Lenovo

M7208/M7208W

激光多功能一体机

Laser Multi-Function Peripheral

用户手册

User's Guide

Version 01.00

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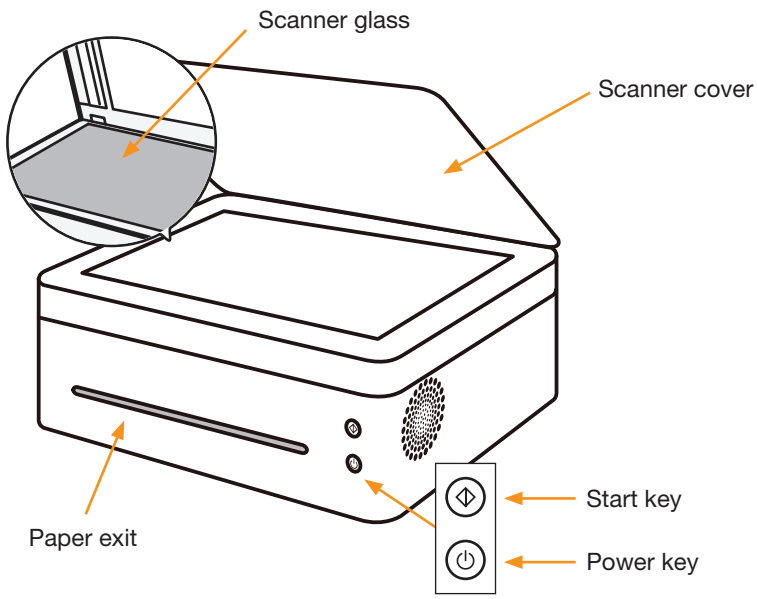
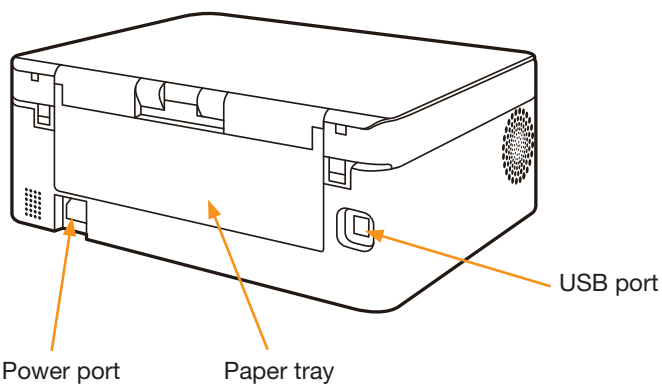
1 Guide to Components

This section introduces the names of the parts in front, at the back and inside the machine.

Exterior

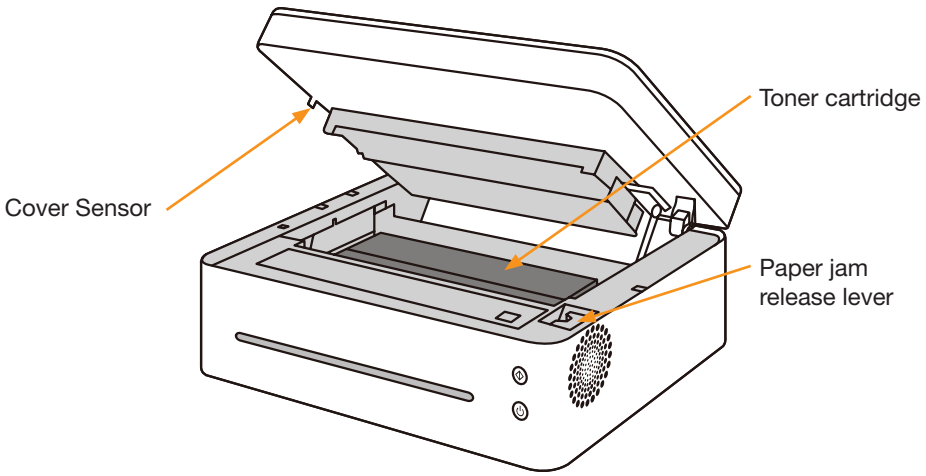




Note

- Please refer to **Chapter 9: Keys and Indicators** for details of key functions and how indicators display the printer device status.

Interior

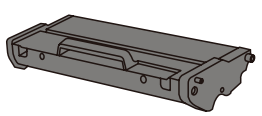
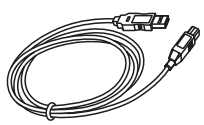
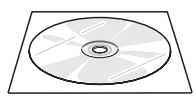


2 Setting up the Printer

2.1 Unpacking

1 Take the printer and all accessories out of the packaging.

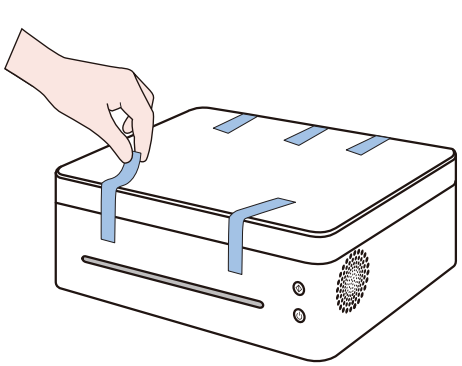
Check you have all the accessories listed below.

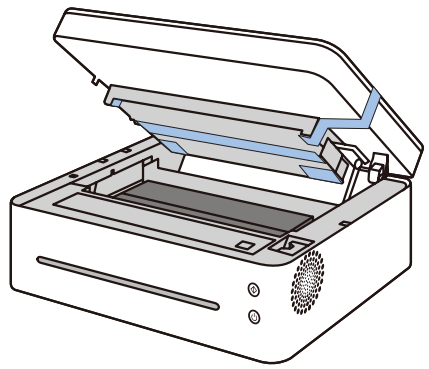
Toner cartridge 	Power cable (1.5 m)	Safety manual Quick Installation Guide
USB cable (1.2 m) 	CD-ROM 	Safety manual

Important

- If you find any accessories or parts missing or defective, please notify your reseller immediately.
- The toner cartridge has been installed in the printer.
- Some parts may be not used in other countries.
- Printer driver and user manual are in the CD-ROM.

2 Carefully remove the packing tape from the outside and inside of the printer.

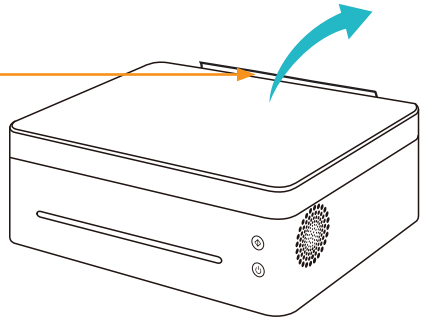




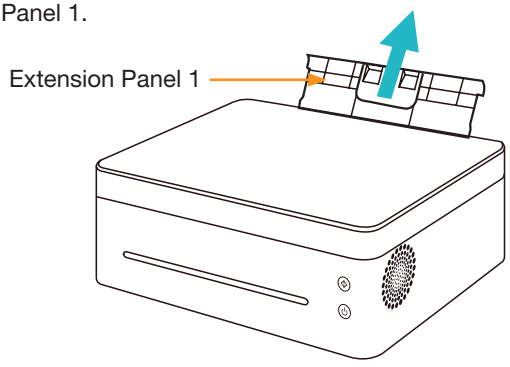
2.2 Opening the Paper Feed

1 Open the feed tray.

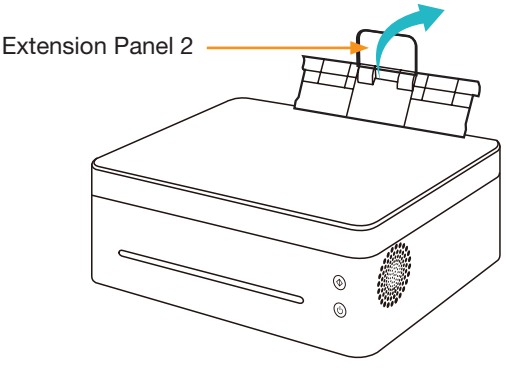
The raised section here can help you easily open the feed tray.



2 Pull out the Extension Panel 1.



3 Flip open the Extension Panel 2.



2.3 Loading Paper

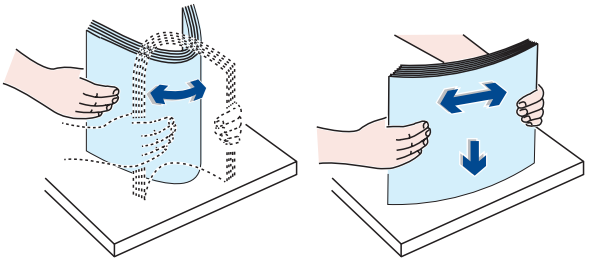
This section explains how to load paper into the paper feed.

Note

- Please refer to **Chapter 3: Print Media** for details of print media.

1 Before loading the paper, bend the sheets back and forth and fan the stack.

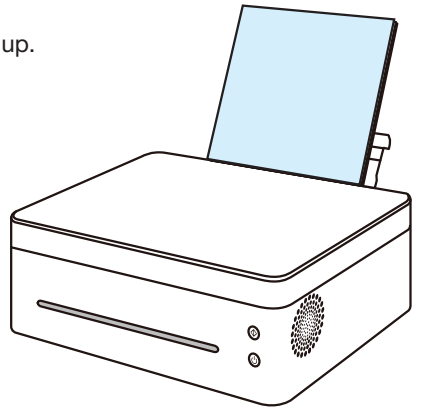
Use a flat surface such as a desk to line up the edges of the sheets.



Note

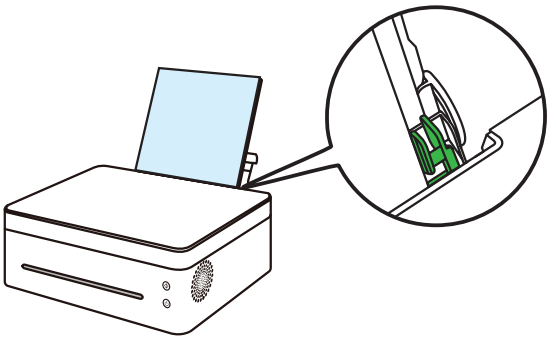
- Doing this helps to prevent paper jams.

2 Load the paper with the front side facing up.



3 Do not load too much paper at a time. The feed tray can hold 50 sheets (A4 70g/m²) maximum.

4 Pinch the paper guide clip and slide it to fit the paper size.



Important

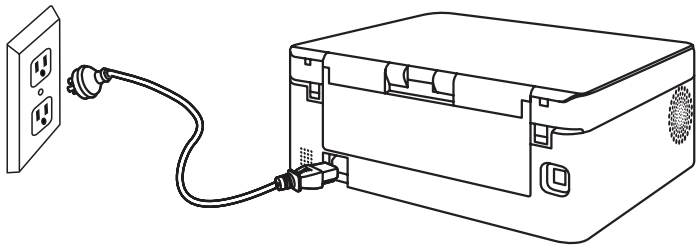
- Please make sure to set the paper size and type when loading paper. When printing, please specify the paper size and type in the printer driver so the settings can be used for printing the loaded paper.

Note

- Please refer to **Chapter 3: Print Media** for how to specify the paper size and type in the printer driver.
- Curled paper may cause paper jams. Please flatten curled paper before loading it.
- Do not push the paper guide too far. This may cause the paper to bend.
- Failure to adjust the paper guide may cause a paper jam.
- If you need to add paper to the paper feed while printing, remove any remaining paper in the paper feed first and then add new paper. Adding new sheets to the feed tray while there is paper remaining may cause paper jams or concurrent feeding of multiple sheets.

2.4 Connecting the Printer to a Power Socket

1 Plug the power cable into the power port at the back of the printer.



2 Plug the other end of the power cable into a properly grounded AC power supply socket.

2.5 Starting the Printer

Hold the ⏻ **power key** for 0.5 seconds or longer to start the printer.

The indicator display shown below indicates that the printer is ready.

○	Start indicator is off
●	Power indicator is green

Note

- After the printer starts, the scanner will perform auto calibration. Please wait for the process to complete.

2.6 Installing Printer Drivers and Neo Printing Software

Different Models

Some functions may not be available on all models or in all countries/regions.

Drivers and Neo Printing software are listed below.

Drivers and Neo Printing software	M7208	M7208w
Printer Driver	√	√
Scanner Driver	√	√
Neo Printing (Windows & Mac)	√	√
Neo Printing (Android & iOS)	×	√

Three ways to install drivers

Install a new printer (USB)

Install a new printer (Wi-Fi)

Install an online printer

One Finger Installation

Installing Neo Printing software

Neo Printing software will be installed on your device by default when you choose Quick Install.

Note

- ◆ Please refer to **Neo Printing Software** for details

Before installing printer drivers

Please confirm the following items:

- ◆ Your computer has 128MB or more of internal memory.
- ◆ Your computer has 200 MB or more free space available on the hard disk.
- ◆ Your computer has a Windows or Apple Mac operating system which supported by this printer.

Note

- Please refer to **Chapter 7: Drivers** for more information about compatible operating systems.

Install a new printer (USB)

Installation of Wireless Driver Program in Windows System

Installation Requirements:

The operating system should be XP SP3 and above, and version 4.0 or later of the .Net Framework system plugin should be installed.

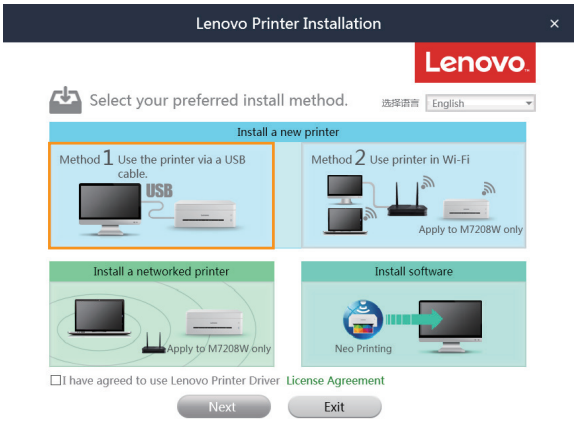
1 Start the printer and connect the computer and printer with the USB cable.

2 Insert the CD-ROM supplied with this product into the computer's CD-ROM drive.

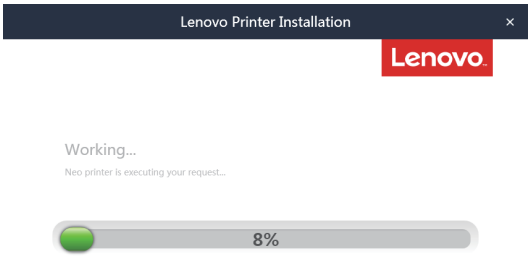
3 Select proper installation directory for your printer model. Click "setup.exe" to start the installation.

4 Firstly, the Neo Printing Driver Installation startup page will display for 2 seconds.

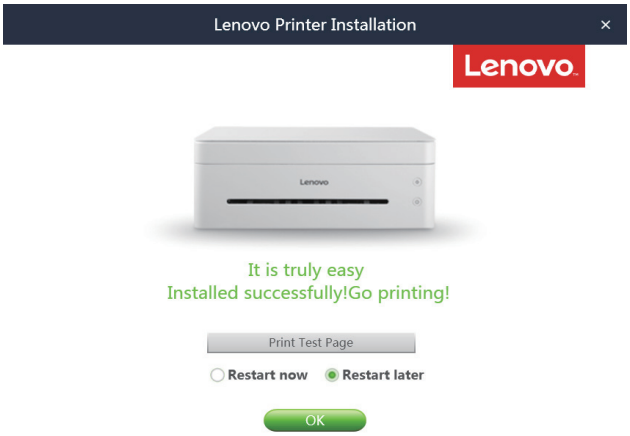
5 When the Setup screen appears, choose your language, click “Method 1. Use the printer via a USB cable”, and read the license agreement carefully. If you accept the license agreement, check the box labeled “I have agreed to use Lenovo Printer Driver”, and then click “Next”.



6 The program will start installing automatically.



7 After installation is complete, you can click [Print Test Page] to check if the printer driver is installed properly, or you can select the restart mode and click “OK” to exit the driver installer.



The printer is ready for use after the printer driver program is installed.

If the version of your operating system is earlier than XP SP3, or if a .Net Framework system plugin of version 4.0 or later has not been installed, the driver installer will automatically call up other driver installers suitable for this system.

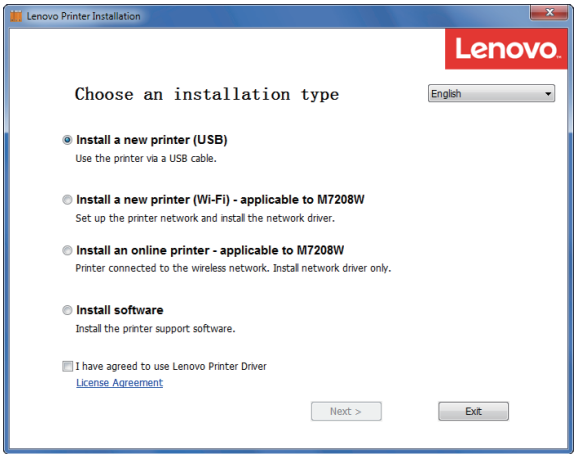
Here's an example on Windows 7. Actual operating procedures depend on your specific operating system.

1 Start the printer and connect the computer and printer with the USB cable.

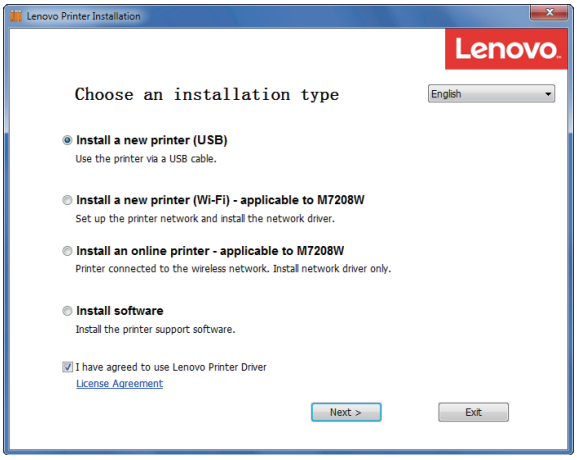
2 Insert the CD-ROM supplied with this product into the computer's CD-ROM drive.

3 Select proper installation directory for your printer model. Click "setup.exe" to start the installation.

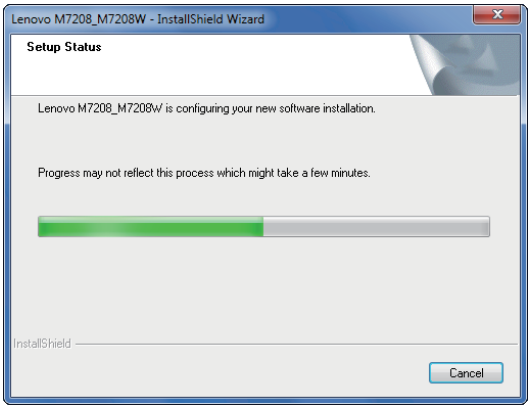
4 Select a language when the installation program interface comes up.



