Lexmark XC 2132

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PRICE SCHEDULE

AND

COPY / PRINT BEST PRACTICES GUIDE

	Price per Copy / Print	When to Use
Printing Black and White to Laser Printers	$0.08	Best for just 1 or 2 prints at a time or for last minute needs
Printing Color to Laser Printers	$0.20	Best for just 1 or 2 prints at a time or for last minute needs
Printing / Copying Black and White to Copiers	$0.05	Best for print / copy volumes of 1 - 100
Printing / Copying Color to Copiers	$0.16	Best for print / copy volumes of 1 - 100
College Press Black and White	$0.03	Best for print / copy volumes greater than 100 impressions
College Press Color	Pricing is based on size, quantity, and paper type	Best for volumes greater than 100, special paper, and / or when production quality color is needed.

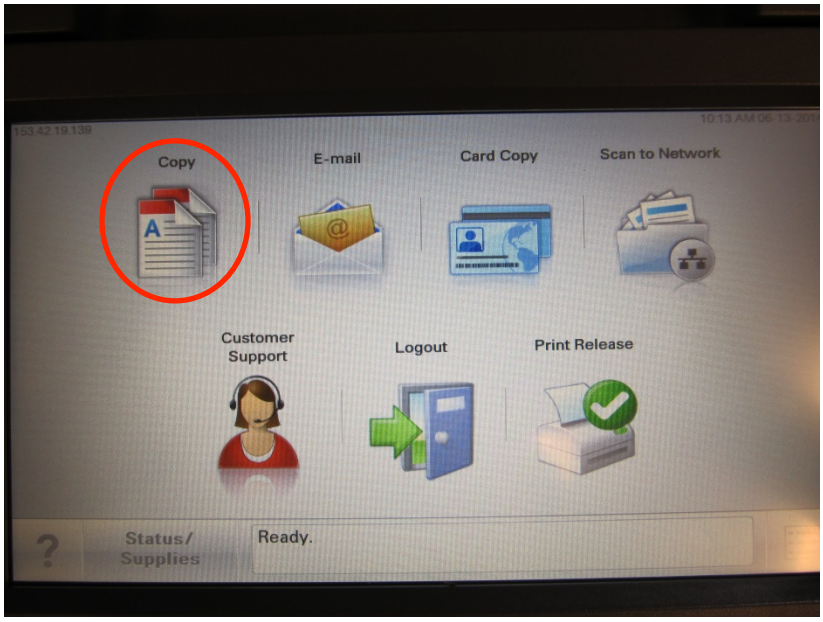
COPYING

Single-Sided Copying

Perform the following steps for copying documents.

1. At the printer, swipe ID card or manually enter your Messiah login and password.

2. Press **COPY** on touch panel.



3. Load an original document face up, short edge first into the automatic document feeder face up or face down on the scanner glass.

Use the ADF for multiple-page documents.

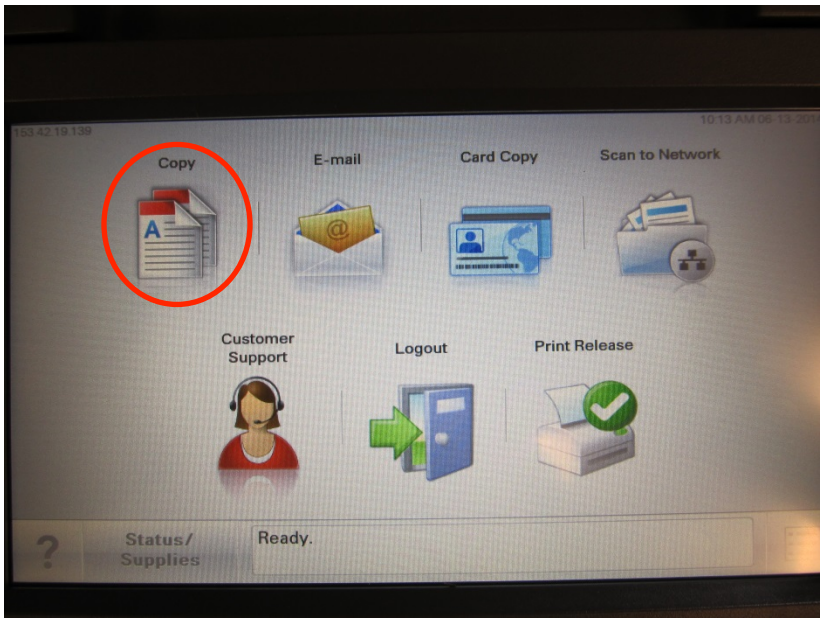
Note: * The automatic document feeder indicator light comes on when the paper is loaded properly.

