

# User Manual

**(M200DW/M260DW/M280W)**

Note: Before using this product, please carefully read the instruction for Use (IFU) to guarantee a smooth operation. Please keep this manual in a safe place for future reference.

Version 01.05

# For a better environment

Your cooperation is highly appreciated

First of all, we would like to express our sincere gratitude to you for choosing our product!

Zhixiang Technology Co., Ltd. is committed to caring for the global environment and has established the basic policy of "caring for the global environment from product development to disposal". Local citizens should also do their bits in environmental conservation for the benefit of both the local community and the environment. Therefore, you are expected to follow this plan and pay attention to the disposal of waste in general as a part of environmental conservation.

1.....In order to recycle unused packaging materials, deliver them to the relevant local recycling companies for disposal.

2.....Waste consumables shall be disposed of as per relevant laws and regulations. Handle them properly to relevant laws and regulations.

3.....Dispose of unwanted circuit boards and electronic parts as electronic waste when parts need to be replaced for product maintenance or repair and when the product is discarded.

4..... When the product is unplugged and powered off, the power consumption should be 0.

5.....Some of the parts in this product can be used on the same series of models produced by the same factory.

Note: For parts replacement, contact your nearest authorized service station.

## Tips for Environmental Labeling in China

1.....It is recommended that equipment with noise levels greater than 63 dB be placed in a relatively separate area.

2.....Recycled paper is acceptable.

3.....If the product is working for a long time or is used to print a lot of documents in a poorly ventilated room, the room should be ventilated as appropriate.

4..... For product and consumable recycling information and channels, visit the website of Zhixiang Technology Co., Ltd.

5.....Lenovo guarantees the availability of wearable parts and consumables within 5 years after the product is discontinued.

[www.simry.com.cn](http://www.simry.com.cn)

# Statement

Thanks for using the Lenovo product!

Before installing and using this product for the first time, carefully read all its accompanying materials, which will help you use the product better. If you fail to operate this product according to the instructions and requirements of this Manual, or if you misuse this product due to misunderstanding and other reasons, Zhixiang Technology Co., Ltd. will not be liable for any damages resulting therefrom, except for damages caused by improper installation or operation by authorized professional repair personnel.

Zhixiang Technology Co., Ltd. has strictly and carefully collated the contents of this Manual, but we can't guarantee that this Manual is completely free from errors or omissions.

Zhixiang Technology Co., Ltd. is committed to the continuous improvement of product features and service quality and therefore reserves the right to change any product or software program described in and the contents of this Manual at any time without notice.

This Manual is intended to assist you in the proper use of this product and does not include any description of the hardware or software configuration of this product. For product configuration, refer to the relevant contract (if any) and packing list, or consult your vendor. The pictures in this Manual are for reference only. Refer to the product in kind.

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In case of any inconsistencies between this product and this Manual during operation, or if you would like to obtain the latest information, or if you have any questions or suggestions, contact or visit:

Service website:[www.simry.com.cn](http://www.simry.com.cn)

# Items prohibited by law

Do not copy or print anything that is prohibited by law.

According to local laws, it is generally illegal to copy or print the following:

- ◆ Paper currency
- ◆ Revenue stamps
- ◆ Bonds or other debt certificates
- ◆ Pass books
- ◆ Documents for compulsory military service or drafting documents
- ◆ Stocks
- ◆ Bank drafts
- ◆ Cheques
- ◆ Passports
- ◆ Driver's licenses
- ◆ Benefit documents
- ◆ Immigration documents
- ◆ Cheques or drafts issued by government agencies
- ◆ Identification documents
- ◆ Badges or medals
- ◆ Stamps (obsolete or not)

Do not copy copyrighted works. Some copyrighted works may be partially copied for "fair use", while multiple copies will be considered improper use. Artistic works shall be deemed copyrighted.

The above list is for reference only and is not all-inclusive. We are not responsible for its integrity and accuracy. For questions related to the legality of copying or printing certain items, consult your legal counsel.

# Notes

This Manual uses the following symbols and conventions:

**Warning:** The “Warning” icon indicates a potentially hazardous situation that could result in death or serious injury if instructions are not followed.

**Important:** The “Important” icon indicates a potential hazard that could result in property loss or equipment damage.

**Tip:** A tip is intended to specify the operating environment, installation conditions, or special usage conditions.



The “Caution” icon indicates a potentially hazardous situation that could result in minor or moderate injury or property loss if instructions are not followed.



The “Non-tropical Region” icon indicates a restricted sign for use in non-tropical regions of China, and that the product should not be used in tropical regions.