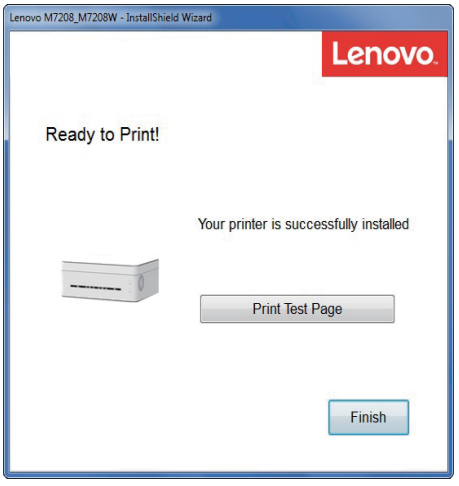
5 Click "Install a new printer (USB)". Please study the Agreement. If you accept the agreement, please tick the box in front of "I have agreed..." and then click "Next".



6 The program will start installing automatically.



7 Click [Finish] after the installation is completed.



The printer is ready for use after the printer driver program is installed.

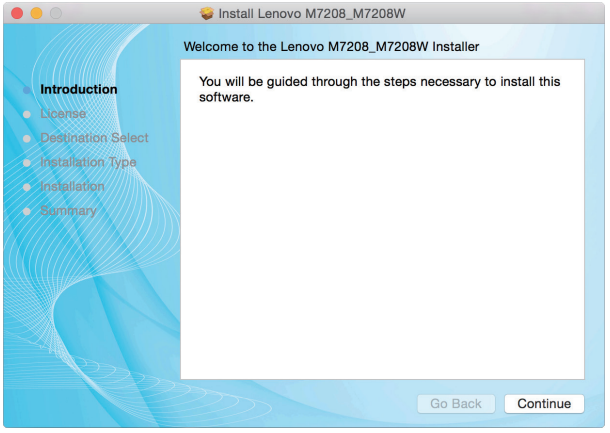
Installing drivers on Mac OS

1 Start the printer and connect the computer and printer with the USB cable.

2 Insert the CD-ROM supplied with this product into the computer's CD-ROM drive.

3 Double click the CD disk icon on the computer desktop.

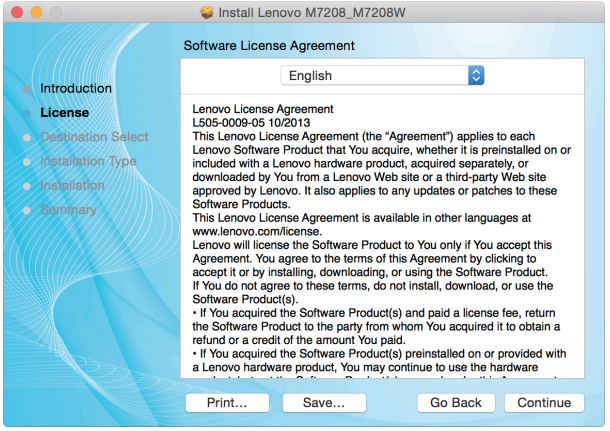
4 Double click the [Install] icon. A window will pop up as shown in the screenshot below.



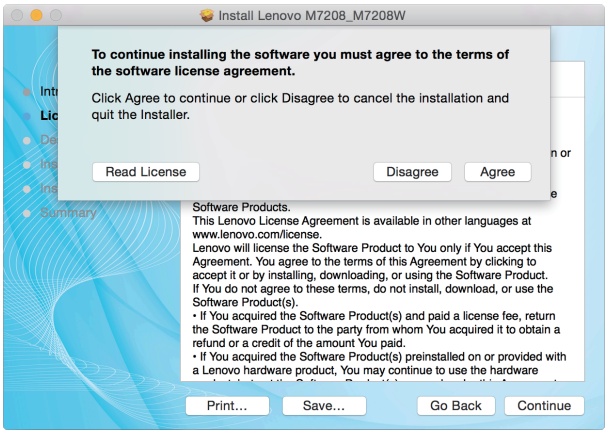
5 Click [Continue] in the introduction window.

6 When the License Agreement interface appears, please select the required language.

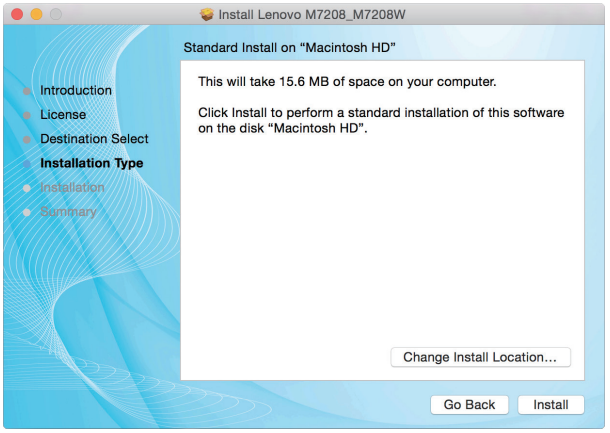
7 Please carefully read the software License Agreement, and click [Continue].



8 If you accept the terms of the license agreement, please click [Agree] to continue installation.



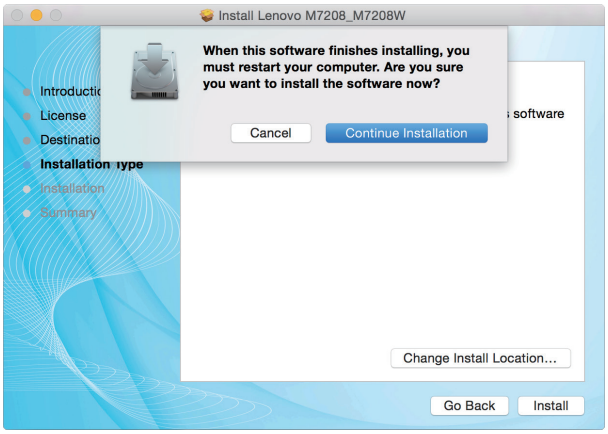
9 Click [Install], and the system will perform a default install of the software.



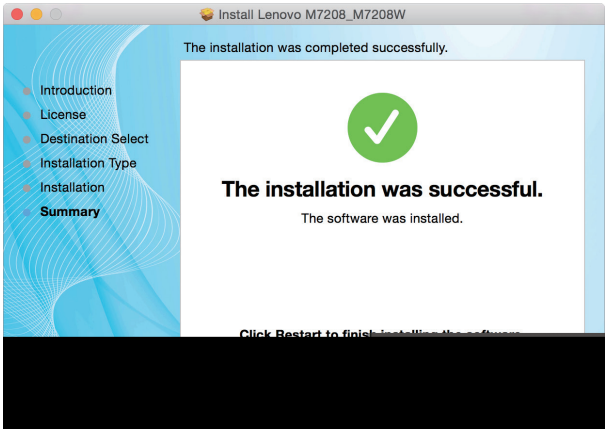
10 For MAC OS X 10.5 and 10.6, enter the administrator name and password and click [OK].

For MAC OS X 10.7, 10.8 and 10.9, please enter the administrator name and password and click [Install Software].

11 Click [Continue Installation].



12 Click [Restart] to complete the installation.



Install a new printer (Wi-Fi)

If you want the wireless features when you use the printer for the first time, you need to set up the wireless configuration before you can operate the printer wirelessly.

Attention

- Some features are unavailable to a certain model or in a certain country/region. Regarding specific configurations and features of a model, please refer to **Different Models**.
  Regarding the installation of the wireless printer driver, please refer to **Chapter 8 Print over Wi-Fi**

Install a printer wired into the network

Please install the wireless printer driver the first time you use a printer that already has wireless configuration.

Attention

- Some functions and optional items may not be available on all models or in all countries/regions.
  Regarding specific configurations and features of a model, please refer to **Different Models**.
- Regarding the installation of the wireless printer driver, please refer to **Chapter 8 Print over Wi-Fi**

One Finger Installation

Will make the driver program installation fast and convenient.

Attention

- Use a USB cable to connect to the printer for direct printing and scanning.
- The One Finger Installation driver program does not include the "Neo Printing" software and user's manual. Please use the "Install Software"

1 Use a USB cable to connect the computer and the printer.

2 If the printer is turned off, press the ⏻ power button for more than five seconds until the start button and the power button both light up. Release the buttons to enter the Neo Printing Driver Install Mode.

3 When a new Lenovo Driver Disk is ejected, open the Lenovo Driver Disk. Double click the "Setup" file to start automatic installation.

4 Follow the prompts on the monitor to complete installation.

5 Press any key to exit the Neo Printing Driver Install Mode. Then you can use the printer.

Upgrading Printer Drivers

You can upgrade the installed printer driver by following the steps below.

1 In the [Start] menu, click [Devices and Printers].

- Windows XP, Windows Server 2003/2003 R2:
  In the [Start] menu, select [Printers and Faxes].
- Windows Vista, Windows Server 2008:
  In the [Start] menu, select [Control Panel] and
  click [Hardware and Sound]-[Printer].
- Windows 8/8.1, Windows Server 2012/2012 R2:
  Click [Settings] on the charm bar, and then click [Control Panel].
  When the window pops up, click [View devices and printers].

2 Right click the icon of the printer you want to modify, and click [Printer Properties].

- Windows XP/Vista, Windows Server 2003/2008:
  Right click the icon, and click [Properties].

3 Click the [Advanced] tab.

4 Click [New Driver...], and click [Next].

5 Click [Have Disk....].

6 Click [Browse...], and select the location of the printer driver.

7 Click [OK] and specify the printer model.

8 Click [Next].

9 Click [Finish].

10 Click [OK] to close Printer Properties window.

11 Restart the computer.

Uninstalling Printer Drivers

You can use the uninstall program also can uninstall the printer driver by following the steps below.

1 In the [Start] menu, click [Devices and Printers].

- ◆ Windows XP, Windows Server 2003/2003 R2:

  In the [Start] menu, select [Printers and Faxes].

- ◆ Windows Vista, Windows Server 2008:

  In the [Start] menu, select [Control Panel]

  and click [Hardware and Sound]-[Printer].

- ◆ Windows 8/8.1, Windows Server 2012/2012 R2:

  Click [Settings] on the charm bar, and then click [Control Panel].

  When the window pops up, click [View devices and printers].

2 Right click the icon of the printer you want to delete, and click [Remove Device].

- ◆ Windows XP/Vista, Windows Server 2003/2003 R2/2008:

  Right click the icon you want to delete and click [Delete].

3 Click [Yes].

4 Click any printer icon, and click [Print Server Properties].

5 Click the [Driver] tab.

6 If [Change Driver Settings] is displayed, please click it.

7 Select the type of printer that you want to delete, and then click Click [Delete].

8 Select [Remove Driver And Driver Package] and click [OK].

9 Click [Yes].

10 Click [Delete].

11 Click [OK].

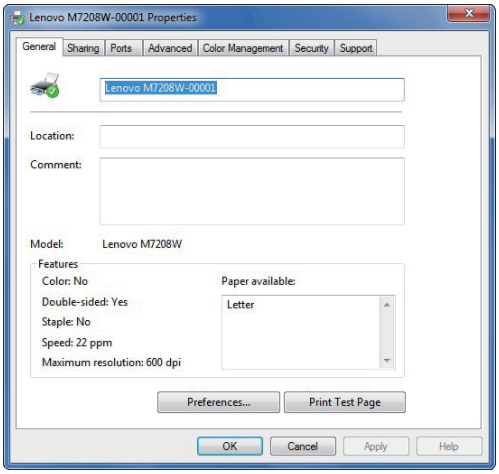
12 Click [Close] to close the Print Server Properties window.

2.7 Printing a Test Page

At the end of driver installation,there will be a print test page option,and you can also print the test page by the following.

This example uses Windows 7.

Click [Start], then [Devices and Printers]. Right click your printer and select [Printer Properties] to display the properties dialog box (As shown below).



Click [Print Test Page].

If the test page is successfully printed, the Lenovo M7208/M7208W has been configured correctly.

2.8 Printing a Configuration Page

The configuration page shows your printer settings, such as printer model name, network parameters, name and password of Soft AP, Toner Volume, Waste Toner Box and Print Count.

When the printer is in the state of standby, quickly press the ⏻ **power key** three times in a second and observe the indicator light.

○	Start indicator is off
✳	Power indicator alternates between green and off every second

This indicates that print tasks have been set up successfully.

3 Print Media

3.1 Supported Paper

Paper Sizes

A4	
Letter	"8½" × 11"
B5	
A5 LEF	
B6 LEF	
A6	
Executive	7¼" × 10½"
16K	(185 × 260 mm)
Custom Paper Size	

Custom Paper Size supports the following sizes:

- Width Approx. 76.2-216mm (3-8.5 inches)
- Length Approx. 116-356mm (4.5-14 inches)

Paper Types

Plain Paper	(70-90 g/m²)
Recycled Paper	(70-90 g/m²)
Thick Paper	(90-105 g/m²)
Thin Paper	(60-70 g/m²)
Label	

Paper Capacity

Paper tray	50 sheets (70 g/m²)

3.2 Non-Recommended Paper Types

Do not use the following types of paper:

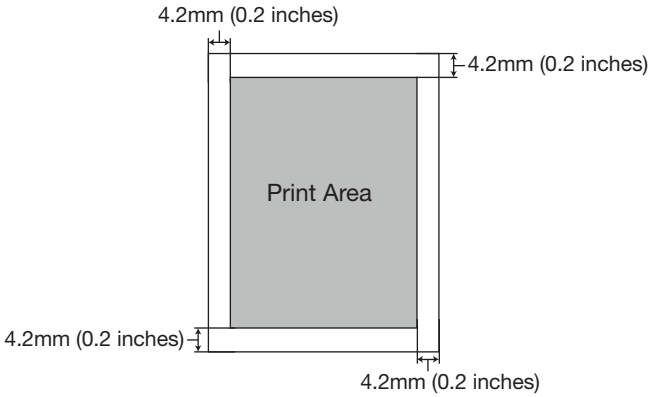
- Special paper for ink-jet printers
- Special paper for viscous inks
- Curled, folded or creased paper
- Twisted paper
- Corrugated paper
- Wet paper
- Dirty or torn paper
- Excessively dry paper that may produce static
- Printed paper except that with header/footer designs
- Paper printed by non-laser printers (e.g. monochrome or color copiers, ink-jet printers, etc) in particular may cause failures
- Special paper such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples
- Envelopes

Note

- Poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.
- Use of any of the paper types listed above may damage the product. Such damage is not covered by the warranty from Lenovo (Beijing) Limited.

3.3 Print Area

The picture below shows the area of the paper that the machine can print on.



Note

- The print area may vary depending on the paper size and printer driver settings.

4 Printing

4.1 Print Jobs

This printer offers two options for handling printing:

- Printing with a Printer Driver
- Printing with Neo Printing

Printing with a Printer Driver

This option allows you to print files on the computer using printer drivers.

The example below is for Adobe Reader XI on Windows 7.

The steps needed to print may be different for other software or environments.

Please see the software you are using to print for the actual steps you need to follow.

1 Please confirm the printer is connected.

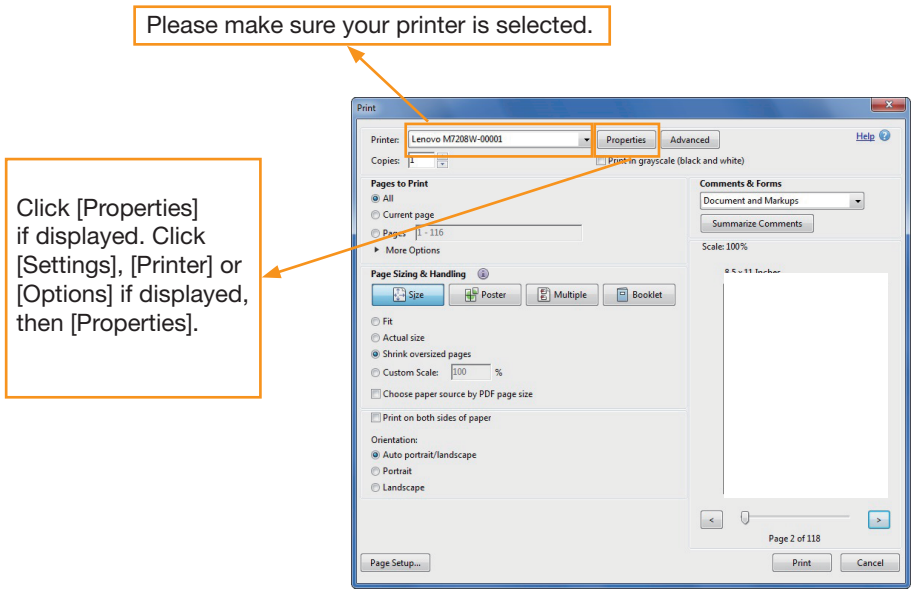
2 Open the file your want to print.

3 Select Print in the File menu.

The print dialog box is displayed. (Dialog box may be different for other software.)

Select basic print settings in the print dialog box.

The settings include number of **copies**, **paper size** and **orientation**.



If no other print requirements are needed, click [Print] to start printing.

Note

- Click the [Properties] button in the print dialog box to display another dialog box with more printer settings.
- Any changes made will apply only to the software currently in use.
  If you want your printer to always use the settings, please follow the steps below:
  1. Click the Windows [Start] button.
  2. Select [Devices and Printers] to open the window.
  3. Select your printer, right click, and select [Printing Preferences].
  4. Configure the printer settings here and click [OK]. These settings will be effective for all printing on this computer.
- Please refer to **Chapter 7: Drivers** for details about the printer settings.
- Please refer to **Chapter 9: Keys and Indicators** for details of key functions and how indicators display the printer device status.

Printing with Neo Printing

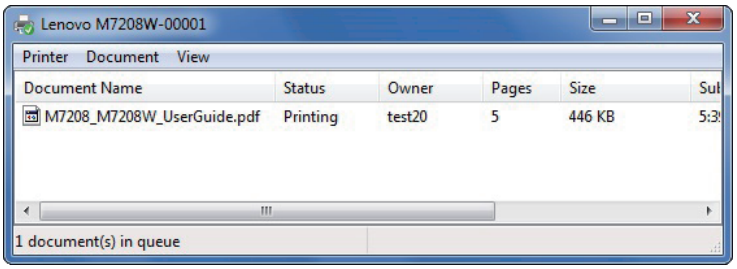
For details, see >> the section on Print in the **Neo Printing User's Guide.**

4.2 Canceling Print Jobs

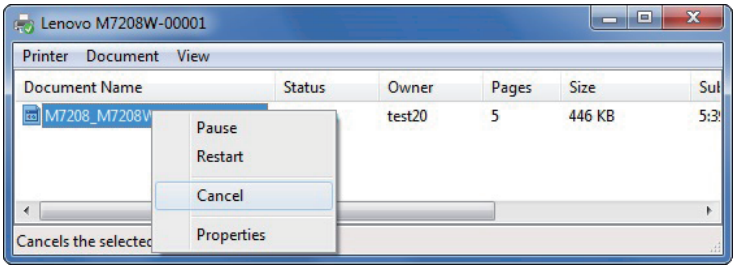
The steps for canceling a print job are different for jobs that are not yet printing or currently printing.

Canceling a Print Job before Printing has started

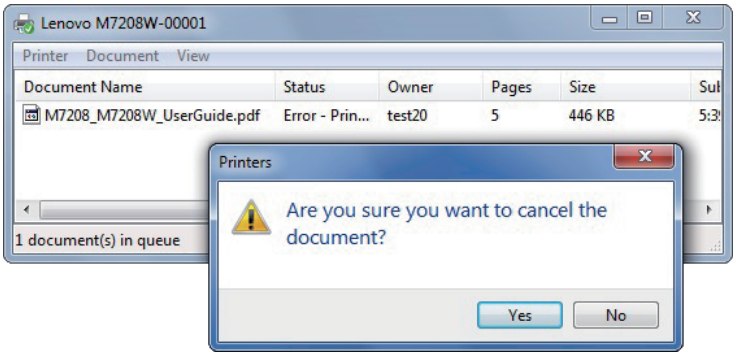
1 Double click the printer icon on the taskbar at the bottom right of the computer desktop. The print queue is displayed.