4. From the printer control panel, press .

Double-Sided (Duplex) Copying

1. At the printer, swipe ID card or manually enter your Messiah login and password.

2. Press **COPY** on touch panel.



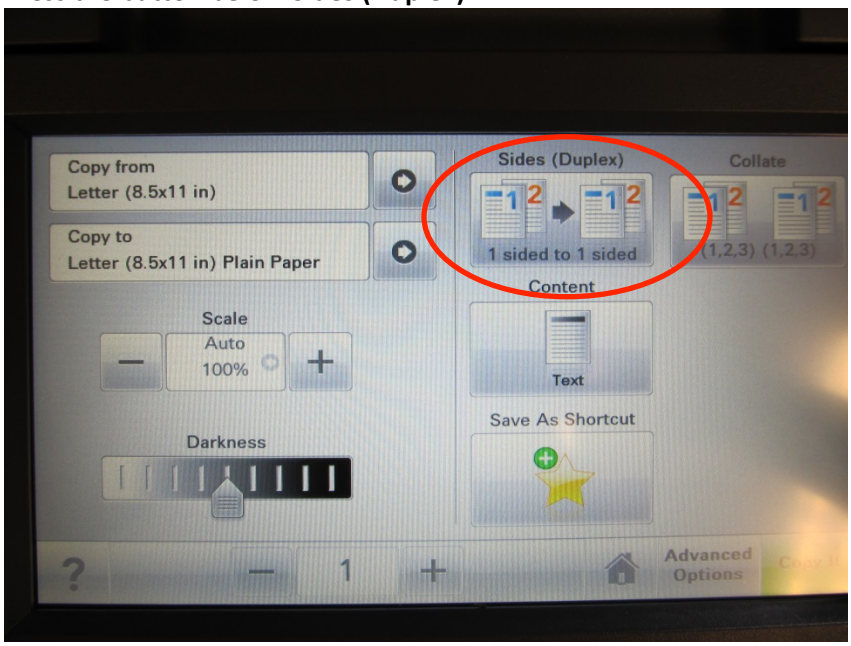
3. Load an original document face up, short edge first into the automatic document feeder face up or face down on the scanner glass.

Automatic document feeder (ADF)

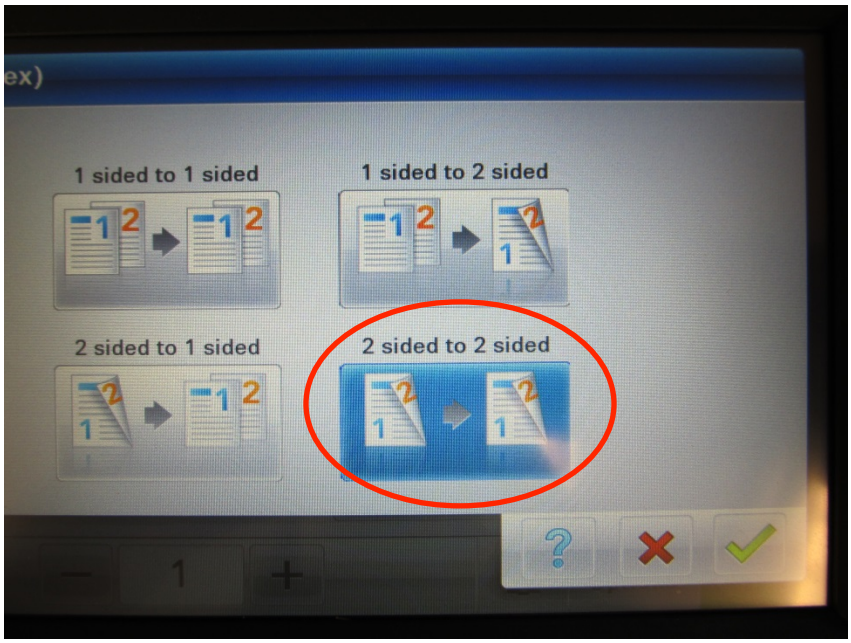
Use the ADF for multiple-page documents.

Note: * The automatic document feeder indicator light comes on when the paper is loaded properly.

