

Manual de Utilização da impressora Lexmark X464

Caro usuário,

Este material resume-se somente as principais funções que serão utilizadas no dia-a-dia.

Neste material abordaremos os seguintes temas:

- Impressão
- Cópia
- Fax (quando habilitado no setor)
- Digitalização (somente por e-mail)

Imprimindo na Lexmark X464

Ao imprimir um documento, será necessária no momento da impressão a escolha da impressora, que será indicada pelo técnico assim que instalada no micro.

Imprimir um documento

- a- Com um documento aberto, clique em Arquivo -> Imprimir.
- b- Clique em Propriedades, Preferências, Opções ou Configuração e, em seguida, ajuste as configurações conforme necessário.

Nota: Para imprimir em um tamanho específico de papel, ajuste o tamanho do papel ou digite as configurações para corresponder ao papel carregado ou selecione a bandeja ou alimentador apropriado.

- c- Clique em OK e em Imprimir.

Impressão Frente e Verso

Para impressão frente e verso é necessário configurar as seguintes funções:

- 1- Arquivo->Imprimir
- 2- Clicar em Preferências
- 3- Na guia Layout de página na opção impressão "nos dois lados" escolher impressão borda longa.
- 4- Clicar em OK
- 5- Aplicar e Imprimir

Para impressão de transparências:

Adicionar as transparências somente na bandeja de alimentação manual, que se localiza na parte

frontal da impressora, o técnico estará orientando o usuário.

Será necessário realizar alguns ajustes antes da impressão.

- 1- **Clicar em Arquivo-> Imprimir**
- 2- **Clicar no botão Preferências**
- 3- **Clicar na guia PAPEL e na opção TIPO DE PAPEL escolher TRANSPARÊNCIA.**
- 4- **Na opção BANDEJA DO PAPEL colocar em PAPEL MANUAL**
- 5- **Clicar em OK**
- 6- **Clicar em APLICAR e IMPRIMIR**

Função Fax:

- 1- Na tela da impressora tocar no botão fax
- 2- Digitar o número para recebimento.
- 3- Inserir o documento na área de digitalização, verificando o posicionamento do documento.
- 4- Apertar o botão enviar.
- 5- Ao terminar a digitalização caso tenha mais algum documento inserir na área de digitalização e tocar o botão "Digitar a próxima Página" ou "concluir Trabalho"
- 6- Aguardar a discagem do número de destino.

Função Cópia:

A função cópia pode ser realizada de duas maneiras:

Na parte superior da impressora adicionar os documentos (até o limite de 75 páginas) com a parte impressa para cima. (obs: neste modo não é aconselhável a colocação de documentos frágeis/antigos, pois pode correr o risco de sofrer algum dano)

- 1- Na tela da impressora, tocar o botão "Cópia"
- 2- Na opção "Copiar de": escolha o formato do papel que será copiado (geralmente A4)
- 3- No campo "Copiar para" escolha o tamanho/formato do papel para onde será copiado (geralmente A4).
- 4- No campo "Lados": Escolher a opção de acordo com a necessidade do usuário

4.1- 1 lado para 1 lado: A cópia será realizada de forma normal

Manual Impressora Lexmark X464

Jessica J Manson



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