2 Click [Print Task]. Then right click it and click [Cancel].



3 Click [Yes] to cancel the task.



Canceling a Print Job during Printing

Press and hold the **power key** for one second or longer.

The LED indicator display shown below indicates the current task is being canceled.

	Start indicator is off Power indicator alternates between red and green every 0.5 seconds.

Important

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel large print jobs.

5 Copying

5.1 Placing Originals

This section describes the types of originals you use set and how to place them.

About Originals

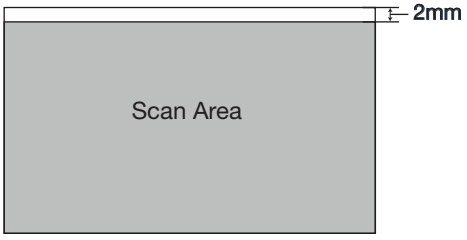
- Recommended size of originals

  Scanner glass: no wider than 216 mm (8.5 inches)
  no longer than 297 mm (11.7 inches)

- Unscannable image area

  Even if you correctly place originals,margins of a few millimeters on all four sides of the original may not be scanned.

- Margins when using scanner glass.

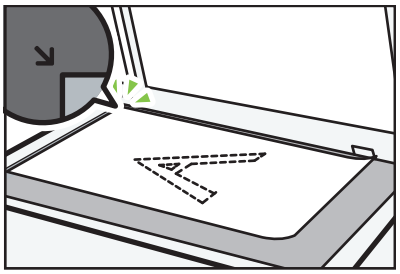


Placing Originals on the Scanner Glass

1 Raise the scanner cover.

2 Place the original face down on the scanner glass.

The original should be aligned to the rear left corner.



3 Lower the scanner cover.

Note

- Do not place originals until the toner has dried completely. Wet toner may leave marks on the scanner glass and cause smudges on the copies.
- For thick, folded or bound documents where the scanner cover will not close, please press and hold the scanner cover while scanning.

5.2 Basic Copying

This printer offers two ways of copying:

- Copying with Printer Keys
- Copying with Neo Printing

Copying with Printer Keys

1 Place the original on the scanner glass.

Note

- Please refer to **Placing Originals** for details.

2 When the printer is in the state of standby, press the **start key** once to make one copy.

The LED indicator display will change to that shown below.

●	Start indicator is green
☼	Power indicator alternates between green and off once every second

The printer is in copy/multiple copy mode.

Note

- The LED indicator display shown below indicates that the printer is in sleep mode.

○	Start indicator is off
⌘	Power indicator slowly flashes green

Press any key to wake the printer. Please refer to **Chapter 9: Keys and Indicators** for details.

Making Multiple Copies using Printer Keys

1 Place the original on the scanner glass.

Note

- Please refer to **Placing Originals** for details.

2 When the printer is in the state of standby, press and hold the **start key** for 3 seconds or longer to make 5 copies.

The LED indicator display will change to that shown below.

●	Start indicator is green
☼	Power indicator flash green and off for 1 second

The printer is in copy/multiple copy mode.

Note

- The LED indicator display shown below indicates that the printer is in sleep mode.

○	Start indicator is off
☼	Power indicator flash green for 1 second and off for 3 seconds

Press any key to wake the printer. Please refer to **Chapter 9: Keys and Indicators** for details.

Copying with Neo Printing

You can print with Neo Printing for more advanced functionality. For details, see >> the section on Copy in the **Neo Printing User's Guide.**

5.3 Copying Both sides of an ID Card onto one side of Paper

You can copy the two sides of an ID card onto one side of a sheet of paper.

1 Place the ID card front side down on the scanner glass.The ID card should be aligned to the rear left corner.

2 When the printer is in the state of standby, press and hold the **start key** and **power key** for one second or longer.

The indicator display changes to that shown below.

●	Start indicator is green
●	Power indicator is green

The printer is in ID card copy mode.

Note

- The printer will stay in this mode for one minute, then return to its ready to copy state unless you continue the operation.

3 Scan the first side of the ID card

The LED indicator display shown below indicates the current task is being processed.

●	Start indicator is green
☼	Power indicator flashes green

This indicates scanning is in progress.

4 When the LED indicator display changes to that shown below, the printer is ready to scan the second side of the ID card.

	Start indicator flashes green
	Power indicator flashes green

Turn the ID card over and put it in the same position as before. Press the **start key** to scan the back side.

5 The printer will automatically print both sides of the ID card onto one side of paper.

Note

- After copying the both sides of the ID card, the printer will remain in double-sided copy mode for one minute. If no operation is performed within one minute, the printer will return to its ready to copy state.
- You can also cancel double-sided copy mode by pressing and holding the **power key**.

  The LED indicator display shown below indicates the current task is being canceled.

	Start indicator is off
<->	Power indicator flash red and green alternately for every 0.5 seconds.

- The LED indicator display shown below indicates that the printer is in sleep mode.

	Start indicator is off
	Power indicator flash green for 1 second and off for 3 seconds

Press any key to wake the printer. Please refer to **Chapter 9: Keys and Indicators** for details.

5.4 Canceling a Copying

Press the ⏻ **power key** for one second or longer to cancel all the current jobs.

The LED indicator display will change to that shown below.

○	Start indicator is off
	Power indicator flash red and green alternately every 0.5 seconds.

Important

- If copying is canceled while the machine is sacnning the original, copying is canceled immediately and there is no printout.
- If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

6 Scanning

This printer offers two options for handling scanning:

- Scanning with a PC
- Scanning with Neo Printing

6.1 Scanning with a PC

Scanning from a computer (TWAIN scanning, WIA scanning and ICA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

Using TWAIN scanner

This section describes the preparation and procedure for using TWAIN scanner.

Note

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application must be installed.
- To use the machine as a TWAIN scanner, first do the following:
  * Install the TWAIN driver.
  * Install a TWAIN-compliant application.

Procedure for using TWAIN scanner

TWAIN scanning is available when the TWAIN-supported applications are run on the computer.

1 Place the original on the scanner glass.

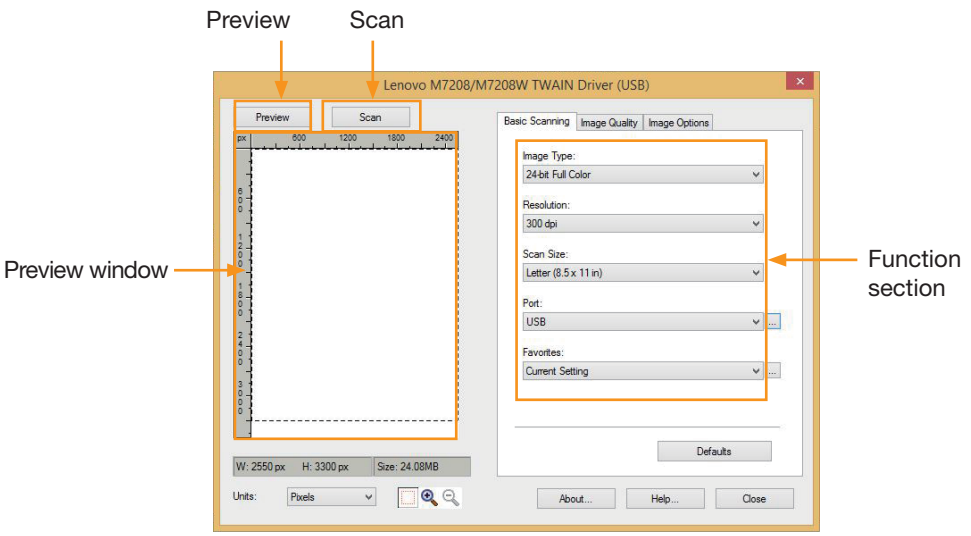
Note

- Refer to **Chapter 5.1: Placing Originals** for details.

2 Open the properties dialog box for this machine using a TWAIN-compatible application.

3 Configure the scan settings as required, and click [Scan].

Main page:



Preview:

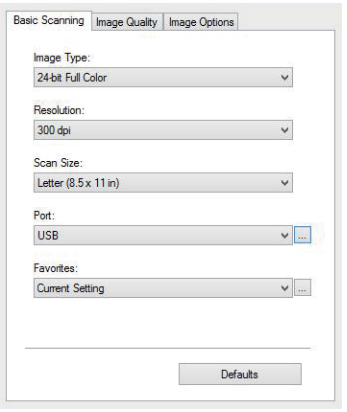
Click [Preview] to display a preview image of the original to be scanned in the preview window.

Scan:

Click [Scan] to start scanning the original.

Settings:

Basic Scanning tab



◆ Image Type:

Black & White

8-bit Grayscale

24-bit Full Color, default value.

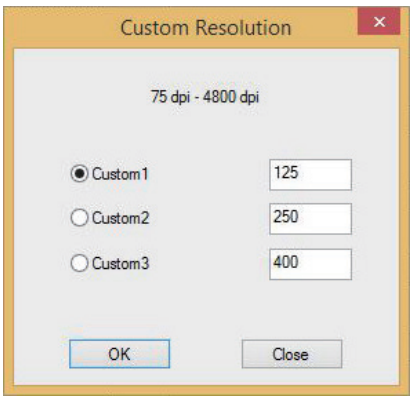
◆ Resolution:

75 dpi/100 dpi/150 dpi/200 dpi/300dpi/600 dpi/

1200 dpi/2400 dpi/4800dpi/Custom

Custom Resolution:

When the Custom option is selected, a dialog box will pop up to let you enter your preferred resolution.



◆ Scan size:

A4 (210 x 297 mm), A5 (148 x 210 mm), B5 (182 x 257 mm)

Letter (8.5 x 11"), 4×6"

◆ Port:

You can use this dialog to configure device connection settings.

Image Quality tab

You can adjust the quality of the scanned image in the Image Quality tab.

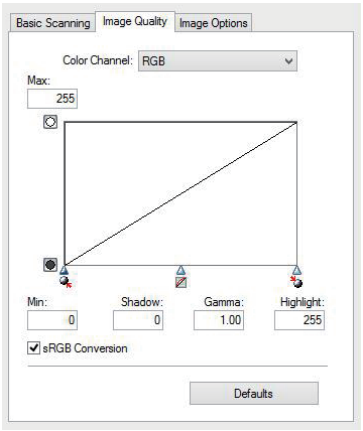
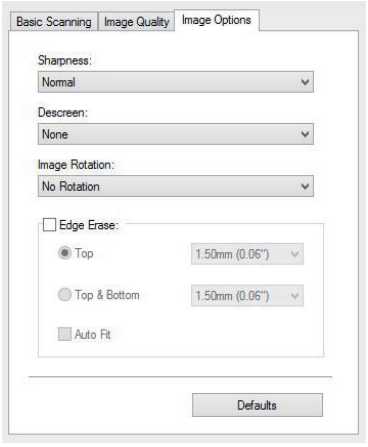


Image Options tab

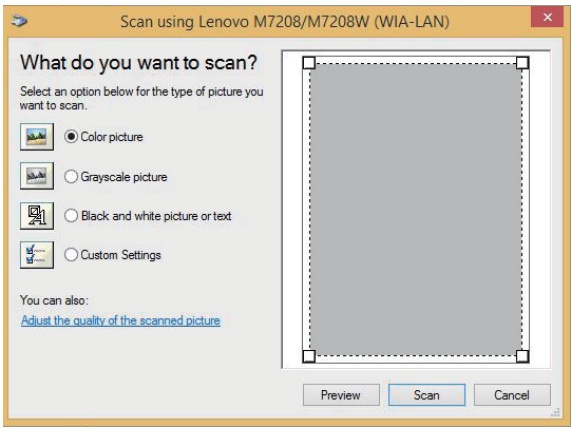
You can configure the image settings for the TWAIN scanner in the Image Options tab.



WIA Scanning (Windows)

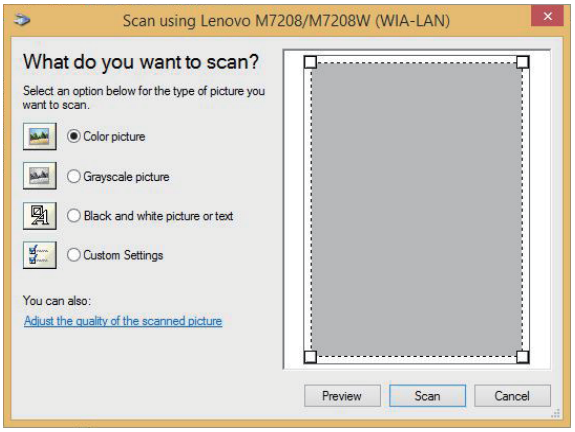
WIA 1.0 (Windows XP/Windows Server 2003)

◆ The WIA 1.0 provides default user interface for scan, as fllowing:



WIA 2.0 (Windows Vista/Windows Server 2008 or above)

◆ The WIA 2.0 provides default user interface for scan, as fllowing:



Procedure for using WIA scanner:

1 Place the original document on the scanner glass.

Note

- Refer to **Chapter 5.1 Placing Originals** for details.

2 In the [Start] menu, click [Devices and Printers].

3 Right click your printer's icon, and click [Start scan].

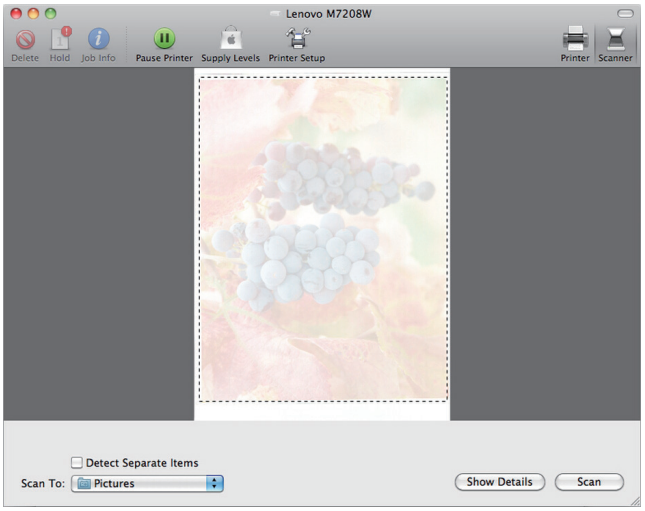
4 Configure the scan settings as required, and click [Scan].

Scanning with Mac ICA

The ICA (Image Capture) scanner device module (driver) supports Mac OSX 10.6 and above, as well as USB/network scan drivers. The drivers are installed to: APP >> **Image Capture** >> **Devices**.

Mac provides both the Basic and Advanced interfaces for this driver.

Basic user interface:



Advanced user interface:

- Color Kind:

  Text (1-bit image), Black &White (8-bit Grayscale image), Color (24-bit Color image).

- Resolution:

  75dpi/100 dpi/ 150 dpi/ 200 dpi/ 300 dpi/ 600 dpi/ 1200 dpi/ 2400 dpi/ 4800 dpi.

- Scan size:

  A4, B5/JIS B5, US Letter, A5, US Executive.

6.2 Scanning with Neo Printing

For details, see >> the section on Scan in the **Neo Printing User's Guide**.

7 Drivers

This chapter describes the settings for printer drivers.

7.1 Supported System Environment

Windows XP	Home/Professional/Professional x64 (SP2 or later)
Windows Vista	Home Basic/Home Premium/Business/Enterprise/ Ultimate
Windows 7	Home Basic/Home Premium/Professional/ Enterprise/Ultimate
Windows Server 2003	Standard/Standard x64/Enterprise/Enterprise x64 (SP1 or later)
Windows Server 2003 R2	Standard/Standard x64/Enterprise/Enterprise x64
Windows Server 2008	Standard/Standard without Hyper-V/Enterprise/ Enterprise x64 without Hyper-V
Windows Server 2008 R2	Standard/Enterprise
Windows 8	Windows 8
Windows 8.1	Windows 8.1
Windows Server 2012	Windows Server 2012
Windows Server 2012 R2	Windows Server 2012 R2
Mac OS X 10.5-10.9	Mac OS X 10.5-10.9

7.2 Drivers Used in Windows

The example below illustrates printing with Windows 7.

The actual operation may differ depending on the software used.

To print documents from the computer using the printer drivers, do the following:

1 Open the file your want to print.

2 Select Print in the File menu.

The print dialog box will be displayed. (The dialog box may differ between software.)

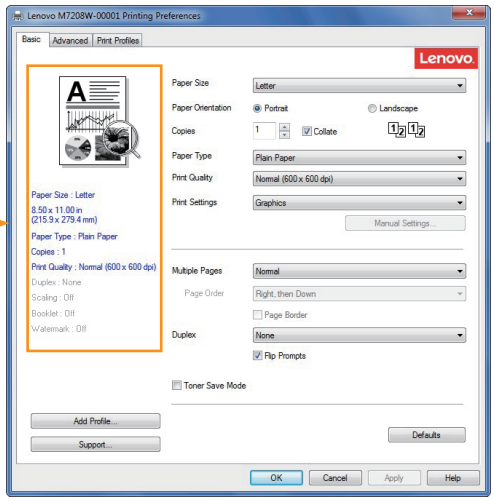
Select Basic Print Settings in the Print dialog box.

The settings include number of **copies**, **paper size** and **orientation**.

3 Click [Properties]. Edit the print settings in the Properties dialog box.

Basic Tab

(1) Displays the current settings



Select the options below to change the corresponding settings as required.

- Paper Size
- Paper Orientation
- Copies
- Paper Type
- Print Quality
- Print Settings
- Multiple Pages
- Duplex
- Toner Save Mode

Check the selected settings displayed in Window (1).

Click to OK.

To restore default settings, please click Defaults followed by OK.

Paper Size

Select the required paper size from the drop-down list.

Supported paper sizes: Letter/A4/A5/A6/B5/B6/Executive/16K/A5(LEF)/B6(LEF)/Custom Paper Size

Custom Paper Size supports the following range of paper sizes:

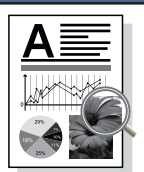
- Width Approx. 76.2-216mm (3-8.5 inches)
- Length Approx. 116-355.6mm (4.57-14 inches)

Note

- Refer to Supported Paper Sizes and Types in **Chapter 3 Print Media** for details on paper size.
- The selected paper size should be the actual size of the document to be printed.

Paper Orientation

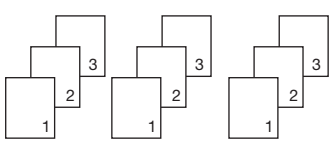
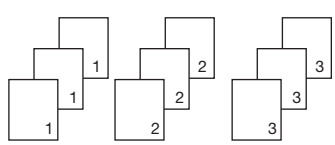
You can select the orientation of your document (Portrait or Landscape).

Portrait (vertical)	Landscape (horizontal)
	

Copies

You can define the number of copies to be printed.

- Collate
  If the Collate check box is checked, one complete copy of your document will be printed and then repeated for the number of copies you selected.
  If the Collate check box is not checked, then each page will be printed for the number of copies selected before the next document is printed.

Collate check box is selected	Collate check box is not selected
	

Paper Type

This machine supports the following types of printing media. For optimal print quality, select the correct printing media.