4. Press the **button below Sides (Duplex)**



5. Press **2 sided to 2 sided.**



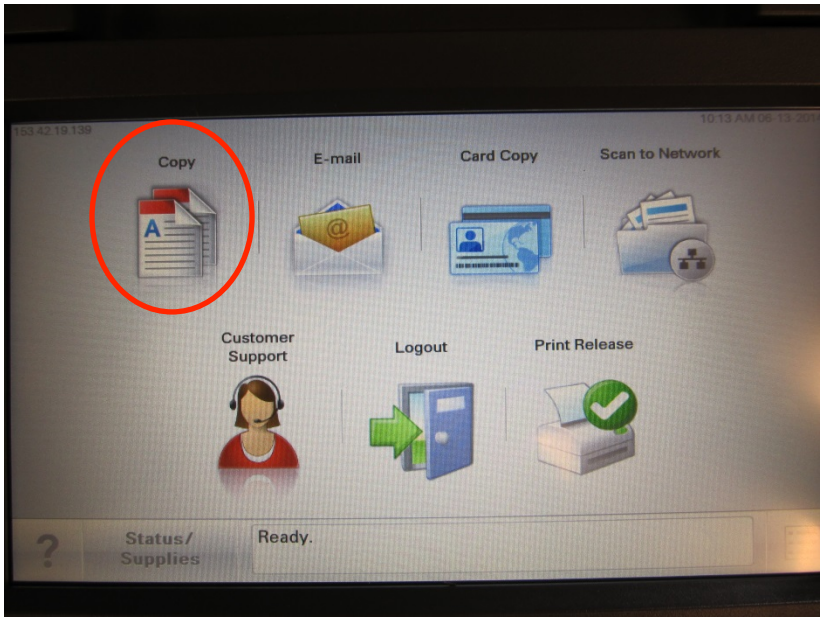
6. Touch > **Copy It**.

Edge Erase (Copying)

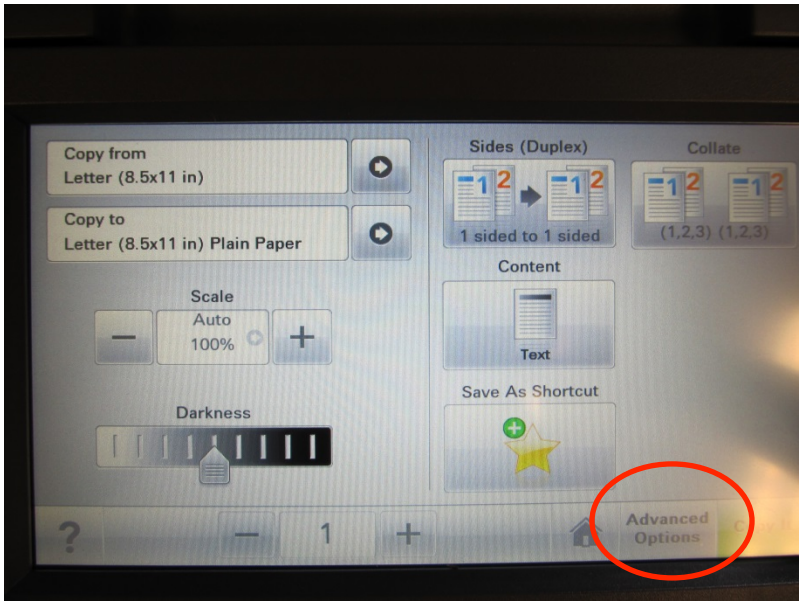
When copying thick originals like a book, dark shadows can end up being reproduced around the edges of copies. You can delete this shadow on copies by performing the following steps to use the edge erase feature.

1. At the printer, swipe ID card or manually enter your Messiah login and password.

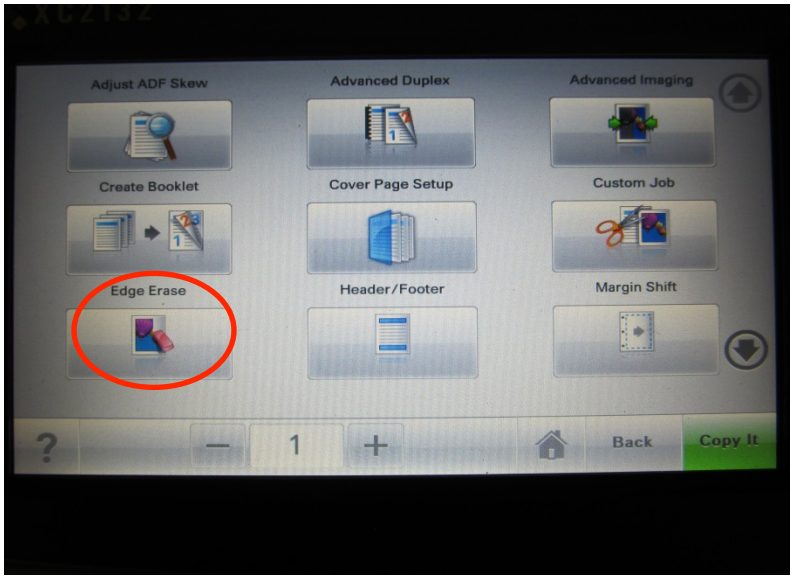
2. Press **COPY** on the touch panel.



