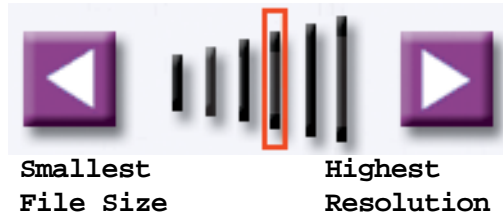


**Note:** Increasing the file resolution also increases the file size.

- 6 Press **Start** to send your job.

### *How do I reduce the file size?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch the **Smallest File Size** button to reduce the scan dpi of the image that will be sent.



**Note:** Reducing the file size also reduces the image quality.

- 6 Press **Start** to send your job.



### *How do I change the scan file type?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch the button the represents the file type you want to send.



**Note:** If you are unsure about what file type to use:

- **PDF:** This creates a single file with multiple pages, viewable with Adobe® Acrobat® Reader®. Adobe® Acrobat® Reader® is provided free by Adobe at <http://www.adobe.com>. PDF works well with both text and graphics.
- **JPEG:** this creates and attaches a separate file for each page of your original, and is viewable by most web browsers and graphics programs. JPEG works best with color or grayscale images such as photographs, and not as well with text or line art.
- **TIFF:** this either creates multiple files or a single file, depending on the setting chosen by your system administrator. The file size is usually larger than an equivalent JPEG, but TIFF works equally well with color, gray scale and black and white images. TIFFs are viewable by most graphics programs.
- **PS:** this creates a single file with multiple pages, suitable for sending (via FTP, for example) to a PostScript compatible printer. Few applications will open PostScript files for viewing.

- 6 Press **Start** to send your job.

### *How do I scan in color?*

- 1 Load your original document in the MFP.
- 2 Touch **E-mail**.
- 3 Enter an e-mail address.
- 4 Touch **Options**.
- 5 Touch **Color**.



**Note:** This feature may not be available on your MFP.

- 6 Press **Start** to send your job.

### *How do I create an e-mail shortcut?*

- 1 From your computer, enter the IP address of the MFP you want to scan to in the URL field (address bar) of your Web browser.
- 2 Click **Configuration** (in the left frame) and then click **Manage Destinations** (in the right frame).

**Note:** You may be asked to enter a password. If you do not have an ID and password, get one from your administrator.

- 3 Click **E-mail Destination Setup**.
- 4 Enter a unique name for the recipient and specify the e-mail address.

**Note:** If you are entering multiple addresses, make sure you separate each address with a comma (,).

- 5 Choose your scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number and then click **Add**. If you enter a number that is already in use, you are prompted to select another number.
- 7 Walk over to the MFP and load your original document.
- 8 Use the numeric keypad to enter your shortcut number.
- 9 Press **Start** to send your job.

### *How do I create a FTP shortcut?*

- 1 From your computer, enter the IP address of the MFP you want to scan to in the URL field (address bar) of your Web browser.
- 2 Click **Configuration** (in the left frame) and then click **Manage Destinations** (in the right frame).
- 3 Click **FTP Destination Setup**.
- 4 Enter a unique name for the recipient and specify the FTP address.
- 5 Choose your scan settings (Format, Content, Color, and Resolution).
- 6 Enter a shortcut number and then click **Add**. If you enter a number that is already in use, you are prompted to select another number.
- 7 Walk over to the MFP and load your original document.
- 8 Use the numeric keypad to enter your shortcut number.
- 9 Press **Start** to send your job.

### ***How do I use other scan methods?***

The advantage to using other scan methods, such as Scan to PC or ScanBack™, is that your computer does not have to be directly connected to the MFP in order for you to receive the image. You can scan the document back to your computer over the network by creating a scan profile on your computer and then downloading the profile to the MFP.

A scan profile includes all the necessary information about your original document and presets the touch screen of the MFP to those settings.

### ***How do I set up and use Scan to PC profiles?***

- 1** From your computer, enter the IP address of the MFP you want to scan to in the URL field (address bar) of your Web browser.
- 2** Click **Create Scan Profile** and then click **PC Scan Profile**.
- 3** Follow the instructions on the screen to create a profile.
- 4** Select a location to store the scan on your computer.
- 5** Assign a profile name. This is the name that will display in the Profiles list on the MFP.
- 6** Click **Submit** to send the profile to the MFP.
- 7** Walk over to the MFP and load your original document.
- 8** Touch **Profiles**.