- Plain Paper
- Recycled Paper
- Thick Paper
- Thin Paper
- Label

Print Quality

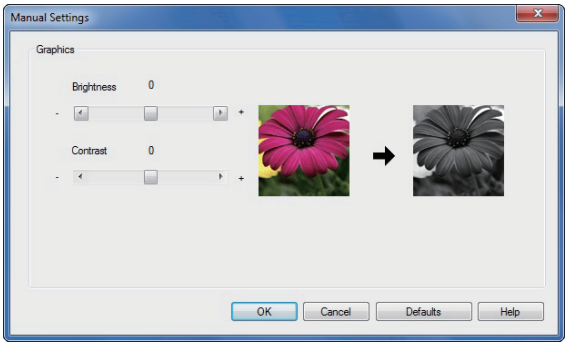
You can select one of the following print quality options:

- Normal (600*600dpi)
- Fine (1200*600dpi)

Print Settings

You can select one of the following print modes:

- Graphics
  The optimal print mode for graphic documents.
- Text
  The optimal print mode for text documents.
- Manual
  You can select Manual and click [Manual Settings] button to change the settings for Brightness and Contrast.



Multiple Pages

The Multiple Page selection can reduce the image size of a page, allowing multiple pages to be printed on one sheet of paper.

You can also enlarge the image size for printing one page on multiple sheets of paper.

- ◆ Page Order
  When the N in 1 option is selected, you can select the desired page order from the drop-down menu.

Important

- When the N in 1 option is selected, the Scaling option in the Advanced tab will not be available.
- When the 1 in NxN Pages option is selected, the duplex will not be available. A warning message will pop up.

- ◆ Border Line
  When printing multiple pages on the same sheet, you can choose to add solid borders or to print without borders.
- ◆ Print Crop Marks
  When the 1 in NxN Pages option is selected, you can select the Print Crop Marks option to add fine crop marks to the print area.

Duplex

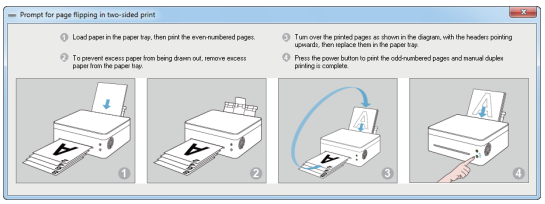
Select Duplex Printing to print on both sides of the paper.

Steps:

1 Select Long Edge or Short Edge.

2 Enabling Duplex displays a dialog box with the instructions for installing paper.

The dialog box is shown below:



3 After the first side is printed, according to the dialog box with the instructions, you will need to manually reload the paper to print the second side.

4 After reloading the paper, press the ⏻ **Power key** once, which should be flashing red.

5 The printer will continue to print the second side.

Important

- The label does not support duplex printing.

Print Order

If the Reverse Print check box in the Advanced tab is checked,

even pages will be printed in reverse order (…8,6,4,2), followed by odd pages in reverse order (…7,5,3,1).

If the Reverse Print checkbox in the Advanced tab is unchecked,

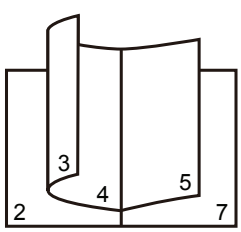
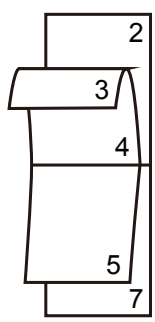
even pages will be printed in reverse order (…2,4,6,8), followed by odd pages in reverse order (…1,3,5,7).

Note

- If the total number of pages is odd, the last page of the printed document will be a blank page.

- ◆ None
- ◆ Flip on Long Edge
- ◆ Flip on Short Edge

Two Ways of Binding

Flip on Long Edge	Flip on Short Edge
	

Toner Save Mode

Activate the Toner Save mode to reduce toner consumption.

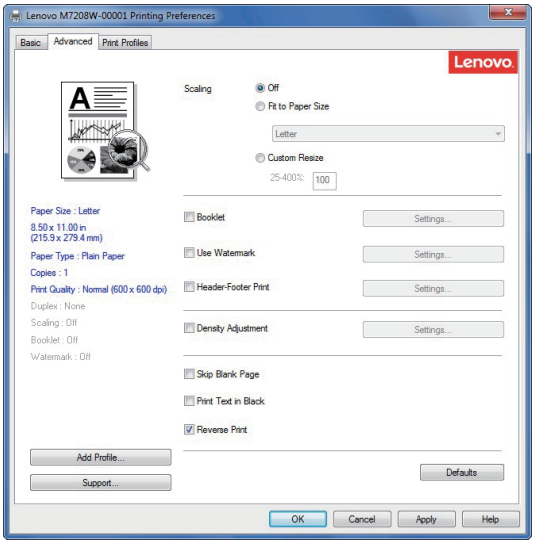
In Toner Save mode, the printed document will be fainter, but print density remains the same.

This option is disabled by default.

Important

- The printing speed and memory usage will not be affected in the Toner Save mode.

Advanced Tab



You can click the options below to change the corresponding settings:

- Scaling
- Booklet
- Use Watermark
- Header-Footer Print
- Density Adjustment
- Skip Blank Page
- Print Text in Black
- Reverse Print

Scaling

You can change the scaling of printed images.

- Off
- Fit to Paper Size
- Custom Resize [25%-400%]

Important

- When Fit to Paper Size or Custom Resize is selected, Multiple Pages or Booklet Printing options are unavailable.
- A warning message will pop up.

Booklet

Select this option to print a booklet with the duplex printing feature. The printer will automatically arrange the pages in the required order. You only have to fold the printed pages.

The following options are available on the Booklet dialog box.

- Booklet Creation Settings

  Left Binding

  Right Binding

- Booklet Printing Method

  All Pages at Once

  Divide into Sets

  Select the Divide into Sets option to print a booklet as a set of smaller booklets.

  The pages will be automatically ordered. You only have to fold the printed pages.

  You can set the number of pages in each booklet set to between 1 to 15. This option is very useful when printing booklets with many pages.

- Binding Offset

  When Binding Offset is selected, you can assign a binding offset value in mm or inch.

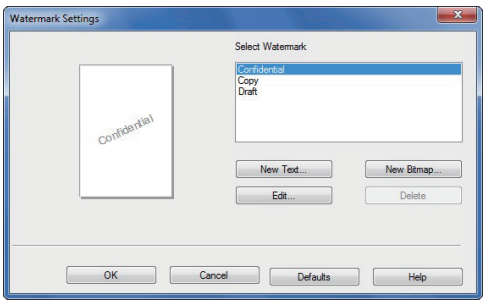
Important

- When Booklet print is selected, a warning dialog box will pop up, and the Flip on Long Edge feature will be activated.
- When Booklet print is selected, the Page Number function in Multiple Page and the Header-Footer Print mode will not be available.

Use Watermark

You can add a logo or text into your documents as a watermark. You can choose to use a preset watermark or a text/image file you created. Check the Watermark check box, and click [Settings].

Watermark Settings



- Select Watermark

  Select the required watermark.

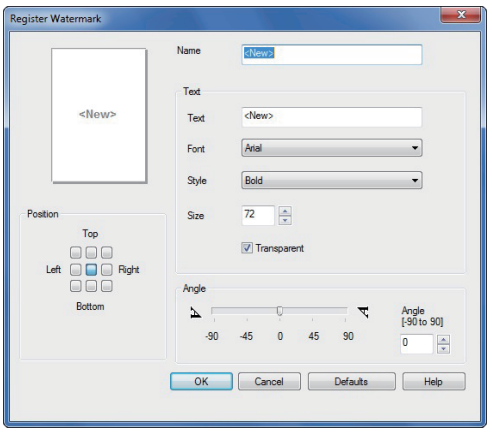
  Click **New Text** or **New Bitmap** to create a new watermark.

- New Text

  Watermark text can contain up to 29 characters.

  Name

  Enter a proper title in the text box.



Text

Enter the watermark text in the text box, and select the **Font**, **Style**, and **Size** of the watermark, and select the required **Transparent** option.

Transparent

Check this check box to make the watermark transparent, such that the text or images below the watermark remain visible.

Leave this check box unchecked to make the watermark completely opaque, such that the text and images underneath it are completely covered.

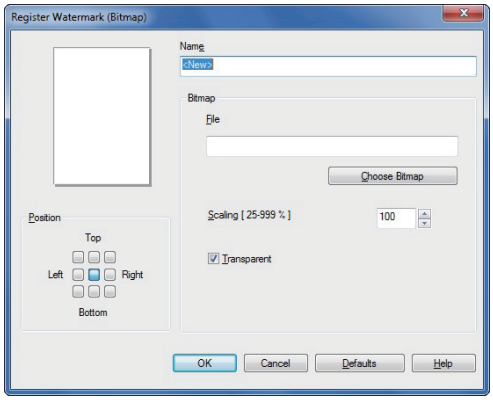
Angle

Define the angle at which the Watermark will be inclined.

Position

Define the position of the watermark on the page.

◆ New Bitmap



Name

Enter a proper title in the text box.

Bitmap

Select the name of the required image file.

Scaling

Change the size of the selected image.

Position

Define the position of the watermark on the page.

Transparent

Check this check box to make the watermark transparent, such that the text or images below the watermark remain visible.

Leave this check box unchecked to make the watermark completely opaque, such that the text and images underneath it are completely covered.

Click [OK] after creating a new text or bitmap, and the new watermark will be created.

Important

- When watermarks are used, the "1 in NxN Pages" option in Multiple-Page will not be available.

◆ Edit

Select the watermark to be edited from the watermark list, and click [Edit] to call out either the "Edit Watermark" or "Edit Watermark (Bitmap)" dialog box.

◆ Delete

Select the watermark to be deleted from the watermark list, and click [Delete]. Follow the instructions on the pop up dialog box to delete the watermark.

Note

- Standard watermarks cannot be edited or deleted.

Header-Footer Print

Use this feature to add a header and footer to the document.

Check the Header-Footer Print check box, and click [Settings] to configure the settings.

The settings include:

◆ Login User Name

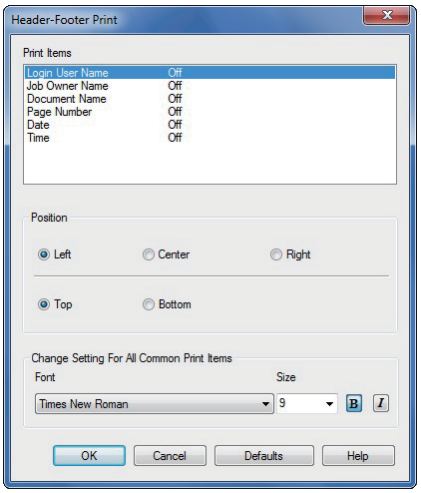
◆ Job Owner Name

◆ Document Name

◆ Page Number

◆ Date

◆ Time



Position

Use the Position settings to define the position of the header/footer on the page.

Three options are available in the horizontal direction: Left/Center/Right.

Two options are available in the vertical direction: Top/Bottom.

Font

You can set the text font.

Size

You can set the text size.

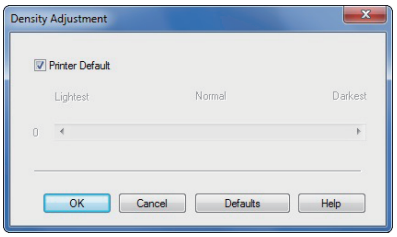
"B" button: bold.

"I" button: italic.

Density Adjustment

Use this option to increase or decrease print density.

To adjust print density, check the Density Adjustment check box, and click [Settings].



Other print options

◆ Skip Blank Page

If Skip Blank Page is checked, the printer driver automatically detects blank pages and excludes them from printing.

Important

This option does not work when the following options are selected:

- Use Watermark
- Header-Footer Print
- Multiple Pages
- Duplex
- Booklet

◆ Print Text in Black

If this option is checked, all texts will be printed in black.

Important

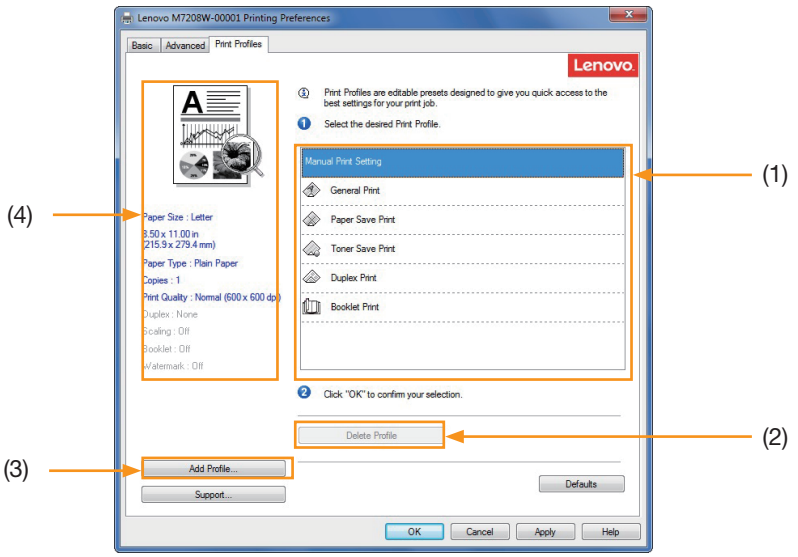
- Some characters may not show up properly under this option.

◆ Reverse Print

If this option is selected, all pages will be printed in the reverse order.

Print Profile Tab

Profiles are editable presets designed to give you quick access to frequently used printing configurations.



- Profile Box (1)
- Delete Profile (2)
- Add Profile (3)
- Current Profile View (4)

1 Select the required profile from the Profile Box.

2 Click [OK] to apply the selected profile.

Add Profile

Click [Add Profile] to open the dialog box.

1 Enter the name of the profile.

2 Select the icon you want to use from the icon list, and click [OK].

3 The selected settings is displayed on the left of the printer driver window.

Delete Profile

Use this option to delete a profile.

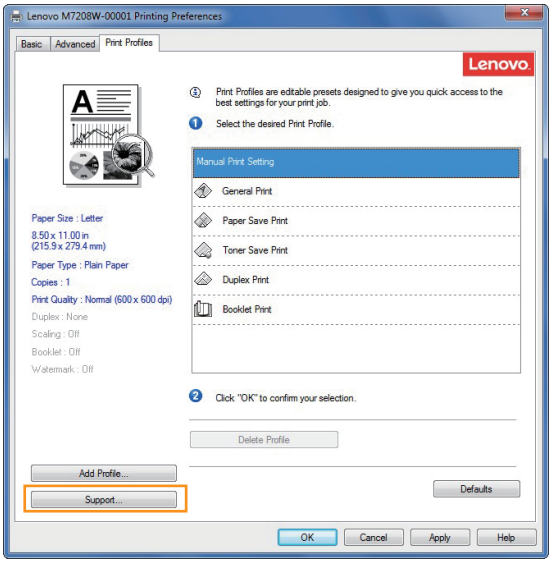
1 Select the profile to be deleted from the [Select the desired Print Profile] tab.

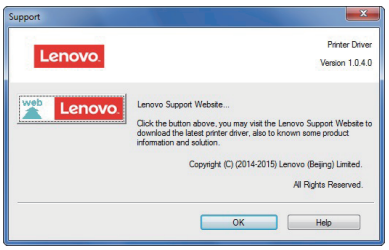
2 Click to delete the profile.

3 Click [OK].

4 The selected profile will be deleted.

Support





Lenovo Support Website

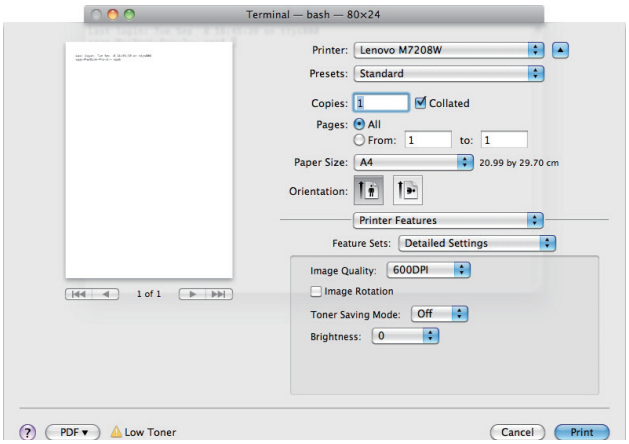
The Lenovo website (http://www.lenovo.com/ and http://www.lenovo.com.cn)

provides information on Lenovo products, including FAQs, driver updates and tips on using Lenovo products.

Visit the Lenovo website for more information and technical support.

7.3 Drivers Used in Mac

Basic



Select the options below to change the corresponding settings as required.

- Paper Size
- Orientation
- Copies
- Media Type
- Image Quality
- Print Settings
- Toner Save Mode

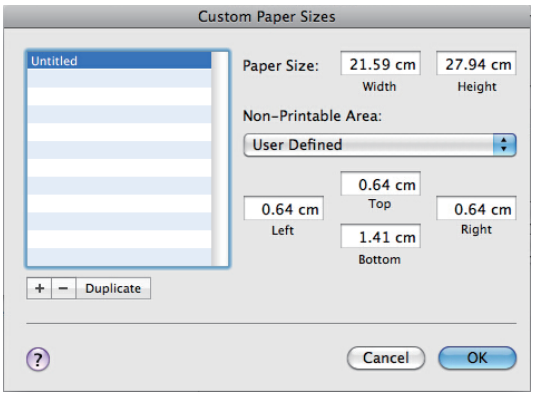
Check the selected settings displayed in the preview window.

Paper Size

Select the required paper size from the drop-down list.

Supported paper sizes: US Letter/A4/A5/A6/JIS B5/JIS B6/Executive/16K/A5(LEF)/B6(LEF)/Custom Paper Size

Manage Custom Sizes (System Build-in Function)



Create a Custom Paper Size

1 Open the file to be printed;

2 Follow the steps below:

- Go to **File** >> **Page Settings**. In the Settings menu, select **Page Properties**, Then select Format followed by **Any Printer**. This will allow you to print documents on any printer that supports the paper size you have defined.
- If the Page Settings is not available, select **File** >> **Print**. If the Print dialog box contains only two pop-up menus and some buttons at the bottom, click the triangle beside the pop-up menu.

3 Select **Custom Paper Size** from the **Paper Size** pop-up menu.

4 Click the "+" button.

5 Double click the Paper Size Name and enter a new name.

Enter the required dimensions under **Paper Size** and **Non-Printable Area** and click "OK".

Note

- System Build-in Function: Built-in functions vary with the version of OS X installed.

Orientation

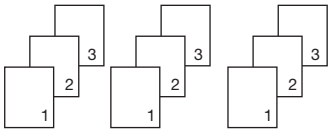
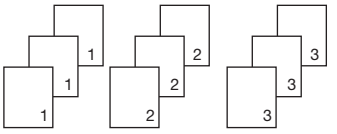
You can select the orientation of your document (Portrait or Landscape).

Copies

You can define the number of copies to be printed.

- Collate

  If the Collate check box is checked, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not checked, then each page will be printed for the number of copies selected before the next document is printed.

Collate check box is selected	Collate check box is not selected
	

Media Type

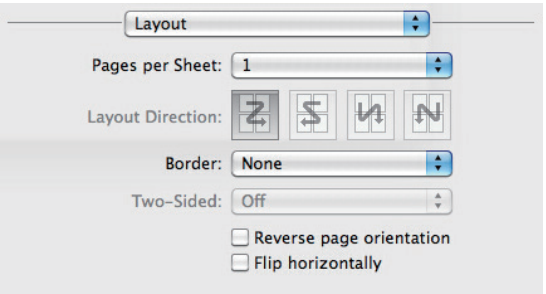
This machine supports the following types of printing media. For optimal print quality, select the correct printing media.