3. Press **ADVANCED OPTIONS** on the touch panel.



4. Press **EDGE ERASE** on the touch panel.



5. Adjust settings accordingly.

6. Press > **Copy It**.

PRINTING

Single-Sided Printing

NOTE: The default for printing is single-sided printing.

1. With the document open, click **File** > **Print**.
2. From printer list, select "**Lexmark-Anywhere-COLOR on PSERVER.**"
3. Click **Print** to send single-sided print job to the printer.

Double-Sided (Duplex) Printing

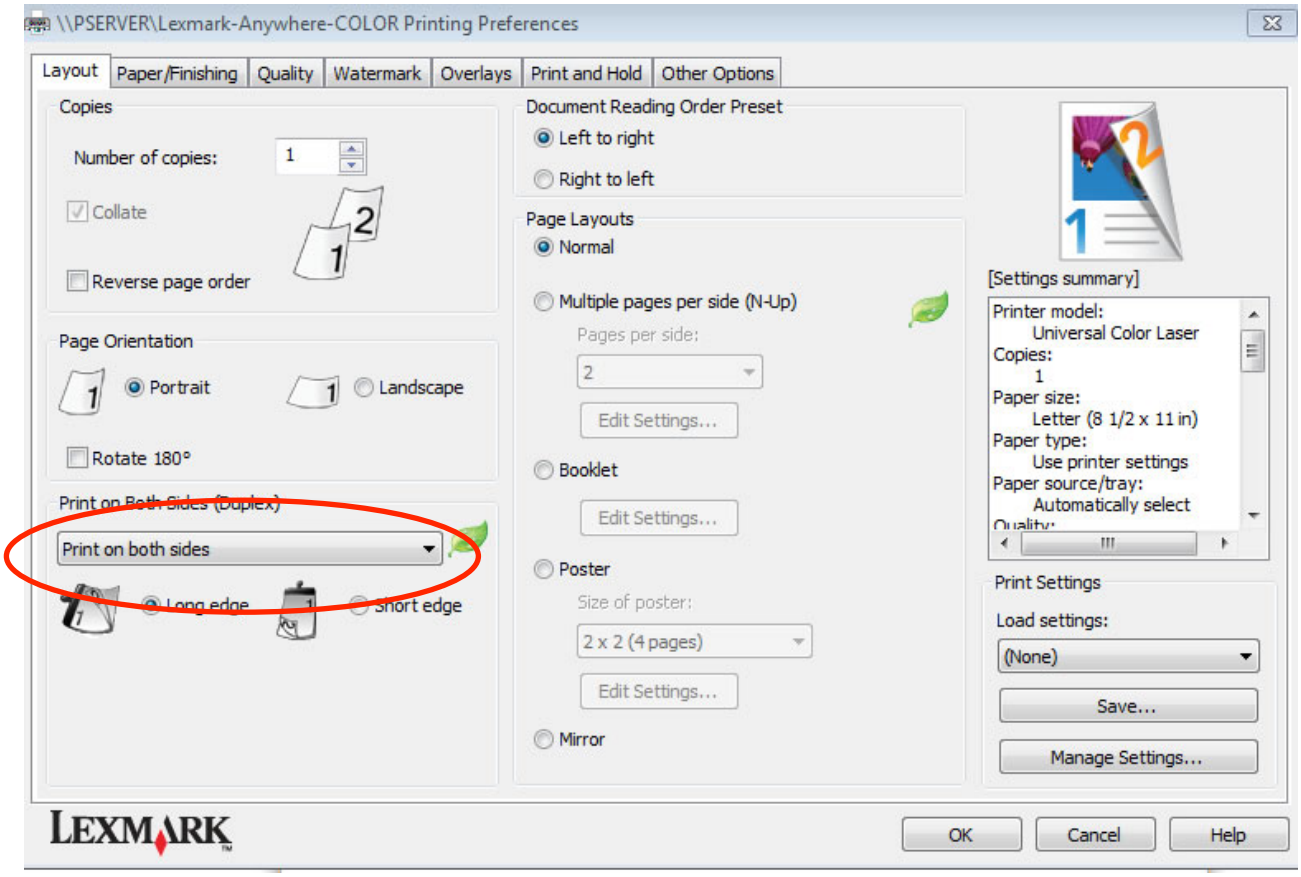
NOTE: The default for printing is single-sided printing.

(Must change from single to double-sided at computer; cannot make change at printer)

1. With the document open, click **File** > **Print**.

2. From printer list, select "**Lexmark-Anywhere-COLOR on PSERVER.**"

3. Click **Printer Properties**. From the drop-down list for "Print on Both Sides (Duplex)," select "**Print on both sides**."



4. Click **OK** > **Print** to send double-sided print job to the printer.

Envelope Printing

To send the envelope printing guidelines to the printer:

1. Within Microsoft Word, click **Mailings** tab.
2. Click **Envelopes**.
3. Enter **Delivery** and **Return** address.
4. Click **Options**.
5. Under the **Envelope Options** tab, select the **Envelope size** from the drop-down list > **OK**.
6. Click **Print**.

