Lexmark XM 3150

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This document was compiled by Phoebe Chua and edited by Bill Althoff
### PRICE SCHEDULE

AND

### COPY / PRINT BEST PRACTICES GUIDE

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

College Press Pricing is based on size, quantity, and paper type.
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. Touch next if prompted.

3. 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)](image)

   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. Touch next if prompted.

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

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.**
**Automatic Stapling (Copying)**

*(This feature is only available in selected printers/copiers.)*

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

2. Press **COPY** on touch panel. Touch next if prompted.

3. Press the button beneath “Staple”

4. Press On > ✅ > 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. Touch next if prompted.

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 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 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.
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**Stapling Print Jobs**

(Only certain printers can staple print jobs. This must be done at your computer before printing; it cannot be changed at the printer.)

1. With the document open, click **File > Print**.
2. From printer list, select “**Lexmark-Anywhere on PSERVER**”
3. Click **Printer Properties**.
4. Click **Paper/Finishing tab**.
5. From the drop-down list for “Staple,” **select desired stapling option**. (Selecting the “Front” option will cause each set to be stapled in the upper left corner.)
Envelopes 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.

To load the envelope(s) into the manual feeder:

1. Open manual feeder door.

2. Open size guides.
3. Load the envelope(s) face up, 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.
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.

   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.
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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**.

   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.
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(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.
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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 or face down on the scanner glass.

3. Press E-mail on the touch panel.

Note: * The ADF indicator light comes on when the paper is loaded properly.
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, **touch green check mark.**

- 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.