- Plain Paper
- Recycled Paper
- Thick Paper
- Thin Paper
- Tagboard

Print Settings

Adjust Brightness: Brightness refers to the brightness or darkness of the image. At high brightness levels, the color will be almost white.

Multiple Page (Built-in Function)



With this function, you can print multiple pages on the same sheet.

Five options are offered: "1", "2", "4", "6", "9" and "16".

- Layout Direction (Built-in Function)

  When the N in 1 option is selected, you can select the layout direction and sposition of the pages on the same sheet.

- Border

  When printing multiple pages on the same sheet, you can choose to add borders.

Duplex

Select Duplex Printing to print on both sides of the paper.

- Duplex printing Steps:

1 Select to print using the Manual Duplex option.

2 Print the even pages (... 8,6,4,2) on the first page

3 After the first side is printed, according to the dialog box with the instructions, you will need to manually reload the paper to print the second side.

4 After reloading the paper, press the **Power key** once, which should be flashing red.

5 The printer will continue to print the second side.

Note

- The tagboard does not support duplex printing.

Color Balance

You can adjust the blackness of the printing by adjusting the toner density.

Toner Save Mode

In the Toner Save Mode, toner consumption is reduced and the printed document will be fainter.

Image Rotation (180˚)

You can rotate the image 180 degrees before printing.

Brightness

You can adjust the brightness of the image from -100 to 100.

Skip Blank Pages

If Skip Blank Page is checked, the printer driver automatically detects blank pages and excludes them from printing.

Important

This option does not work when the following options are selected:

- Multiple Pages
- Duplex

8 Print over Wi-Fi

8.1 Wi-Fi Config and Installation

Install a new printer

Before installation: Verify that your printer supports Wi-Fi connection. Not all models support Wi-Fi connections.

Note

- For programs and software configurations for different printers, see >> **2.6 Programs and Software Configurations** for Different Printers.

Installation Requirements:

The operating system should be XP SP3 and above, and version 4.0 or later of the .Net Framework system plugin should be installed.

Here's an example on Windows 7. Actual operating procedures depend on your specific operating system.

Installation steps:

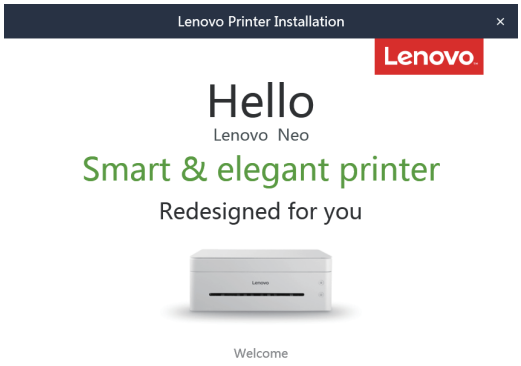
1 Power on the printer, connect the computer to the Wi-Fi which will be connected to the printer.

2 Press and hold ⏻ **power key** for 1 second to enable Wi-Fi connection.

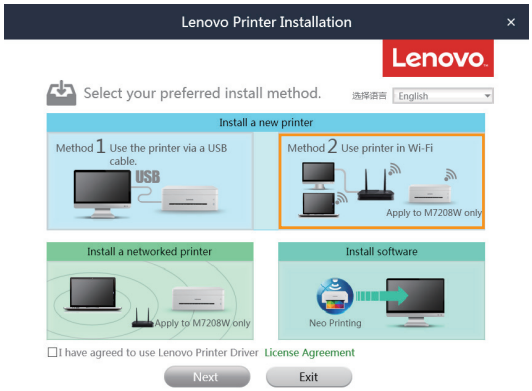
3 Insert the CD-ROM provided with this product into your computer's CD-ROM drive.

4 Connect the Printer to the PC using a USB cable.

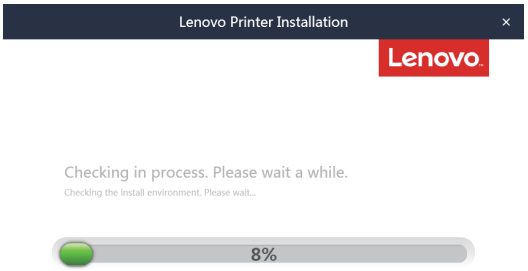
5 Firstly, the Neo Printing Driver Installation startup page will display for 2 seconds.



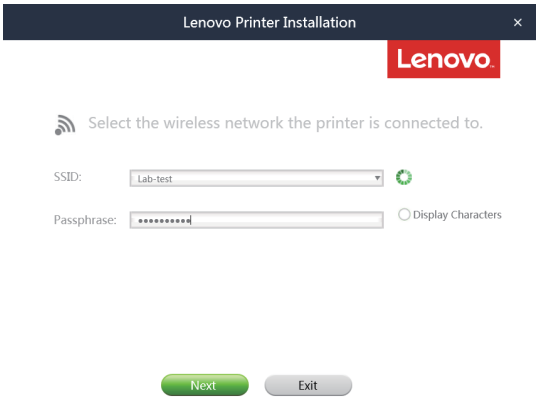
6 Click "Method 2. Use printer in Wi-Fi", and read the license agreement carefully. If you accept the license agreement, check the box labeled "I have agreed to use Lenovo Printer Driver", and then click "Next".



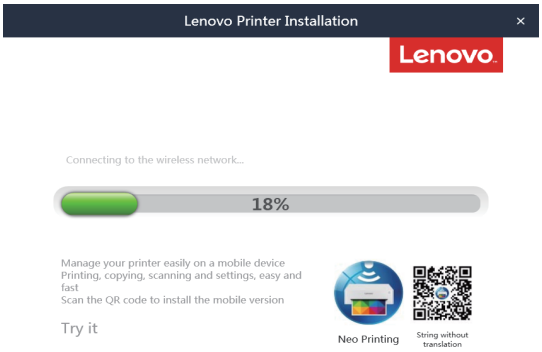
7 The computer's network connection status is automatically detected.



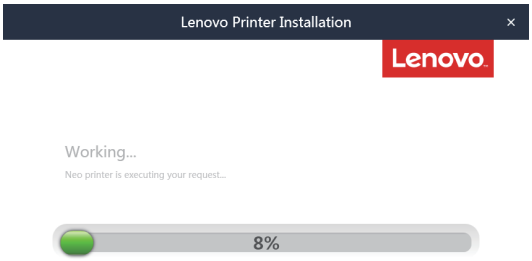
8 If the computer's wired connection is found to be working properly, the user will need to select the network manually, and then verify the printer's wireless network parameters; if it was detected that the computer is only connected to Wi-Fi, then the computer's Wi-Fi parameters will be used as the printer's wireless network parameters.



9 After obtaining the printer's wireless network parameters, the printer's wireless parameters will be automatically configured. After completing this step, disconnect the USB connection.



10 The driver is automatically installed.



11 After installation is complete, you can click [Print Test Page] to check if the printer driver is installed properly, or you can select the restart mode and click "OK" to exit the driver installer.

Wi-Fi configuration and installation is now complete. You can now print over Wi-Fi.

If the version of your operating system is earlier than XP SP3, or if a .Net Framework system plugin of version 4.0 or later has not been installed, the driver installer will automatically call up other driver installers suitable for this system.

Here's an example on Windows 7. Actual operating procedures depend on your specific operating system.

Installation steps:

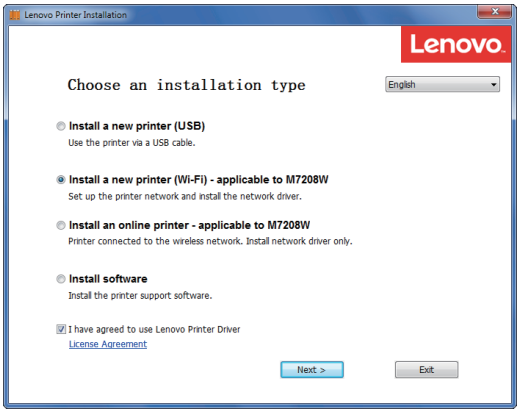
1 Power on the printer, connect the computer to the Wi-Fi which will be connected to the printer.

2 Press and hold ⏻ **power key** for 1 second to enable Wi-Fi connection.

3 Insert the CD-ROM provided with this product into your computer's CD-ROM drive.

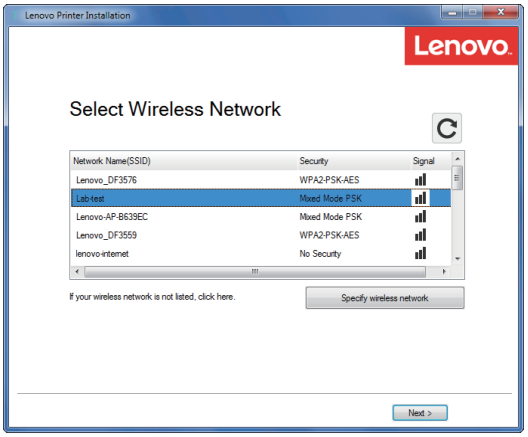
4 Connect the Printer to the PC using a USB cable.

5 Select [Install a New Printer (Wi-Fi)], and read the license agreement carefully. If you accept the license agreement, check the box beside the "I have agreed..." statement, and click "Next".



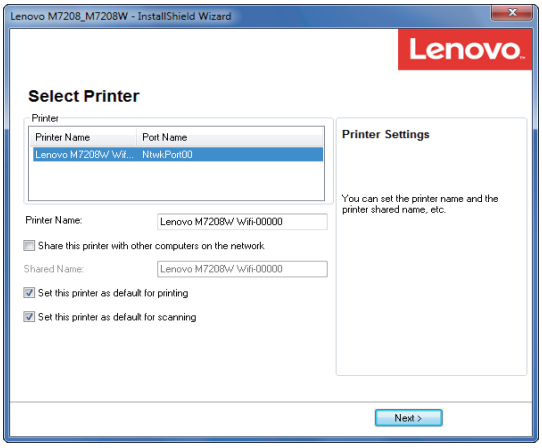
6 A dialog box will appear informing you that the system is searching for available networks. Please wait.

7 The list of available networks will appear. Select the desired network and click [Next].

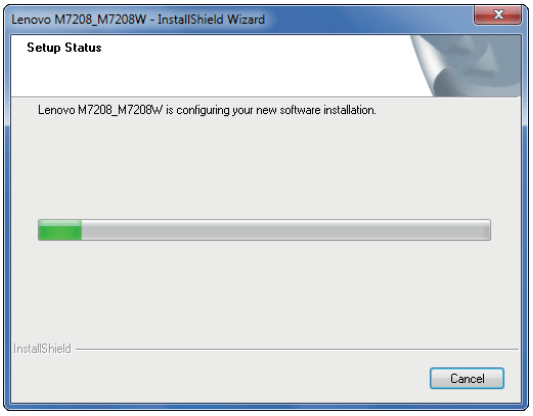


8 Enter the password and click [Next].

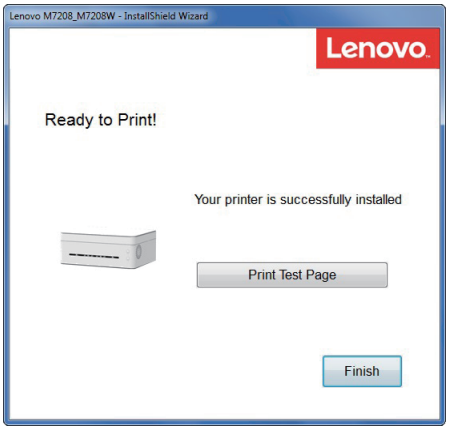
9 If the Printer Setup screen does not appear, disconnect the USB connection, select your printer, and then click "Next".



10 Wait while the program is installed.



11 Setup is now complete. Select whether to restart your computer now and click "Finish".



Wi-Fi configuration and installation is now complete. You can now print over Wi-Fi.

Install a networked printe

Verify that your printer has been Wi-Fi configured. Then Select Network Installation.

Installation Requirements:

The operating system should be XP SP3 and above, and version 4.0 or later of the .Net Framework system plugin should be installed.

Here's an example on Windows 7. Actual operating procedures depend on your specific operating system.

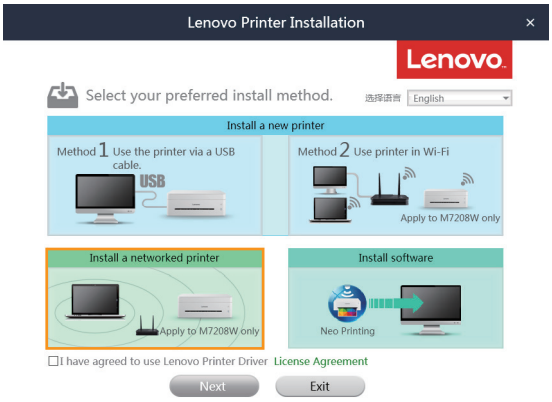
Installation steps

1 Verify that the printer is powered on and Wi-Fi is enabled.

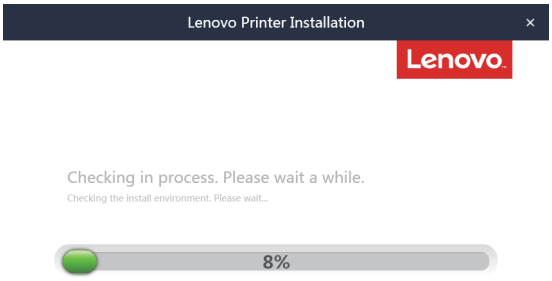
2 Insert the CD-ROM provided with this product into the CD-ROM drive.

3 Firstly, the Neo Printing Driver Installation startup page will display for 2 seconds.

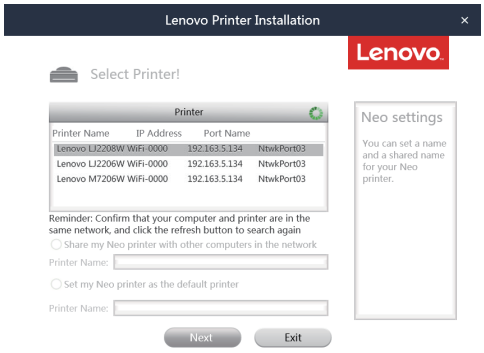
4 Select [Install a networked printer], and read the license agreement carefully. If you accept the license agreement, check the box labeled "I have agreed to use Lenovo Printer Driver", and then click "Next".



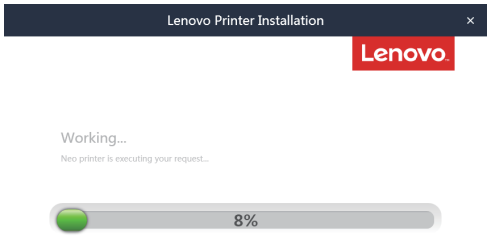
5 The computer's network connection status is automatically detected.



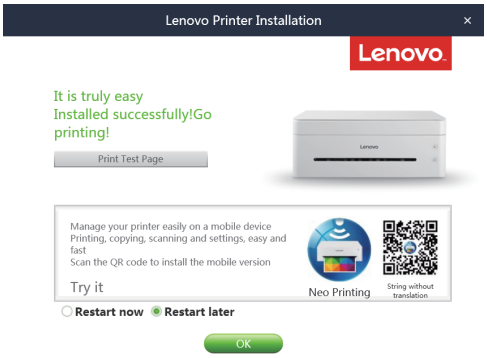
6 Select the printer found in the wireless network search.



7 The driver is automatically installed.



8 After installation is complete, you can click [Print Test Page] to check if the printer driver is installed properly, or you can select the restart mode and click "OK" to exit the driver installer.



Wireless driver installation is complete. You can now print over Wi-Fi.

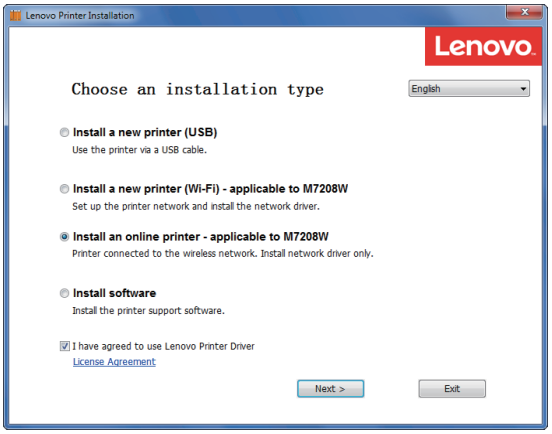
If the version of your operating system is earlier than XP SP3, or if a .Net Framework system plugin of version 4.0 or later has not been installed, the driver installer will automatically call up other driver installers suitable for this system.

Here's an example on Windows 7. Actual operating procedures depend on your specific operating system.

1 Verify that the printer is powered on and Wi-Fi is enabled.

2 Insert the CD-ROM provided with this product into the CD-ROM drive.

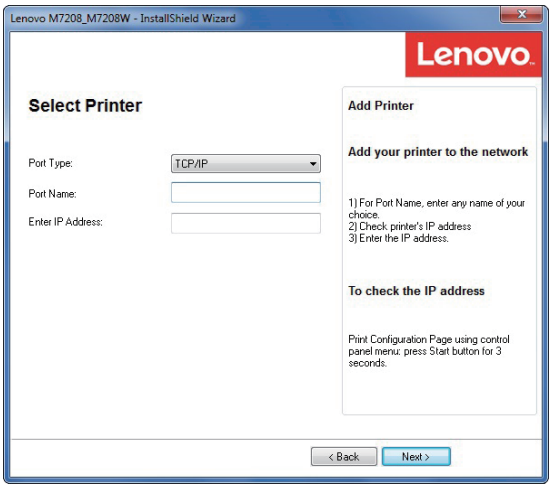
3 Select [Install an online printer], and read the license agreement carefully. If you accept the license agreement, check the box beside the "I have agreed..." statement, and click "Next".



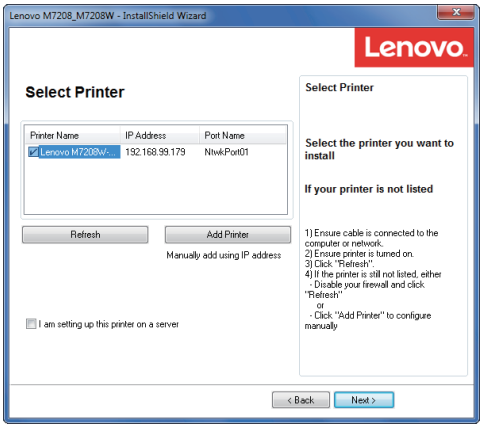
4 A window will appear prompting you to select your printer. Click Refresh.

- Lenovo M7208W will appear on the list. Click "Next" and proceed to Step 6.
- If the printer does not appear in the list after refreshing, proceed to Step 5.

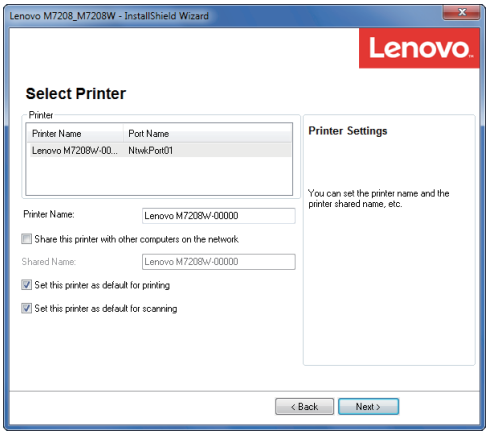
5 Click [Add Printer] and the window shown below will pop up. Enter "Port Name" and "IP Address", and then follow the instructions on screen. Click "Next".



