

# Lexmark XM3150



## Cheat Sheet

**LEXMARK**  
TM

## Copy Guide

**Note:** You can load paper sizes in a short-edge-first orientation. For more information, see the “Supported paper sizes, types, and weights” section in the *User's Guide*.

### Making a quick copy

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

**Note:** To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

- 3 From the printer control panel, press .

### Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF tray.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 Adjust the paper guides.

- 3 From the home screen, navigate to:

**Copy** > specify the copy settings > **Copy It**

### Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.

- 2 From the home screen, navigate to:

**Copy** > specify the copy settings > **Copy It**

If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the next page**.

- 3 Touch **Finish the Job**.

### Understanding the copy options

#### Copy from

This option opens a screen where you can select the paper size of the original document.

- Touch the paper size that matches the original document.
- To copy an original document that contains mixed paper sizes with the same width, touch **Mixed Sizes**.

- To set the printer to automatically detect the size of the original document, touch **Auto Size Sense**.



## Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the settings for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.
- If the paper type or size that you want to copy onto is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the paper size of the original document. If a matching paper size is not in one of the trays, then **Paper size not found** appears and prompts to load a paper in a tray or multipurpose feeder.

## Scale

This option lets you create an image from your original document that is proportionally scaled anywhere between 25 and 400 percent. You can also set automatic scaling.

- When copying to a different paper size, such as from legal-size to letter-size paper, set the “Copy from” and “Copy to” paper sizes automatically to scale the scan image to fit the size of the paper onto which you are copying.
- To decrease or increase the value by one percent, touch  or  on the printer control panel. To make a continuous decrease or increase in value, hold the button for two or more seconds.

## Darkness

This option lets you adjust how light or dark the copies are in relation to the original document.

## Sides (Duplex)

This option lets you make one- or two-sided copies from one- or two-sided original documents.

## Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document.

## Copies

This option lets you set the number of copies to be printed.

## Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

### Save As Shortcut

This option lets you save the current settings by assigning a shortcut number.

### Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you scan the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.

**Note:** This option is supported only in select printer models.

## E-mail Guide

The printer can be used to e-mail scanned documents to one or more recipients.

You can send an e-mail from the printer by typing the e-mail address, using a shortcut number, or using the address book.

### Sending an e-mail using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

**Note:** To avoid a cropped image, make sure that the size of the original document and the copy paper size are the same.

- 3 From the home screen, navigate to:

**E-mail > Recipient(s)**

- 4 Type the e-mail address, or press # using the keypad, and then enter the shortcut number.

**Notes:**

- To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.
- You can also enter an e-mail address using the address book.

- 5 Touch **Done > Send It**.

### Sending an e-mail using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 Press #, then enter the shortcut number using the keypad, and then touch .

**Note:** To enter additional recipients, touch **Next address**, and then enter the address or shortcut number that you want to add.

- 4 Touch **Send It**.

### Sending an e-mail using the address book


- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

**E-mail > Recipient(s)** >  > type the name of the recipient > **Search**

4 Touch the name of the recipient.

**Note:** To enter additional recipients, touch **Next address**, and then enter the address or shortcut number that you want to add, or search the address book.

5 Touch **Done**.

## Understanding the e-mail options

### Recipient(s)

This option lets you enter the recipient of your e-mail. You may enter multiple e-mail addresses.

### Subject

This option lets you type a subject line for your e-mail.

### Message

This option lets you type a message that will be sent with your scanned attachment.

### File Name

This option lets you customize the attachment file name.

### Original Size

This option lets you set the paper size of the documents you are going to e-mail. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

### Darkness

This option lets you adjust how light or dark your scanned documents are in relation to the original document.

### Resolution

This option lets you adjust the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

## Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use this to create a single file with multiple pages.  
**Note:** PDF is the factory default setting.
- **Secure PDF**—Use this to create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use this to create and attach a separate file for each page of your original document.
- **XPS**—Use this to create a single XPS file with multiple pages.

## Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper. This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Scan Preview

This option lets you view the first page 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.

**Note:** This option appears only when a working printer hard disk is installed.

## Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you e-mail the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove 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 on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.

**Note:** This option is supported only in select printer models.

## Fax Guide

The fax function lets you scan items and fax them to one or more recipients. You can send a fax from the printer by typing the fax number, using a shortcut number, or using the address book.

### Sending a fax using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the home screen, touch **Fax**.

- 4 Enter the fax number or a shortcut.

**Note:** To add recipients, touch **Next number**, and then enter the recipient's telephone number or shortcut number, or search the address book.

- 5 Touch **Fax It**.

### Sending a fax using a shortcut number

Fax shortcuts are like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the printer control panel, press #, and then enter the shortcut number using the keypad.

- 4 Touch **Fax It**.

### Sending a fax using the address book


The address book lets you search for bookmarks and network directory servers. For more information on enabling the address book feature, contact your system support person.

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.

- The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the home screen, navigate to:

**Fax** >  > type the name of the recipient > **Search**

**Note:** You can search only for one name at a time.

- 4 Touch the name of the recipient, and then touch **Fax It**.

## Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then navigate to:  
**Properties > Fax tab > Enable fax**
- 3 Enter the recipient fax number or numbers in the “Fax number(s)” field.  
**Note:** Fax numbers can be entered manually or by using the Phone Book feature
- 4 If necessary, enter a prefix in the “Dialing prefix” field.
- 5 Select the appropriate paper size and page orientation.
- 6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.
- 7 Click **OK**.

### Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under the Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.

## Understanding the fax options

### Content

This option lets you specify the content type and source of the original document.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Resolution

This option lets you adjust the quality of the fax output. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Select one of the following:

- **Standard**—Use this when faxing most documents.
- **Fine 200 dpi**—Use this when faxing documents with small prints.
- **Super fine 300 dpi**—Use this when faxing documents with fine details.
- **Ultra fine 600 dpi**—Use this when faxing documents with pictures or photos.

## Darkness

This option lets you adjust how light or dark the faxes are in relation to the original document.

## Delayed Send

This option lets you send a fax at a later time or date.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on one side or on both sides of the page (duplex). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Scan Preview

This option lets you view the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

**Note:** This option appears only when a working printer hard disk is installed.

## Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you fax the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.

**Note:** This option is supported only in select printer models.

## FTP Guide

You can scan documents directly from the printer to an FTP server.

**Note:** You can scan to only one FTP address at a time.

### Scanning to an FTP address using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.


**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the printer control panel, navigate to:  
**FTP > FTP > type the FTP address > Done > Send It**

### Scanning to an FTP address using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.


**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the printer control panel, press # on the keypad, and then enter the FTP shortcut number.
  - 4 Touch  > **Send It**.

### Scanning an FTP using the address book

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the home screen, navigate to:  
**FTP > FTP >  > type the name of the recipient > Search**

4 Touch the name of the recipient.

**Note:** To search for additional recipients, touch **New Search**, and then type the name of the next recipient.

5 Touch  > **Send It**.

## Understanding FTP options

### FTP

This option lets you enter the IP address for the FTP destination.

**Note:** An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

### File Name

This option lets you type a file name for the scan image.

### Original Size

This option lets you set the paper size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

### Resolution

This option lets you adjust the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

### Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Darkness

This option lets you adjust how light or dark the scanned documents are in relation to the original document.

## Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use to create a single file with multiple pages.
- **Secure PDF**—Use to create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use to create and attach a separate file for each page of the original document.
- **XPS**—Use to create a single XPS file with multiple pages.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Scan Preview

This option lets you view the first page 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.

**Note:** This option appears only when a working printer hard disk is installed.

## Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you scan the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.

**Note:** This option is supported only in select printer models.