**Note:** The **Profiles** icon will only appear on the MFP home page if there are profiles available.

- 9** Find your profile by scrolling through the list of names.
- 10** Touch the name of the profile you set up from your computer. Your job starts automatically.
- 11** Return to your computer.

**Image Received** is displayed in the job status window. Once your scan output file appears in the list, it has been saved to the PC. You can select it and launch an application to open the file.

### *How do I set up and use ScanBack profiles?*

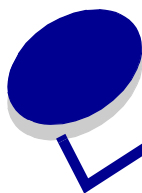
The ScanBack utility is on the MFP CD that came in the box with your MFP. For complete installation instructions, refer to the document included on the MFP CD.

The following instructions assume ScanBack is installed on your computer.

- 1 From your computer, launch the ScanBack utility.
- 2 Select the MFP you want to use and then click **Setup....**
- 3 Follow the instructions on the screens to define your original document and the type of output you want.
- 4 Select a location to store the scan.
- 5 Assign a Profile Name. This is the name that will display in the Profiles list.
- 6 Click **Finish** to send the profile to the MFP.
- 7 Walk over to the MFP and load your original document.
- 8 Touch **Profiles**.

**Note:** The **Profiles** icon will only appear on the MFP home page if there are profiles available.

- 9 Find your profile by scrolling through the list of names.
- 10 Touch the name of the profile you set up from your computer. Your job starts automatically.
- 11 Return to your computer. Your scan file is saved in the directory that you specified.



# Index

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## A

accessing the virtual printer  
operator panel 30  
address book 22, 37

## B

booklet, creating 18  
buttons  
Color 43  
FTP 42  
JPEG 42  
PDF 42  
PS 42  
TIFF 42

## C

canceling email 38  
canceling fax job 23  
cloning 16  
collating 12  
color  
e-mail 43  
scanning 43  
color copies 14  
confidential jobs  
deleting 33  
printing 31, 32  
copying  
adding message overlay 20  
advanced options 16, 17,  
18, 19, 20  
booklet 18  
canceling a job 4  
collating 12  
duplex 10  
from a book 9  
from multipurpose feeder 8  
hole punching 13

making color copies 14  
page borders 16  
paper saver 16  
photographs 14, 15  
printing date and time 19  
quick copy 4  
reducing and enlarging 11  
separator sheets 17  
sizing 4, 6  
stapling 13  
to letterhead 7  
cover page 28

## D

date and time, printing 19  
deleting  
held jobs 36  
repeat jobs 36  
reserve jobs 36  
verify jobs 36  
dpi 29  
duplex copying 10

## E

e-mail  
adding subject and message  
39  
canceling 38  
changing the file type 42  
creating shortcuts 44  
entering addresses 37  
FTP 42  
improving quality 39, 40  
JPEG 42  
multiple addresses 38  
PDF 42  
reducing file size 41  
ScanBack profiles 46

scanning in color 43  
sending 38  
TIFF 42  
using address book 37  
using profiles 45  
using shortcut numbers 37  
enlarging copy size 11

## F

fax queue 24, 47  
faxing  
adjusting light/dark setting  
29  
advanced options 23, 25  
canceling a fax 25  
canceling a job 23  
changing resolution 29  
cover page 28  
creating shortcuts 26  
delay sending 23  
entering shortcuts 22  
entering stored numbers 22  
from computer 23  
sending a fax 23  
file size  
reducing 39, 40, 41  
file type, changing 42  
FTP 42  
FTP shortcuts 44

## H

held jobs  
deleting 36  
printing 34  
hole punch 13

## I

image quality, improving 39

## J

JPEG 42

## L

light/dark setting 29

## M

message overlay 20  
multipurpose feeder 8  
multi-up 16

## N

N-up 16

## P

page borders 16  
paper saver 16  
PDF 42  
photographs 14, 15  
print job  
    canceling 31  
printer operator panel,  
    accessing 30  
printing  
    held jobs 34  
    repeat jobs 34  
    reserve jobs 34  
    verify jobs 34  
profiles 45, 46

## Q

quick copying 4

## R

reducing copy size 11  
repeat jobs 34, 36  
reserve jobs 34, 36  
resolution, changing 29, 39,  
    40

## S

Scan to PC profiles 45  
ScanBack profiles 46  
separator sheet 17  
shortcut numbers 37  
shortcut numbers, entering 22

shortcuts, creating 26, 44  
staple 13  
stored numbers, entering 22

## T

TIFF 42  
transparencies 7

## V

verify jobs 34, 36





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