At the printer:

1. Load the envelope(s) face down, stamp-side first into the manual feeder.

To release print job:

1. At the printer, swipe ID card or manually enter your Messiah login and password.

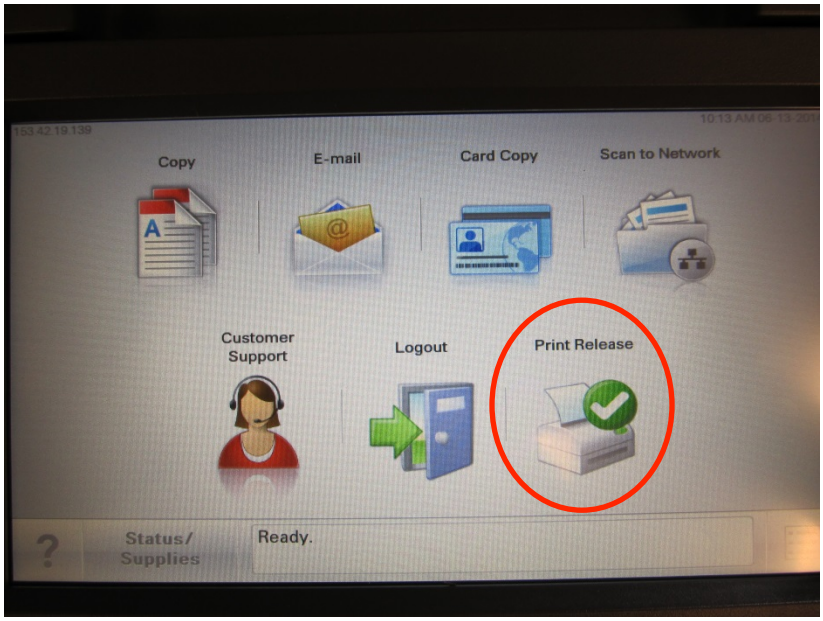
2. Press **PRINT RELEASE** on touch panel.

3. Press **arrow** next to the document you wish to print out.

4. Press **PRINT** on the touch panel.

Retrieving Print Jobs

1. At the printer, swipe ID card or manually enter your Messiah login and password.
2. Press **PRINT RELEASE** on touch panel.



3. Press **arrow** next to the document you wish to print out.
4. Press **PRINT** on the touch panel.

SCANNING

Basic Scan to E-mail

Perform the following steps to scan a document and send it to an e-mail address.

1. At the printer, swipe ID card or manually enter your Messiah login and password.

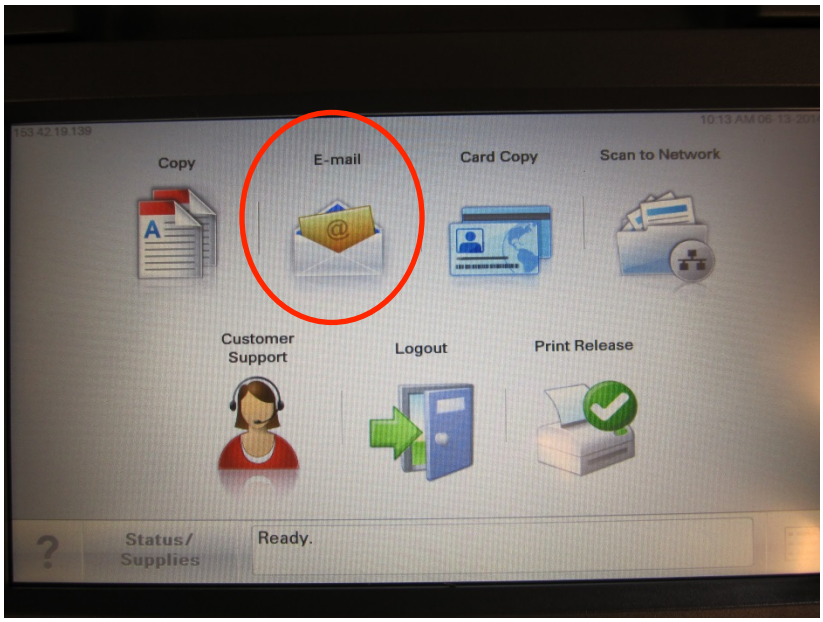
2. Load an original document face up, short edge first into the automatic document feeder or face down on the scanner glass.