The “Altitude Limit” icon indicates that this product can only be used safely below 2000 m above sea level.



The “Service Life” icon indicates that only the environmental protection-based service life effective in China should be followed.



The “Prohibited” icon indicates that an action or operation is prohibited and injury or property loss is possible if instructions are not followed.



The “Electric Shock” icon indicates the unsafe factors and the risk of electric shock.



The “Hot” icon indicates a high temperature that could result in local injuries, skin burns, and local tissue burns if instructions are not followed.

# Precautions

## Precautions before use:

1. Read and understand all instructions.
2. Learn the basic knowledge of electrical appliances.
3. Follow the warnings and instructions marked on the machine or in the accompanying manual.
4. If there is a conflict between the operating instructions and the safety information, the safety information shall prevail. There may be a risk of misunderstanding the operating instructions. If you cannot resolve the conflict, call the after-sales hotline or contact a service representative for assistance.
5. Before cleaning, unplug the power cord from the power outlet. Do not use liquid or spray cleansers.
6. Do not place the printer on an unstable workbench to avoid serious damage from falling.
7. Do not place any objects on top of the printer to avoid damage or fire caused by the temperature rise of any part.
8. Keep the printer away from radiators, air conditioners, and ventilation pipes.
9. Do not place any objects on the power cord. Place the printer where its power cord is protected from being stepped on.
10. Do not overload the outlet and extension cord, or the product performance may deteriorate and fire or electric shock may be caused.
11. Protect the power cord and PC interface cable from being bitten by animals.
12. Protect the slot holes from being pierced by a sharp item, to avoid exposing the high-voltage units inside and causing fire or electric shock. Do not spill any liquid on the printer.
13. Do not disassemble the product to avoid electric shock; professional maintenance personnel should be consulted when repairs are required; opening or removing the cover may result in electric shock or other hazards; improper disassembly may result in fire or electric shock during later use.
14. In case of the following situation, disconnect the cables between the printer and the PC/wall-mounted outlet, and consult professional maintenance personnel for maintenance.
  - ❖ The printer is splashed with liquid.
  - ❖ The printer is exposed to rain or water.
  - ❖ The printer falls off, or its enclosure is damaged.
  - ❖ The printer performance significantly deteriorates.
15. Adjust only the controls mentioned in the operating instructions; improper adjustment of other controls may cause damages requiring service by professional maintenance personnel.
16. Avoid using the printer in thunderstorm weather to avoid electric shock. If possible, unplug the power cord during a thunderstorm.
17. If multiple pages are printed continuously, the surface of the output tray will be very hot, in which case, do not touch this surface and keep children away from it.
18. The signal cable of a device connected to the printer cannot be exposed in the outdoor environment.
19. If the product is working for a long time or is used to print a large number of documents in a poorly ventilated room, the room should be well ventilated as appropriate.
20. In the Standby mode, the Power Saving (Sleep) mode will be activated if the product receives no operation instruction for a period of time (e.g., 1 min). There is no energy consumption only if the printer is disconnected from the power supply.

21. This product is a Class I device and must be connected to a power outlet with a protective grounding wire during operation.
22. During transportation, place this product as indicated by the shipping label of its packaging box.
23. This product is a low-voltage device. If the working voltage is lower than the lower limit of the specified voltage range, the toner may fall off during operation or certain failures (e.g., slow start-up) may be caused. In case of such issues, refer to the matters need attention or call the After-sales Service Center.
24. This product is sold as a whole, and consumers can purchase the required accessories from the After-sales Service Center. If the product sold is inconsistent with the packing list, consult with the designated After-sales Service Center.
25. Install this product in a place where the temperature is between 10°C and 32.5°C and the relative humidity is between 20% and 80%.
26. Keep this manual in a secured place.

# Indication of pollution control of electronic information products

## 1. Name and content of harmful substances in the product

Component	Hazardous substances					
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent Chromium (Cr(VI))	Polybrominated Biphenyls (PBB)	Polybrominated Diphenyl Ether (PBDE)
1. Frame	○	○	○	○	○	○
2. Enclosure	○	○	○	○	○	○
3. Operation panel	○	○	○	○	○	○
4. Write-in	○	○	○	○	○	○
5. Imaging	×	○	○	○	○	○
6. Fixation	×	○	○	○	○	○
7. Arranging paper	○	○	○	○	○	○
8. Feeding paper	×	○	○	○	○	○
9. Drive	○	○	○	○	○	○
10. Electric elements	×	○	○	○	○	○
11. Scanner*	○	○	○	○	○	○
12. Automatic document feeding element*	○	○	○	○	○	○
13. Accessories	×	○	○	○	○	○
14. Package	○	○	○	○	○	○

This form is prepared in accordance with the provisions of SJ/T11364:

- : The content of the toxic and hazardous substances in all the homogeneous materials of the component is below the limit specified in GB/T26572.
- ×: The content of the toxic and hazardous substances in at least one homogeneous material of the component exceeds the limit specified in GB/T26572.
- \*: The component is available in certain models.
- Some components of this product contain harmful substances which are temporarily irreplaceable with the current level of science and technology.
- The environmental protection-based service life depends on the product's operating temperature and humidity, etc.