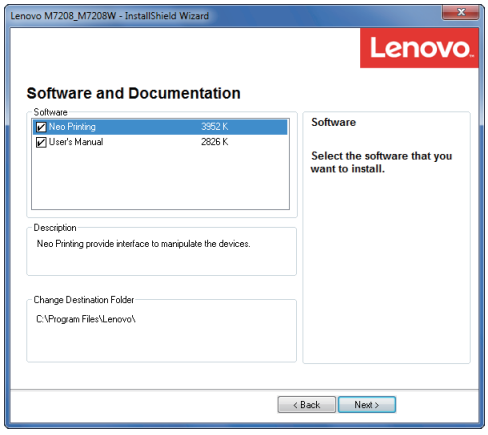
6 Select your printer from the [Select Printer] list, and click "Next".



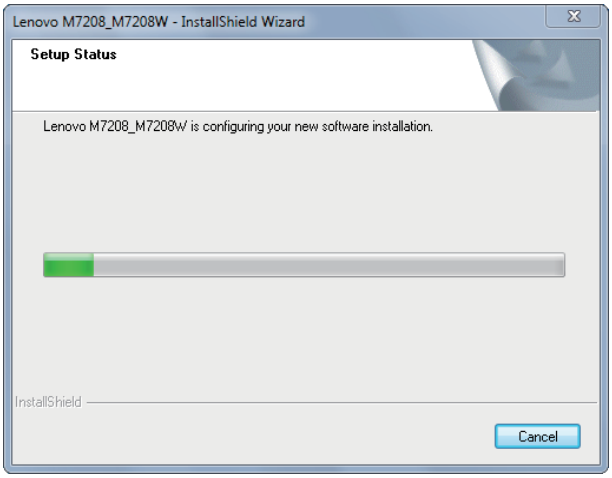
7 The [Printer Settings] window will appear. Enter the name and share name of your printer, click "Next".



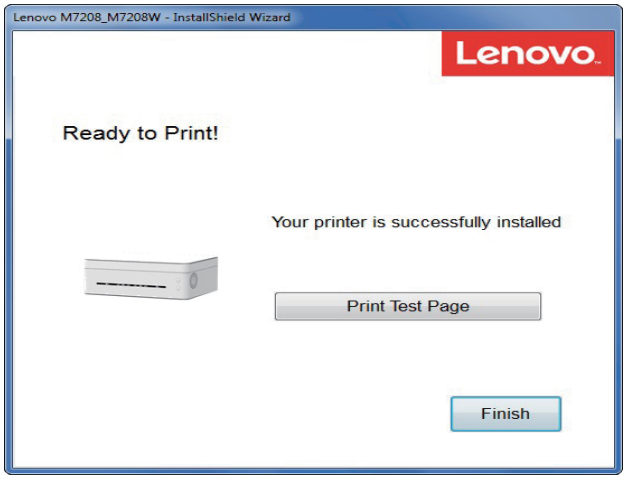
8 The [Software and Documentation] window will pop up. Select the software and file to be installed, and click "Next".



9 Wait while the selected items are being installed.



10 Installation is complete. For re-installations, a window will appear asking you if you wish to restart the computer. Select whether to restart the computer immediately, and then click "Finish".



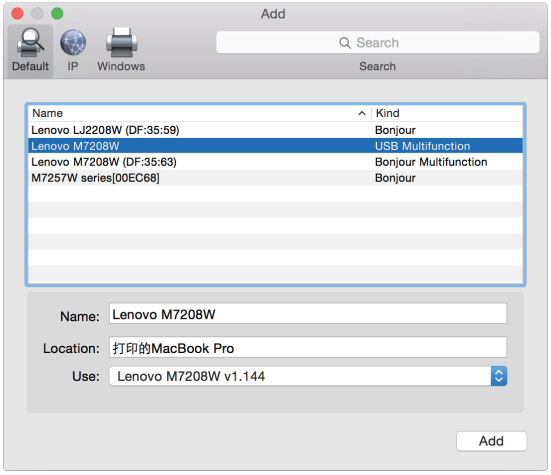
Wireless driver installation is complete. You can now print over Wi-Fi.

8.2 Installation of Wireless Driver Program in Mac OS System

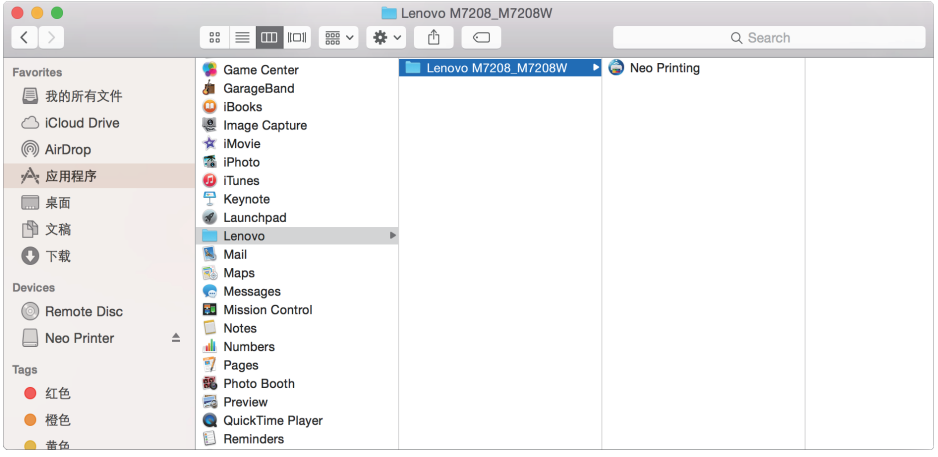
1 Follow the instructions in Chapter 2.6 to Installing Printer Drivers and Neo Printing Software.

2 Use a USB cable to connect the computer and the printer. Press ⏻ **power button** for a second to turn on the printer Wi-Fi. The power button indicator light will turn blue.

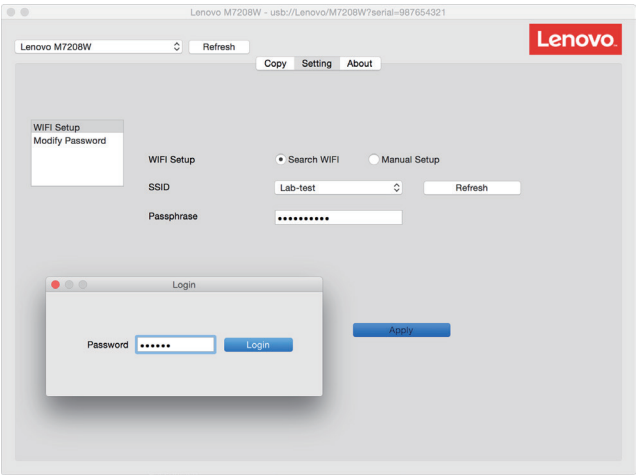
3 Add a USB printer into the "Printers and Scanners".



4 Open the "Neo Printing" software and select "Wi-Fi installation" in the "Settings".



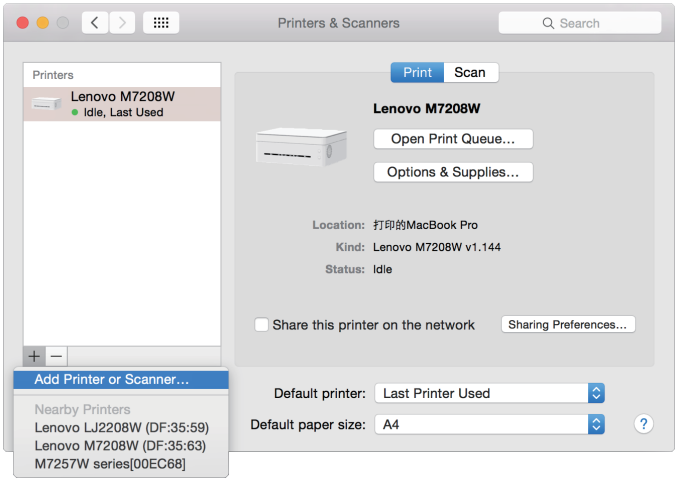
5 Browse for Wi-Fi, select the network to connect to, and enter the password. The default password is "888888".



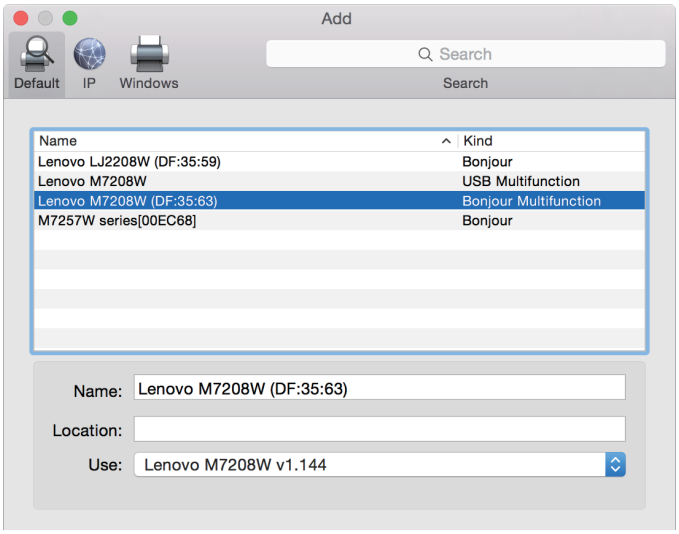
6 Add a network printer.

Method 1: Use Bonjour to add a network printer

a. Click "Add Printer or Scanner".

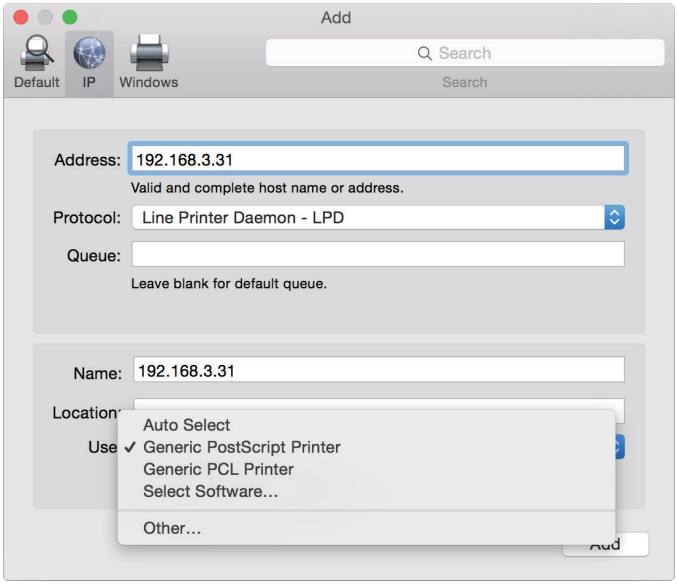


b. Select the printer to be installed and click "Add".



Method 2: Use IP address to add a network printer

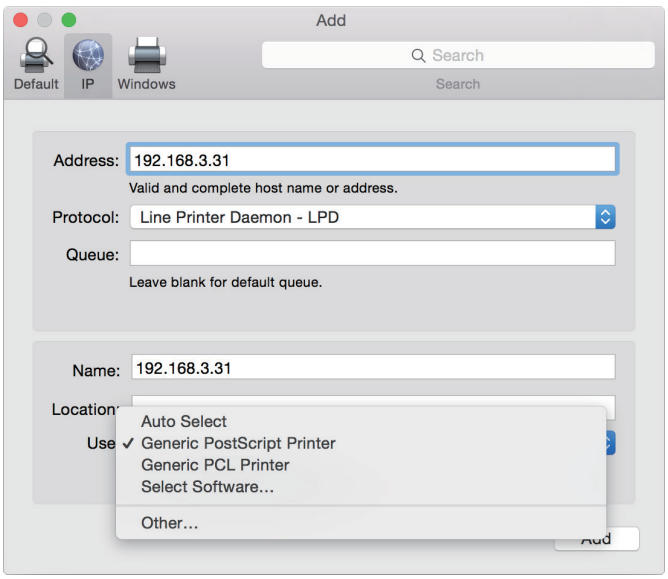
a. Select "Add Printer or Scanner" in the "Printers and Scanners" and enter the address in the "[IP] Address".



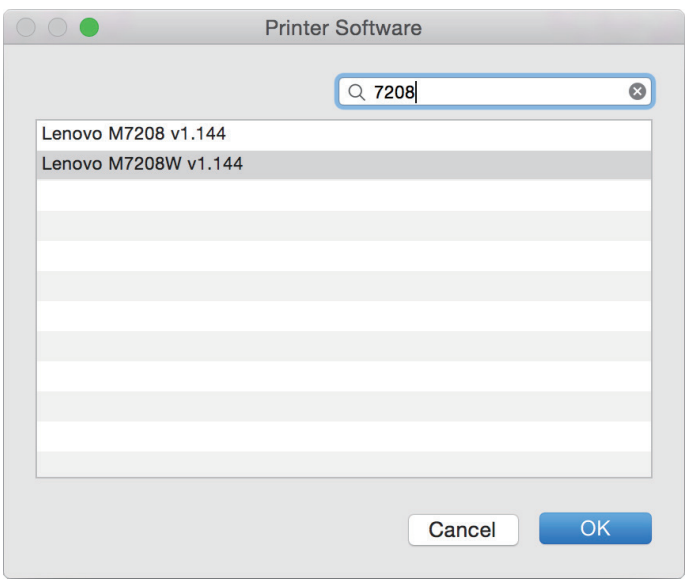
Note

- Press down the power button three times in a second when the printer is ready. The printer will print out the configuration information that includes the IP address

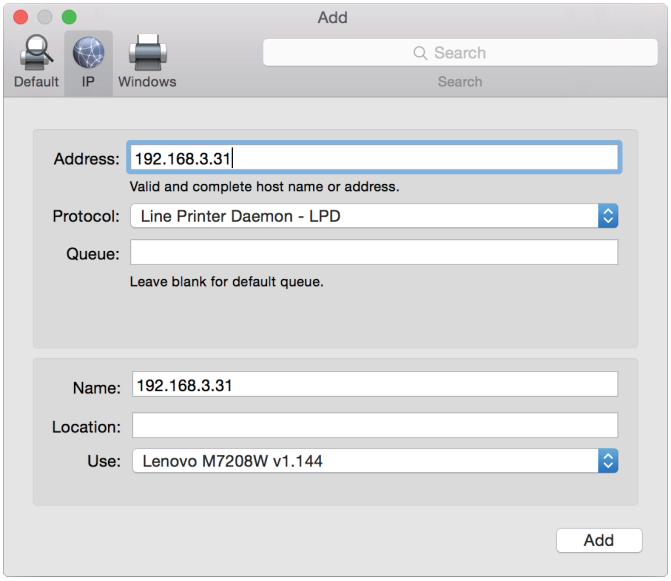
b. Choose "Select Software" in "Use".



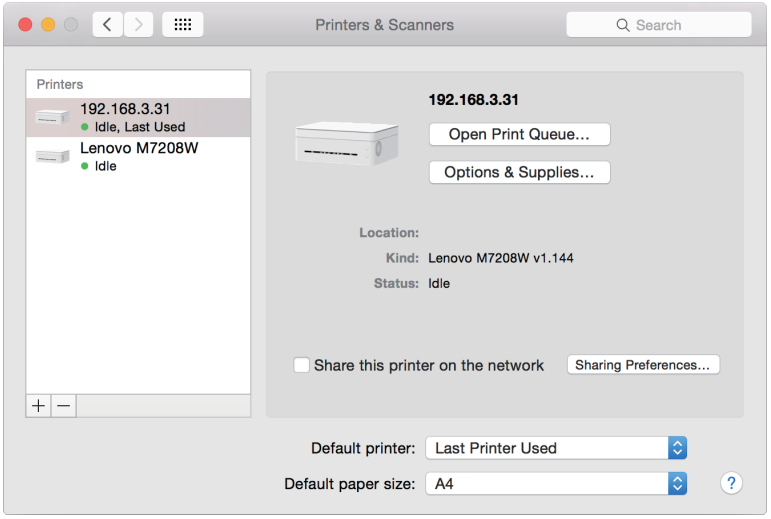
c. Browse for printer model "7208" in the pop-up "Printer Software". Select the printer to be installed from the list of installed printer drivers and click "OK".



d. Click "Add" to complete the addition of a network printer.



e. Check whether the installed printer is on the list.



8.3 Print over Wi-Fi

Verify that the network driver has been installed.

Print

To print documents from the computer using the printer drivers, do the following:

The example below illustrates printing from Adobe Reader XI on Windows 7.

The actual operation may differ depending on the software used.

Refer to the instructions from your printing software for the actual procedure.

1 Verify that your printer is Wi-Fi enabled, your PC and printer are connected in the same network.

2 Open the file your want to print.

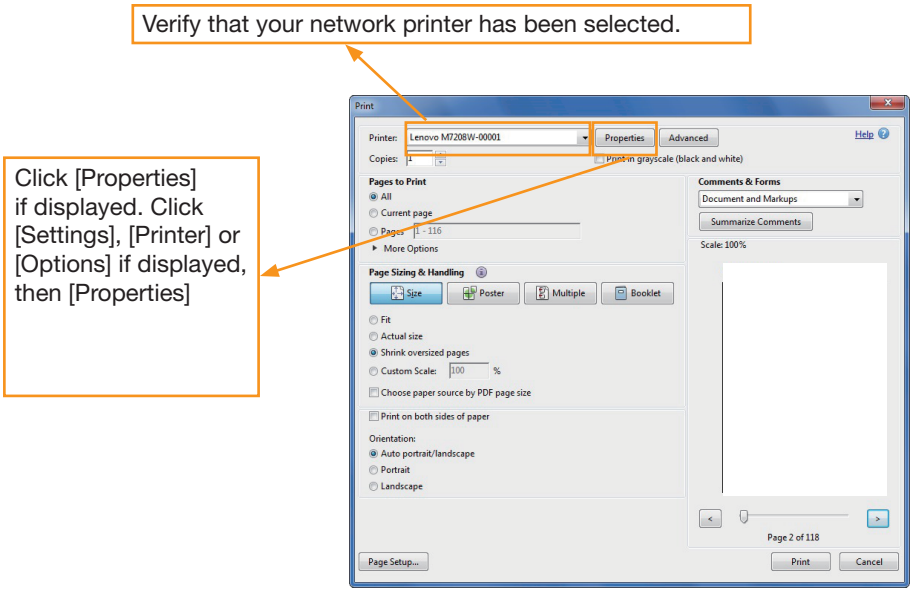
3 Select Print in the File menu.

The print dialog box will be displayed. (The dialog box may differ between software.)

Select Basic Print Settings in the Print dialog box.

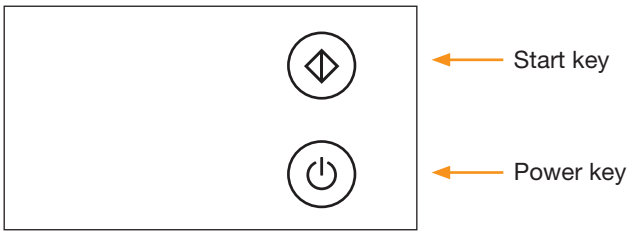
The settings include number of copies, paper size and orientation.