   Automatic document feeder (ADF)

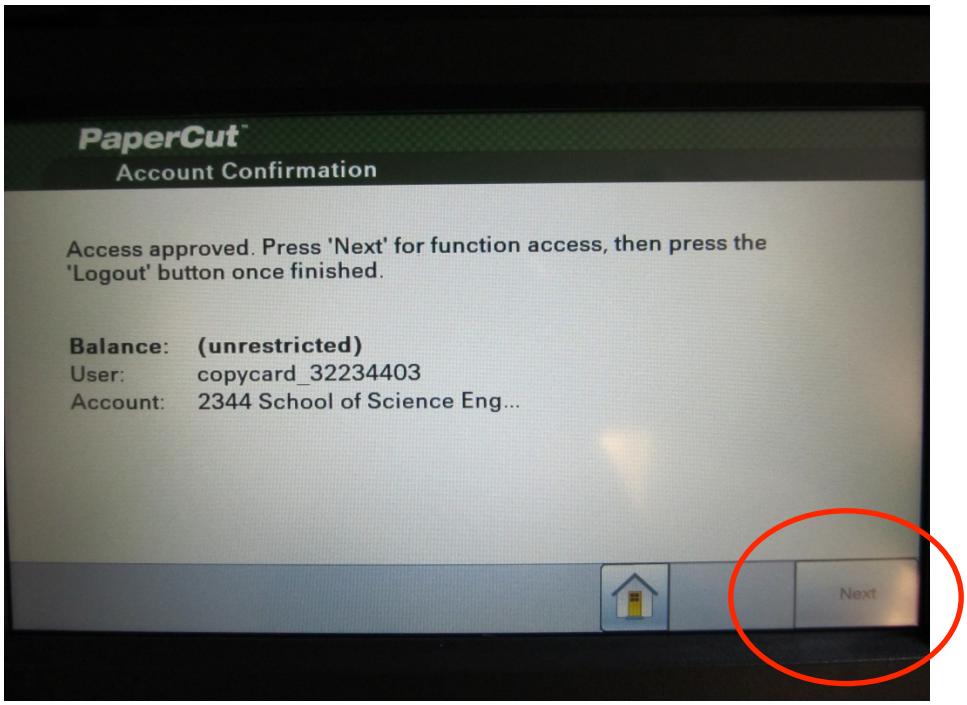
   Use the ADF for multiple-page documents.

   Note: * The ADF indicator light comes on when the paper is loaded properly.

3. Press **E-mail** on the touch panel.

4. Confirm your account by pressing **Next** on the touch panel.



5. If you are signed into the machine with your user ID and would like to send the scanned documents to your own e-mail, go to **step 6**.

<u>OR</u>

If you would like to send the document to a different e-mail address:

(i) Press on the **keyboard icon** next to "Recipient(s)" to select or enter e-mail addresses.

(ii) You can select e-mail addresses in various ways:

a. To search an e-mail contact **<u>from the address book:</u>**

Press > type the name of the recipient > **Search.**

Touch the name of the recipient > **Continue** > **Done**.

b. To **<u>key in a new e-mail address manually</u>**:
Type the e-mail address > **Done**.

6. Touch **Send It**.

Additional Scan Options to E-mail (2-Sided or Color)

1. At the printer, swipe ID card or manually enter your Messiah login and password.

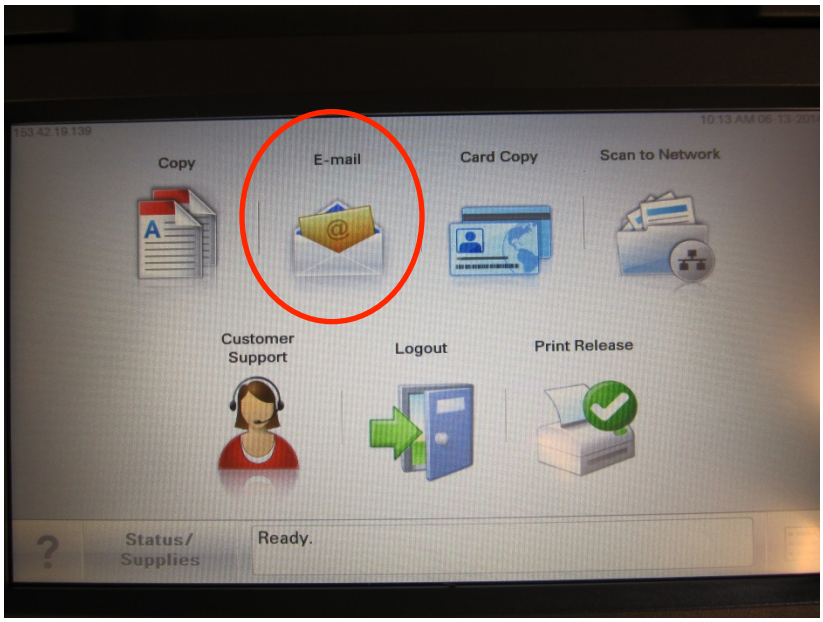
2. Load an original document face up, short edge first into the automatic document feeder face up or face down on the scanner glass.