## 2. Instructions for marking

 Environmental protection-based service life Special for China	<p>This label refers to the environmental protection-based service life of the electronic information products commercially available in China.</p> <p>Observe the precautions regarding the safety and use of this product. Ensure that no environmental contamination or serious impact on human body and property will occur within the product service life. Moreover, it is calculated according to the safe service life method.</p>
 China RoHS Identification of conformity assessment system	<p>According to the Implementation Arrangement of Conformity Assessment System for Restricted Use of Hazardous Substances in Electrical and Electronic Products, the Measures for the Administration of the Use of Green Product Identification, and the relevant requirements for conformity assessment marking in the announcement of the State Administration for Market Regulation on clarifying the conformity assessment system for the restricted use of hazardous substances in electrical and electronic products - "Supplier Conformity Marking", we use self-declared conformity assessment for products included in the Management Catalogue of Restricted Use of Hazardous Substances in Electrical and Electronic Products, and use the following conformity assessment marks.</p>

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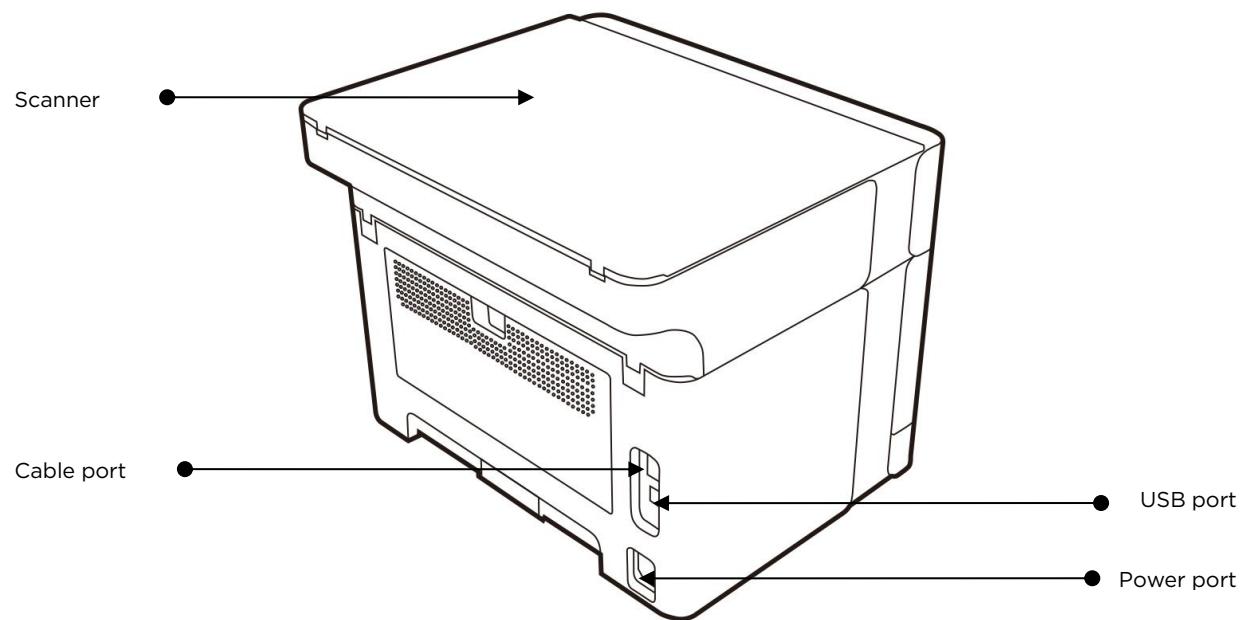
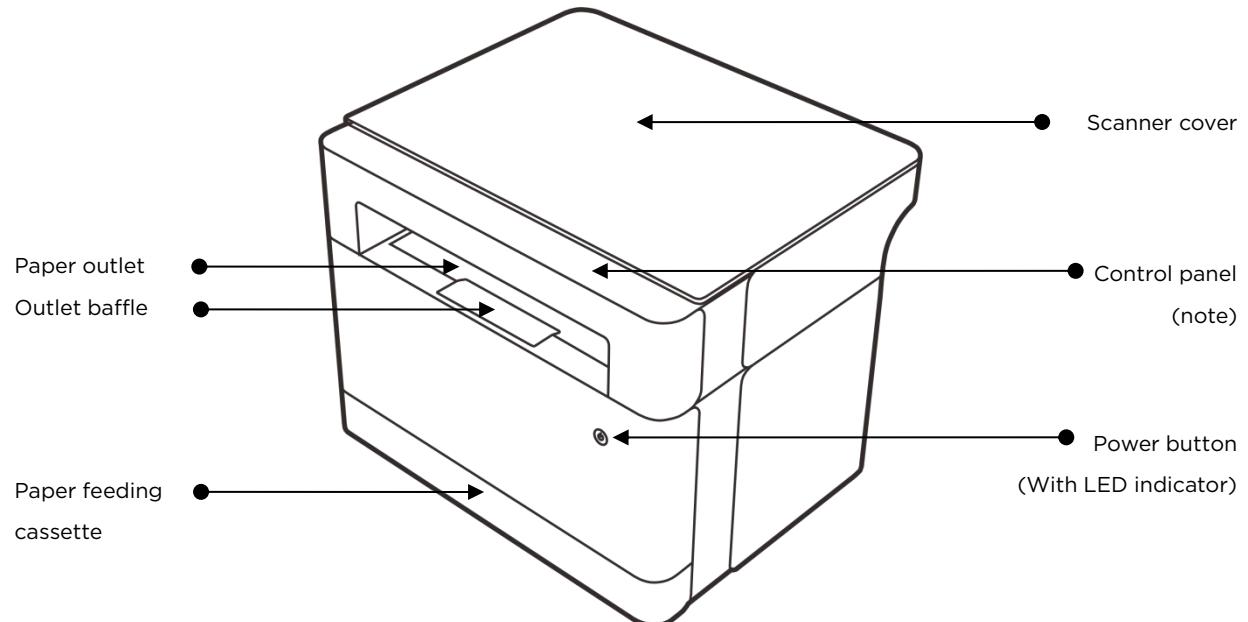
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# 1 Product Overview