If no other changes are necessary, click [Print] to start printing.



9 Keys and Indicators

9.1 Introduction



LED indicator has three colors.

Start key: Green

Power key: Red

Blue

Green

9.2 LED Indicator

LED indicator	Status
○	Off
●	On
☀	Flashing (on for one second and off for one second)
☼	Slow flash (on for one second and off for three seconds)
✹	Rapid flash (on for 0.5 seconds and off for 0.5 seconds)
★	Highly rapid flash (on for 0.25 seconds and off for 0.25 seconds)

9.3 LED Indicator and Status Description

System Status	LED	Description
Power off		Start indicator is off Power indicator is off
Power on		Start indicator is off Power indicator is green
Warming up		Start indicator is off Power indicator flashes green
Initializing/Standby (Non Wi-Fi Models)		Start indicator is off Power indicator is green
Initializing/Standby/Wi-Fi unavailable (Wi-Fi Models. Wi-Fi disconnected or unavailable)		Start indicator is off Power indicator is green
Initializing/Standby/ Wi-Fi connected (Wi-Fi mode, Wi-Fi connected)		Start indicator is off Power indicator is blue
Firmware Update		Start indicator is off Power indicator alternates between red and blue every 0.5 seconds
Sleep Mode		Start indicator is off Power indicator flashes green slowly
Factory Reset		Start indicator is off Power indicator flashes rapidly for 10 seconds, followed by the orange indicator being lit steadily.
Enter the Neo Printing Driver Install Mode		Start indicator is green Power indicator lights up in red, green and blue simultaneously.
Task in Progress		Start indicator is off Power indicator flashes green
Printing		Start indicator is off Power indicator flashes green
Canceling the Task		Start indicator is off Power indicator flash red and green alternately for every 0.5 seconds.

Copying/Resuming copy/ Scanning		Start indicator is green Power indicator flashes green
Starting ID Card Copy		Start indicator is green Power indicator is green
Pending the reverse side of the ID card		Start indicator flashes green Power indicator flashes green
Pending the next page in the N in1 mode		Start indicator flashes green Power indicator flashes green
Wi-Fi enabled		Start indicator is off Power indicator is blue
Enable SoftAP		Start indicator is off The blue power indicator flashes twice highly rapidly
Disable SoftAP		Start indicator is off The blue power indicator flashes thrice highly rapidly
Searching for Wi-Fi or connecting to Wi-Fi		Start indicator is off Power indicator flashes blue
Wi-Fi connected		Start indicator is off Power indicator is blue
Cover is open		Start indicator is off Power indicator is red
Toner cartridge is not installed		
Paper Jam		
Out of Paper		Start indicator is off Power indicator flashes red
Machine cooling down		
Pending to print the reverse side in the manual duplex mode		
Out of Toner/Toner is Low		Start indicator is off Power indicator flashes red slowly

Controller error		Start indicator is off The red power indicator flashes once rapidly and the green indicator flashes once
Fuser Unit Error		Start indicator is off The red power indicator flashes rapidly twice and the green indicator flashes once
Laser Scanning Unit Fault		Start indicator is off The red power indicator flashes once rapidly and the green indicator flashes twice
Main Motor Fault		Start indicator is off The red power indicator flashes twice rapidly and the green indicator flashes twice
HVPS Unit Fault		Start indicator is off The red power indicator flashes once rapidly and the blue indicator flashes once
LVPS Fault		Start indicator is off The red power indicator flashes twice rapidly and the blue indicator flashes once
Fan Fault		Start indicator is off The red power indicator flashes once rapidly and the blue indicator flashes twice
Scanning Head Not Reset		Start indicator is off The red power indicator flashes twice rapidly and the blue indicator flashes twice
Scanner Motor Fault		Start indicator is off The green power indicator flashes once rapidly and the blue indicator flashes once

9.4 LED Indicator Status and Operation Guide

Printer Status	Operation	Key Steps
Power off	Power on	Press and hold power key for 0.5 second or longer
Power off	Factory Reset	Open the cover, press and hold the power key for 10 seconds or longer. (Power indicator is orange)
Power off	Enter the Neo Printing Driver Install Mode	Press and hold the power key for five seconds or longer.
Standby	Power off	Press and hold the power key for 6 seconds or longer until all the indicators are off. Then release the key to power off the printer (Power off is a mandatory operation and can be performed in any status.)
Standby	Print a Configuration Page	Press the power key three times within one second
Standby (Wi-Fi Model) and Wi-Fi is not enabled	Enable Wi-Fi	Press and hold power key for one second or longer
Standby (Wi-Fi Model) and Wi-Fi is enabled	Enable Soft AP	Press and hold power key for one second or longer
Standby (Wi-Fi Model) and Wi-Fi is enabled	Disable Soft AP	Press and hold power key for one second or longer
Task in Progress/Printing	Cancel the task	Press and hold power key for one second or longer
Sleep	Wake up	Press any button or disconnect and reconnect the USB cable
Standby	Make one copy	Press the start key once
Standby	Make five copies	Press and hold start key for three seconds or longer

Standby	Enter ID card copy mode	Press start key and power key at the same time for one second and then release. The indicators of the start key and power key are both green
ID card copy mode	Start ID card copy	Press the start key once
ID card copy mode	Exit ID card copy	Press and hold power key for one second or longer
Pending the reverse side of the ID card	Start copying the back side of the ID card	Press the start key once
Pending the reverse side of the ID card	Cancel the task and exit ID card copy	Press and hold power key for one second or longer
Pending the next page in the N in 1 mode	Start copying the next page	Press the start key once
Paper Jam	Clear jam	Follow the steps of clearing jams in Chapter 10 Troubleshooting
Out of Paper	Continue printing	Load paper and click the power key once
Pending to print the reverse side in the manual duplex mode	Continue printing	Press the power key once

10 Machine Maintenance

10.1 Maintaining the Toner Cartridge

Storage

To extend the life of toner cartridges, note the following:

- Only remove the cartridge from its packaging just before its installation.
- Do not refill printer cartridges.
- The printer's warranty is voided when refilled cartridges are used.
- Store the cartridge in an environment similar to where the printer is placed. The cartridge should be stored in the shade.
- To avoid damaging the cartridge, do not expose it to the sun for more than a few minutes.

Expected Life

The life of a cartridge depends on the intensity of use. Retail cartridge can print at least 1,500 pages when used for printing documents with 5% text coverage. (But the toner cartridge supplied with the printer can print an average of 700 pages.)

- Using non-recommended paper can shorten the life of the cartridge and device parts.
- Frequency of cartridge replacement varies with the type of document printed, print media and print coverage.

Recycling the cartridge

- Separate used cartridges from household garbage and dispose them according to local laws and regulations.

  For more information, contact your local waste treatment agency. Reseal the cartridge before disposal to prevent accidental toner spills.
- Place used cartridges on clean paper to prevent accidental spilling or scattering of the toner.

Toner Save Mode

◆ You can enable the Toner Save Mode in the Property Settings of the printer. The life of the cartridge can be extended by selecting this option.

The printing cost per page is reduced, but print quality is compromised.

Note

- When the toner is low, the LED indicators will light up as follows:

○	Start indicator is off
⌘	Power indicator flashes red slowly

If the printed image turns lighter or blurred, we recommend that you use the Neo Printing software that monitors the amount of toner remaining. Considering whether to replace the toner cartridge.

◆ Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.

◆ For good print quality,we recommends that you use genuine toner from the Lenovo.

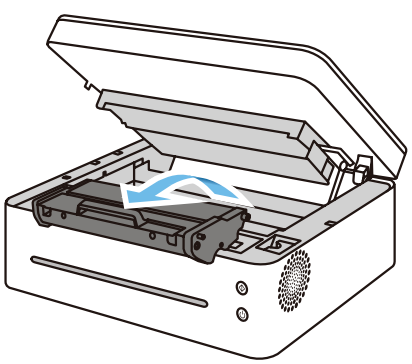
◆ Lenovo (Beijing) Limited shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the Lenovo with your office products.

10.2 Replacing the Toner Cartridge

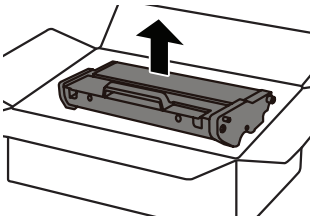
1 Open the printer cover.

2 Hold the handle of the cartridge and lift the cartridge out off the printer.

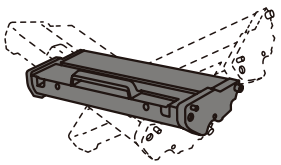
⚠ Beware of hot surfaces.



3 Take the new toner cartridge out of box, and then take it out of the plastic bag.



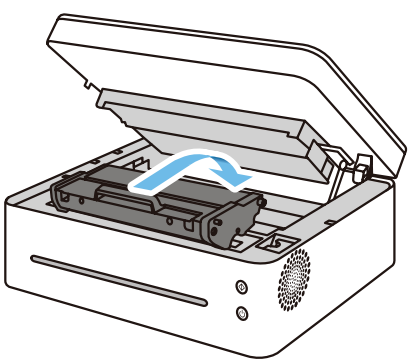
4 Gently shake the cartridge five to six times horizontally to distribute the toner evenly within the cartridge.



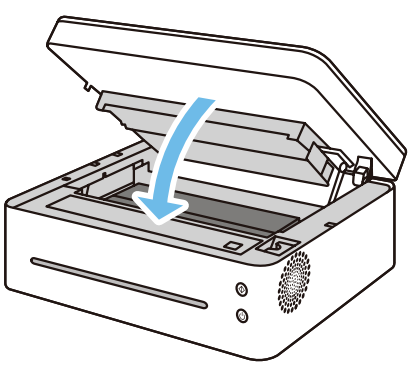
Important

- Should your clothes be stained with toner, wipe with a clean cloth and wash with cold water.
  Hot water will set the toner into the fabric, making the stain difficult to remove.

5 Insert the cartridge into the printer until it is locked into place.



6 Close the printer cover.



10.3 Cleaning the Printer

To ensure the best print quality, clean the printer as instructed below whenever the toner cartridge is replaced or when you notice a decrease in print quality.

Do's and Don'ts

Clean the machine periodically to maintain high print quality.

- Wipe the printer surface with a soft dry cloth or a soft damp cloth where necessary.

  If the printer is still dirty, use a pH neutral detergent to avoid causing deformation, discoloration or damage to the printer.

  Do not use volatile cleaning agents (such as gasoline, solvents or insecticidal sprays) to wipe the machine.

  Wipe the printer repeatedly with a damp cloth until the stain is removed, then dry with a clean cloth.
- Do not touch the Transfer roller (under the toner cartridge) when cleaning the inside of the printer.

  Greasy hands may affect the print quality.
- Use a clean dry cloth to wipe off any dirt or stain inside the machine.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not drop clips, staples or other small articles into the printer.

Cleaning the Exterior of the Printer

Clean the exterior of the printer with a clean and dry lint-free cloth.

Cleaning the Inside of the Printer

During printing, paper scraps, toner and dust particles may fall into and accumulate inside the printer. As time goes by, the debris may result in poor print quality, such as toner spots, stains and paper jams. Cleaning the inside of the printer can eliminate or reduce such issues.

1 Power off the printer and disconnect the power cord. Wait for the printer to cool.

2 Open the printer cover and remove the toner cartridge.

3 Wipe off the dust and toner on the cartridge and inside the printer with a dry lint-free cloth.

4 Re-install the cartridge and close the cover tightly.

5 Connect the power cord and turn on the printer.

Important

- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover it with a piece of paper where necessary. Do not touch the transfer roll inside the printer.

Cleaning Scanner Glass

1 Lift the scanner cover.

2 Clean the scanner glass with a soft wet cloth, and then dry with a clean cloth.

11 Troubleshooting

11.1 FAQs

This section provides troubleshooting tips for commonly encountered problems.

Problems	Possible Causes	Solutions
Machine cannot be powered on	The power cord is not correctly connected	1. Make sure that the power plug is firmly inserted into the wall outlet 2. Connect other devices to the same socket to verify that it is working
Pages are not printed	USB cable is not correctly connected	Re-connect the USB cable
Strange noises	The toner cartridge is not installed correctly	Check whether the toner cartridge is correctly installed

Note

- If the problems persist, power off the machine, disconnect the power cord and contact your sales or service representatives.

11.2 Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problems	Solutions
Paper does not feed smoothly	• Use only supported paper types. Refer to **Chapter 3: Print Media** for the supported paper types. • Load paper correctly, making sure that the paper guides are properly adjusted.Refer to **Chapter 2: Setting up the Printer** for Loading Paper. • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then,reverse the top and bottom of the paper, and put it in the tray.
Frequent jams	• If there are gaps between the paper and paper guides, adjust the guides to remove the gaps. • Avoid printing on both sides of the paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use only supported paper types. Refer to **Chapter 3: Print Media** for the supported paper types. • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time	• Fan the stack of paper well before loading it in the tray. Make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use only supported paper types. Refer to **Chapter 3: Print Media** for the supported paper types. • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Before adding new paper, remove the remaining paper from the feed tray and add them to new stack, fan the paper again ,then put it in the tray..
Paper gets wrinkles	• Paper is damp. Use only paper that has been stored properly. • Paper is too thin. Refer to **Chapter 3: Print Media** for the supported paper types. • If there are gaps between the paper and the paper guide, adjust the paper guides to remove the gaps.
The printed paper is curled	• Load the paper upside down in the feed tray. • Paper is damp. Use only paper that has been stored properly.

Images are printed diagonally to the pages	If there are gaps between the paper and the paper guide, adjust the paper guide to eliminate the gap.

11.3 Removing Paper Jams

Paper jams may occur during printing. When the print media is stuck, you will be notified by an error message from the Neo Printing software and by the printer LED indictors.

Reasons for Paper Jams

- The paper is not correctly loaded in the feed tray, or too much paper has been loaded.
- The cover is open during printing.
- The paper used does not comply with the required specifications.
  Refer to **Chapter 3: Print Media** for the supported paper types.
- The paper is too large or too small.
  Refer to **Chapter 3: Print Media** for the supported paper types.
- When paper is jammed, the LED indicator will light up as follows:

○	Start indicator is off
●	Power indicator is red

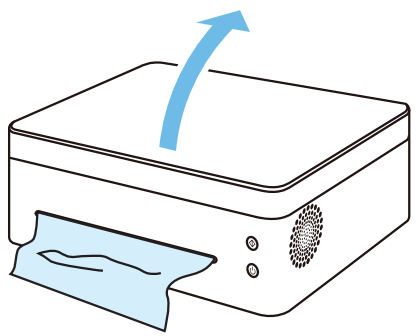
- If the area where the paper is jammed is not immediately visible, check the inside of the printer.

Paper Jams at the Paper Exit

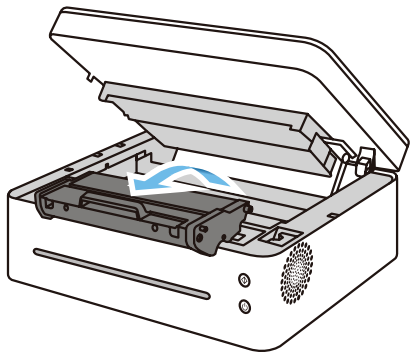
Important

- If the paper is jammed here, it can cause the toner to spill onto the paper. If your clothes is stained with the toner, wash off the stain with cold water.
  Hot water will set the toner into the fabric, making the stain difficult to remove.

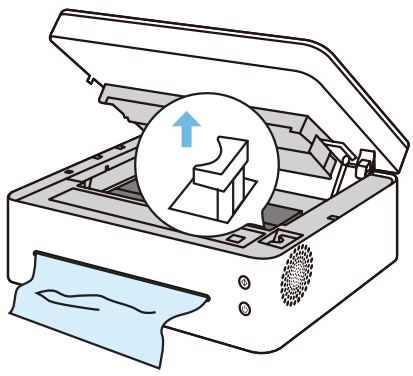
1 Open the printer cover.



2 Remove the toner cartridge.

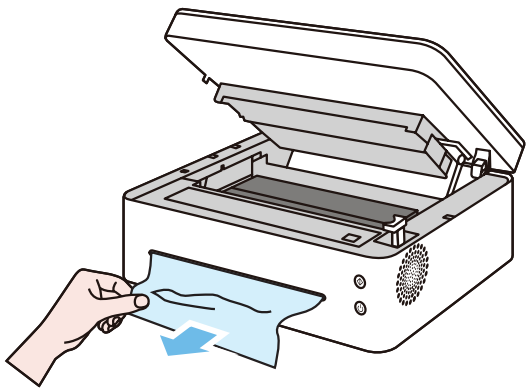


3 Pull the release lever upwards.

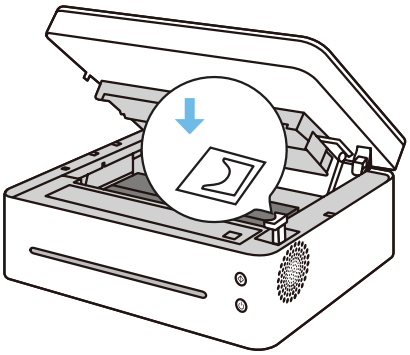


4 Pull the jammed paper carefully out of the paper exit.

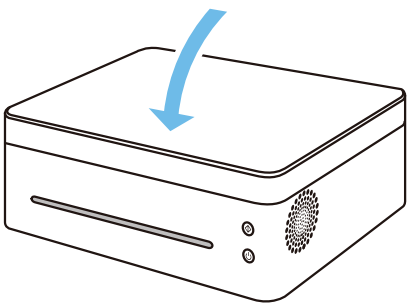
Be careful not to tear the paper.



5 Push the release lever back into position.



6 Close the cover to resume printing.



Paper Jams at the Feed Tray

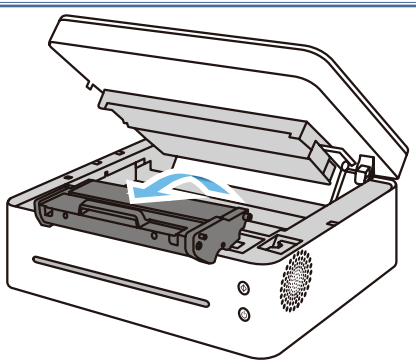
Important

- If the paper has already entered the toner cartridge section, carry out the following steps.

1 Open the printer cover, and then remove the toner cartridge.

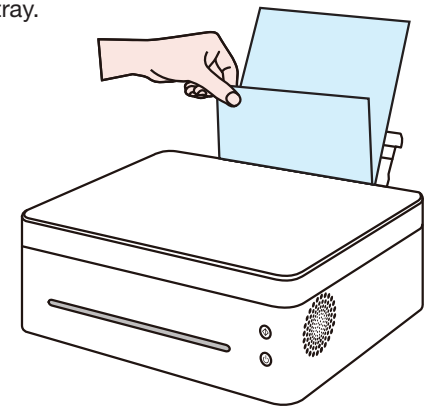
Important

- If the power indicator remains red, it indicates some paper is still stuck in the printer. Check the inside of the printer.

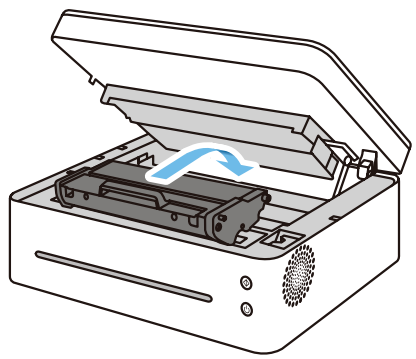


2 Pull the jammed paper carefully out of the feed tray.

Be careful not to tear the paper.