Automatic document feeder (ADF)

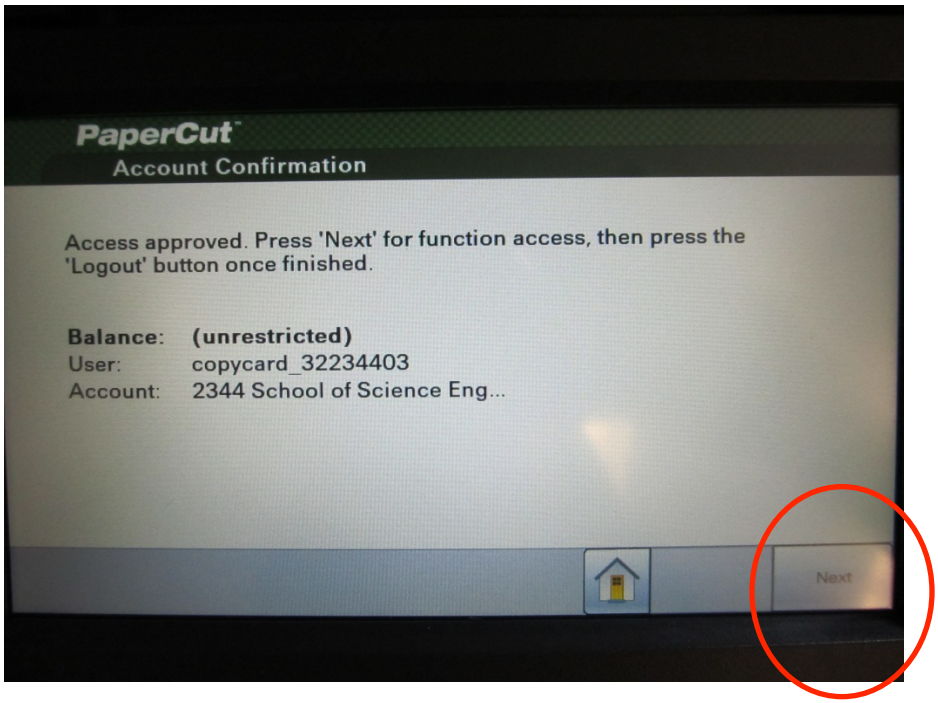
Use the ADF for multiple-page documents.

Note: * The ADF indicator light comes on when the paper is loaded properly.

3. Press **E-mail** on the touch panel.

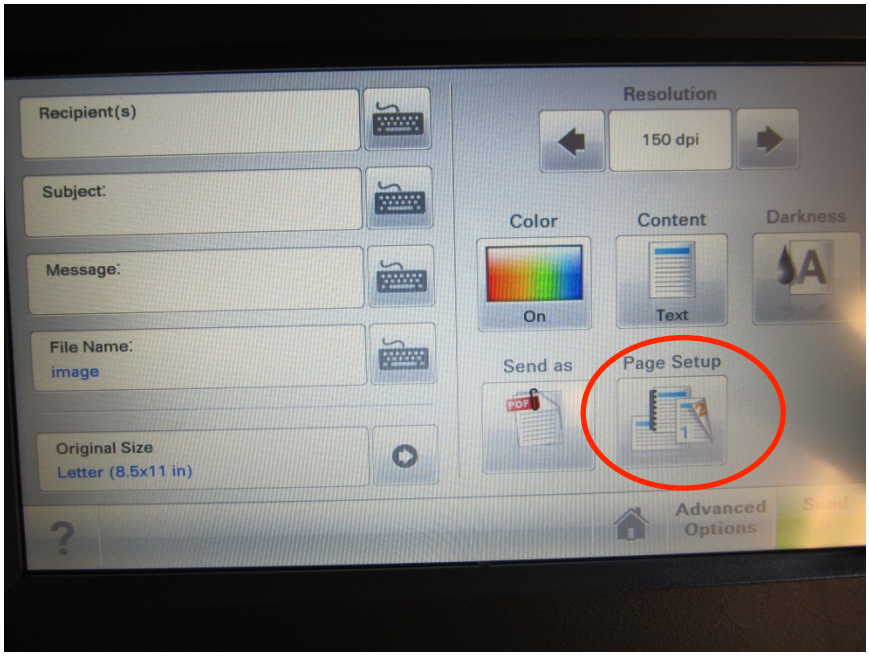


4. Confirm your account by pressing **Next** on the touch panel.

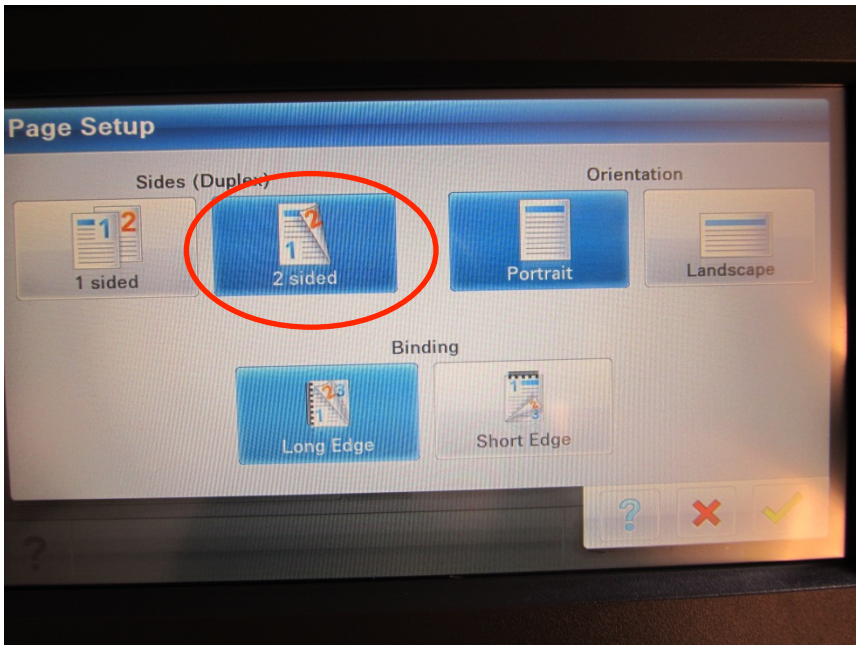


- For **2-Sided Scan:**

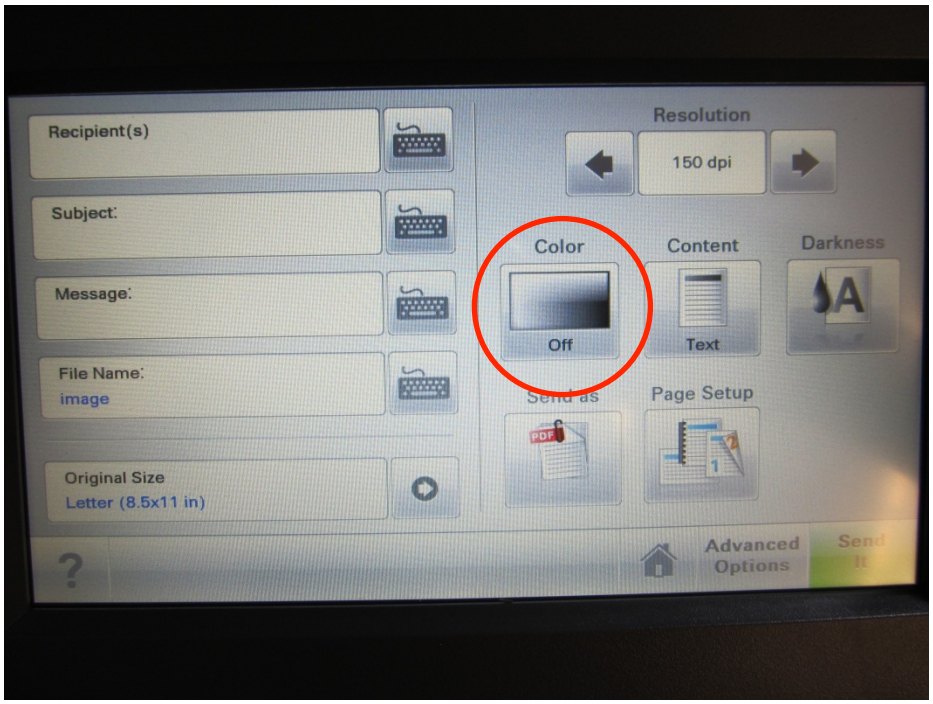
(i) Press **Page Setup** on the touch panel.



(ii) Under Sides (Duplex), select **2 sided** > .



- To scan a **color document**: Press the button under Color.



5. If you are signed into the machine with your user ID and would like to send the scanned documents to your own e-mail, go to **step 6**.

OR

If you would like to send the document to a different e-mail address:

(i) Press on the **keyboard icon** next to "Recipient(s)" to select or enter e-mail addresses.

(ii) You can select e-mail addresses in various ways:

a. To search an e-mail contact **from the address book:**

Press > type the name of the recipient > **Search.**

Touch the name of the recipient > **Continue** > **Done.**

b. To **key in a new e-mail address manually**:
Type the e-mail address > **Done**.

6. Touch **Send It**.