3 Replace the toner cartridge, and then close the cover.

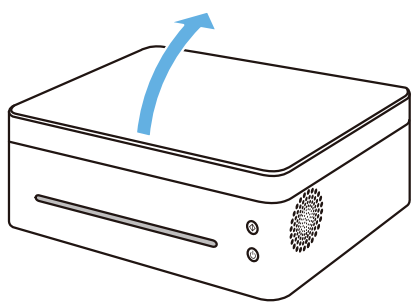


Paper Jams Inside the Printer

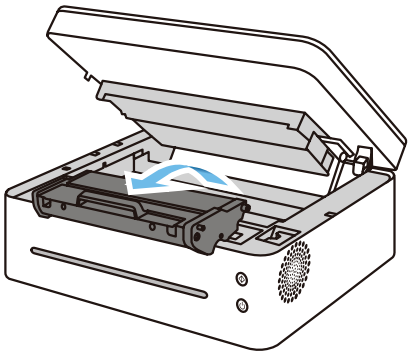
Important

- If the paper jam occurs here, it can cause the toner to spill onto the paper. If your clothes is stained with the toner, wash off the stain with cold water. Hot water will set the toner into the fabric.

1 Open the printer cover.



2 Remove the toner cartridge.

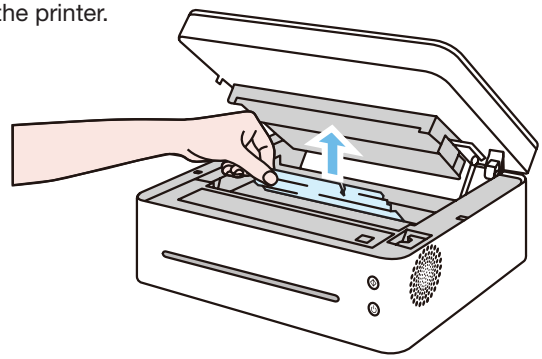


Important

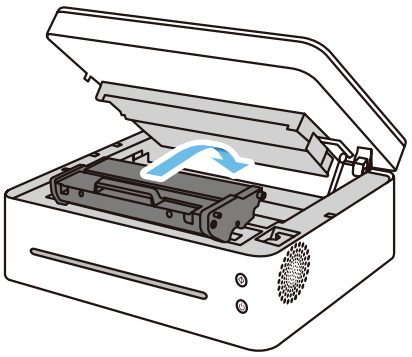
- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover the cartridge with a sheet of paper after it has been removed from the printer.

3 Gently pull the paper out of the printer.

Make sure no paper is left inside the printer.

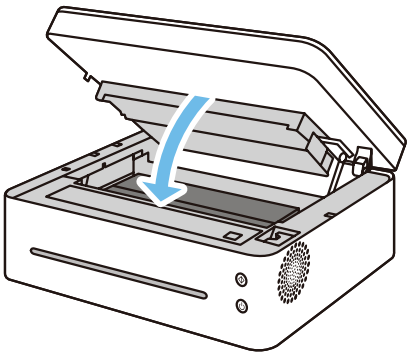


4 Reinstall the toner cartridge.



5 Close the cover tightly.

The printer will resume printing.



Important

- If the power indicator remains red, it indicates that some paper is still stuck in the printer.
- Check the inside of the printer.

Tips to Avoid Paper Jams

- The occurrence of paper jams can be significantly reduced by using the recommended types of print media. In the event of paper jams, follow the instructions described in "Removing Paper Jams".
- Load paper as instructed in the section on "Loading Paper". Adjust the position of the paper guide properly.
- Do not overload the feed tray.
- Do not attempt to remove paper from the feed tray when the printer is printing.
- Bend the sheets back and forth, fan the stack and flatten the paper before loading it.
- Do not use corrugated, folded, wet or curled paper.
- Do not mix different types of paper in the same feed tray.
- Use only recommended print media. Refer to the section on Loading Paper in **Chapter 2: Setting up the Printer**.
- Store the print media in a suitable environment.

Important

- The jammed sheet of paper will likely be covered with unused toner. Be careful not to get it on your hands or clothes.
- Toner on prints made immediately after removing a paper jam

  may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not force a jammed paper out of the printer as it may tear. Torn pieces left inside the machine will cause further jams and possibly damage the machine.
- Paper jams may lead to missing pages. Check whether there are any missing pages in the print job and, if yes, re-print the missing pages.

11.4 Print Quality Problems

If there is a problem with the quality of printing, first check the condition of the machine.

Problems	Solutions
The machine is not properly placed.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported paper types have been used.	Make sure that the paper being used is supported by the machine. Refer to **Chapter 3: Print Media** for the supported paper types.
Incorrect paper type settings.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See **"Supported Paper"**.
Non-genuine toner cartridge has been used.	Non-genuine toner cartridge has been used. The non-genuine toner cartridge may reduce the print quality and even cause malfunctions. Use genuine toner cartridges.
Old toner cartridge has been used.	Toner cartridges should be opened before their expiration date and used within six months of being opened.
Machine needs to be cleaned	Refer to Cleaning the Printer in **Chapter 10: Machine Maintenance**. Clean the machine as required.

11.5 Printing Problems

Problems	Solutions
An printing error occurs	If an error occurs during printing, change the computer settings and printer driver settings. • Check whether there are other running applications. Close any other applications because they may interfere with the printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver program.
The whole printout is blurred	• Paper is damp. Use only paper that has been stored properly. Refer to **Chapter 3: Print Media** for the supported paper types. • If you have enabled [Toner Save Mode], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has been acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	Change the print quality settings.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Problems	Solutions
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.
The paper size settings does not match with the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.

11.6 Copying Problems

Problems	Solutions
Photocopied paper is blank	The original was placed with the front and back reversed. Refer to **Chapter 5: Copying** for Loading Original.
Copied pages are too dark or too light	Adjust the image density.
Copied pages do not look the same as the originals	Select the correct scanning mode according to the type of original.
Black spots appear when photocopying a photographic print	• The original may have stuck onto the scanner glass due to high humidity. • Put the original on the scanner glass and place another two or three sheets of white paper on top of it. • The cover of scanner glass is not closed when copying, put the scanner cover down.
A moire pattern is produced	The original document probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern.
Photocopied paper is dirty	• The image density is too high. Adjust the image density. • Toner on the printed surface of output is not dry. Do not touch the printed surface immediately after copying. Remove freshly printed sheets one by one, taking care not to touch the printed areas. • The scanner glass is dirty, clean the scanner glass. Refer to **Chapter 10: Machine Maintenance** for Cleaning Scanner Glass. • Make sure the toner or correction fluid is dry before the original is placed on the scanner glass.
When copying from the Scanner glass, the print area of the copy is out of alignment with the original	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the scanner glass.
The paper size settings are not match the paper loaded	Check whether the paper size specified on the machine matches that of the loaded paper.

11.7 Scanning Problems

Problems	Solutions
The scanned image is dirty	• The scanner glass is dirty,clean the scanner glass. Refer to **Chapter 10: Machine Maintenance** for Cleaning Scanner Glass. • Make sure the toner is dry before the original is placed on the scanner glass.
The scanned image is distorted or out of position.	The original was moved during the scanning process. Do not move the original during the scanning process.
The scanned image is upside down	The original was placed upside down. Load the original in the correct orientation. Refer to **Chapter 5.1: Placing Originals**.
The scanned image is blank	The original was placed with the front and back reversed.
The scanned image is too dark or too light.	Adjust the image density.

11.8 LED Indicator Status for Errors and Operation Guide

Refer to **Chapter 9: Keys and Indicators** for LED Indicator Status and Operation Guide.

12 Printer Configurations (WEB page)

Overview

You can use a network browser to obtain the following features or information from your network device:

- check the device status information, remaining ink information, version information, and printing number information;
- change and check the TCP/IP settings, Bonjour settings, wireless settings, printer hotspot settings, and administrator password settings;

You can also use the "Neo Printing" software to set the printer up for more convenient uses.

1 Use the network browser to connect to the printer

(1) Connect the printer and terminal device to the same wireless network.

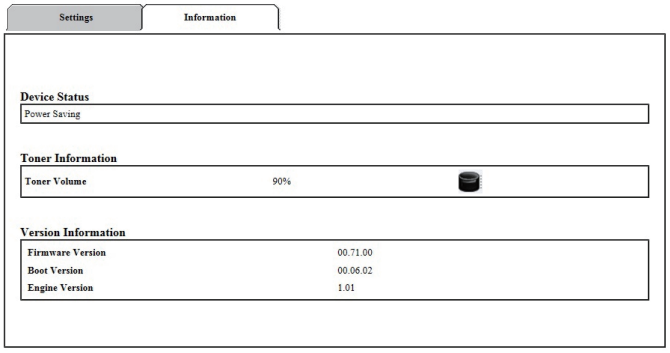
(2) Press down the power button three times in a second and the printer will print out the configuration information.

(3) Enter **"**http://device IP address/**"** into the network browser URL, for example, http://192.168.1.2/. If your computer is connected to the printer by wireless network, the "IP Address" in the "Network parameters" on the "System Settings" page will be the device IP address. If your computer is connected to the printer by Soft AP, the device IP address will be 92.168.186.1.

(4) No password is needed to open the printer network basic administrative system.

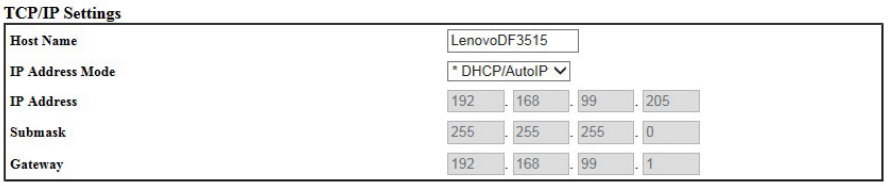
2 Check the printer information

Click the **"**Information**"** tab to check the device status information, remaining ink information, version information, and printing number information.



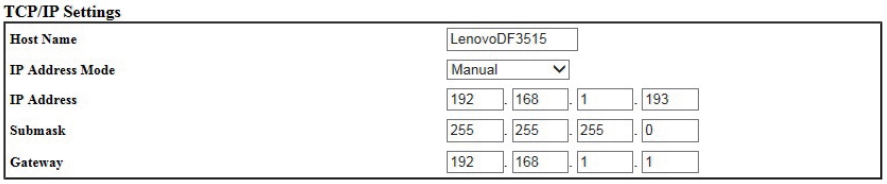
3 Check and change the TCP/IP settings

Click the "Settings" tab to set up the hostname, IP mode, IP address, subnet mask, and gateway in the "TCP/IP settings". Click the "Apply" button to enable the changes of the printer settings.



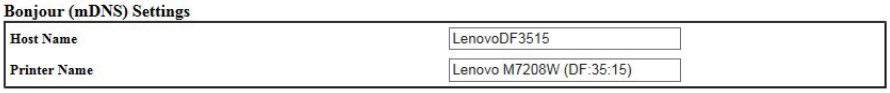
If you select "Automatically acquire IP address" for the IP mode, then the wireless network router will assign the IP address, subnet mask, and gateway. You cannot make changes.

If you select the manual option, then you can change the IP address, subnet mask, and gateway.



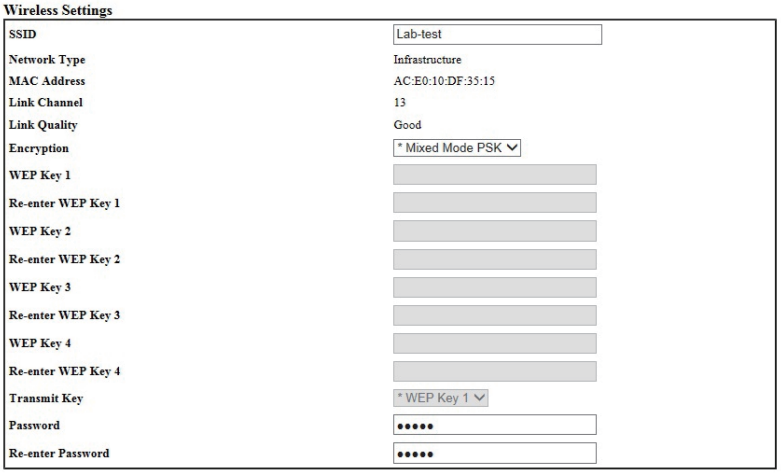
4 Check and change Bonjour(mDNS) settings

Click the "Settings" tab to set up the hostname and the printer name in the "Bonjour (mDNS) settings". Click the "Apply" button to enable the changes of the printer settings.



5 Check and change wireless settings

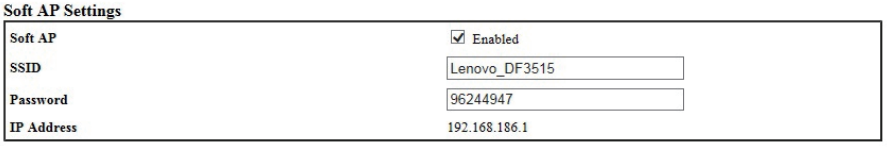
Click the "Settings" tab to set up the wireless parameters of the printer in the "Wireless settings". Click the "Apply" button to enable the changes of the printer settings.



6 Check and change hotspot settings.

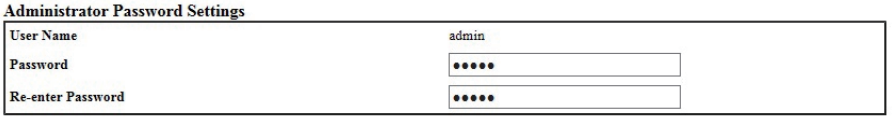
Click the "Settings" tab to set up the hotspot parameters of the printer in the "Soft AP Settings". Click the "Apply" button to enable the changes of the printer settings.

You can turn on or turn off the printer hotspot by ticking the "Enabled" option. You can set up the SSID and connected network password of the printer hotspot.



7 Check and change administrator password settings

Click the "Settings" tab to set up the administrator password in the "Administrator password settings". Click the "Apply" button to enable the changes of the printer settings.



13 Appendix

13.1 Precautions about Toner

- The normal operation of the machine cannot be guaranteed if non-Lenovo toner products are used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- If the printed image suddenly turns lighter or blurred, replace the toner cartridge.

13.2 Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine for a long/ short distance.

Repackage the machine with the original packing materials when you need to move the machine for a long distance.

- Be sure to disconnect all cables from the machine before transporting it.
- The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.
- Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.
- Do not take out the toner cartridge during the moving.
- Make sure to keep the machine upright when moving it. Move the machine carefully to prevent the toner from spilling.

  Make sure to follow the checklist below:

  - The power has been turned off.
  - The power cord is unplugged from the wall outlet.
  - All other cables have been disconnected from the machine.
- Repackage the machine properly if it needs to be transported for a long distance. Take care not to tip or tilt the machine during transit.
- When moving the machine, the toner may spill out into the machine if the machine is not kept level during transit..
- For more information about moving the machine, contact your sales or service representatives.

Disposal

For information on correct disposal of the machine, contact your sales or service representatives.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

13.3 Toner Cartridge

Retail toner cartridge can print at least 1,500 pages when used for printing documents with 5% text coverage. The toner cartridge that is supplied with the printer can print an average of 700 pages.

Note

- Unless a toner cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra toner cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- The quality of the cartridge will decrease with time. Hence, print cartridges may need to be replaced sooner than indicated above.
- Toner cartridges are not covered under the warranty. However, if problems arise, contact the store where they were purchased.

13.4 Specifications of the Machine

This section lists the specifications of the machine.

General Function Specifications

Configuration

Desktop

Maximum paper size for scanning using the scanner glass

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

Less than 25 seconds (23 ˚C, 50%RH)

Paper sizes

A4, B5 JIS, A5 (SEF), B6 JIS(SEF), A6 (SEF), Letter, Executive, 16 K, Custom Paper Size

Custom Paper Size supports the following range of paper sizes:

- Width: 76.2~216mm
- Length: 116~355.6mm

Paper types

Plain Paper (70-90 g/m^2)

Recycled Paper (70-90 g/m^2)

Thick Paper (90-105 g/m^2)

Thin Paper (60-70 g/m^2)

Label

Paper feed capacity

50 sheets (70 g/m^2, 19 lb.)

Memory

128 MB

Power requirements

220-240 V, 5 A, 50/60 Hz

Power consumption

- Maximum 900 W
- Power Saving Mode 1 1.2 W or less

Dimension (Width×Depth×Height)

350 x 275 x 135 mm

Weight (Machine and toner cartridge)

Approx. 7.5 kg (16.5 pounds) or less

Printing Function Specifications

Printing speed

22 pages per minute (A4, SEF)

Resolution

600 × 600 dpi (Max: 1200 × 600 dpi)

First print speed

11 seconds or less (from data processing completion to output)

Interface

USB 2.0 and Wi-Fi 802.11 b/g/n (Wi-Fi model only)

Printer language

GDI

Print Specifications

Maximum resolution (scanning and printing)

Scanning: 600 x 600 dpi

Printing: 600 x 600 dpi

Multi-page copy speed

22 pages per minute

Copy ratios

Preset ratios: 50%, 70%, 81%, 100%, 122%, 141%, 200%

Fine adjustment ratios: 25% to 400%

Number of copies (maximum number of copies per job)

99

Scan Specifications

Maximum scan area (horizontal × vertical)

A4/Letter

Maximum resolution when scanning from a computer (TWAIN)

4800 × 4800 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

13.5 Trademark

Microsoft®, Windows®, Windows Server® and Windows Vista® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries/regions.

Other product names used in this manual are for identification purposes only and may be trademarks of their respective companies. We do not have any or all rights to these marks.

Proper names of Windows operating systems are as follows:

- Names of Windows XP products are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Professional x64 Edition
- Names of Windows Vista products are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
- Names of Windows 7 products are as follows:

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

  Microsoft® Windows® 7 Enterprise
- Names of Windows 8 products are as follows:

  Microsoft® Windows® 8

  Microsoft® Windows® 8 Pro

  Microsoft® Windows® 8 Enterprise
- Names of Windows 8.1 products are as follows:

  Microsoft® Windows® 8.1

  Microsoft® Windows® 8.1 Pro

  Microsoft® Windows® 8.1 Enterprise

- Names of Windows Server 2003 products are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

  Microsoft® Windows Server® 2003 Enterprise Edition

- Names of Windows Server 2003 R2 products are as follows:

  Microsoft® Windows Server® 2003 R2 Standard Edition

  Microsoft® Windows Server® 2003 R2 Enterprise Edition

- Names of Windows Server 2008 products are as follows:

  Microsoft® Windows Server® 2008 Foundation

  Microsoft® Windows Server® 2008 Standard

  Microsoft® Windows Server® 2008 Enterprise

- Names of Windows Server 2008 R2 products are as follows:

  Microsoft® Windows Server® 2008 R2 Foundation

  Microsoft® Windows Server® 2008 R2 Standard

  Microsoft® Windows Server® 2008 R2 Enterprise

- Names of Windows Server 2012 products are as follows:

  Microsoft® Windows Server® 2012 Foundation

  Microsoft® Windows Server® 2012 Essentials

  Microsoft® Windows Server® 2012 Standard

- Names of Windows Server 2012 R2 products are as follows:

  Microsoft® Windows Server® 2012 R2 Foundation

  Microsoft® Windows Server® 2012 R2 Essentials

  Microsoft® Windows Server® 2012 R2 Standard

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