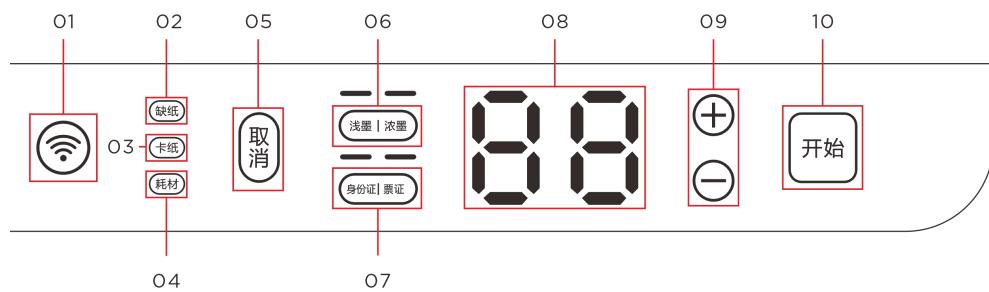
This section introduces the names of the external and internal components of the printer.

## 1.1 External



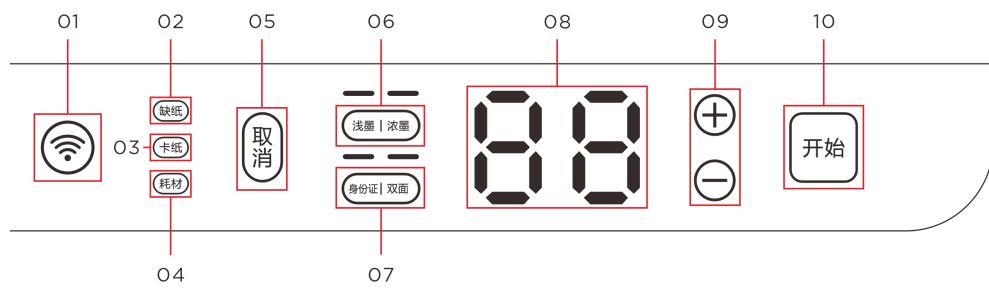
## Control panel

### 1. Multi-functional Wi-Fi model



No.	Function Description						
01	Wi-Fi	04	Consumables	07	Photocopy	10	Start
02	Out of paper	05	Cancel	08	LED		
03	Paper jam	06	Output density	09	+ / -		

### 2. Multi-functional duplex Wi-Fi model



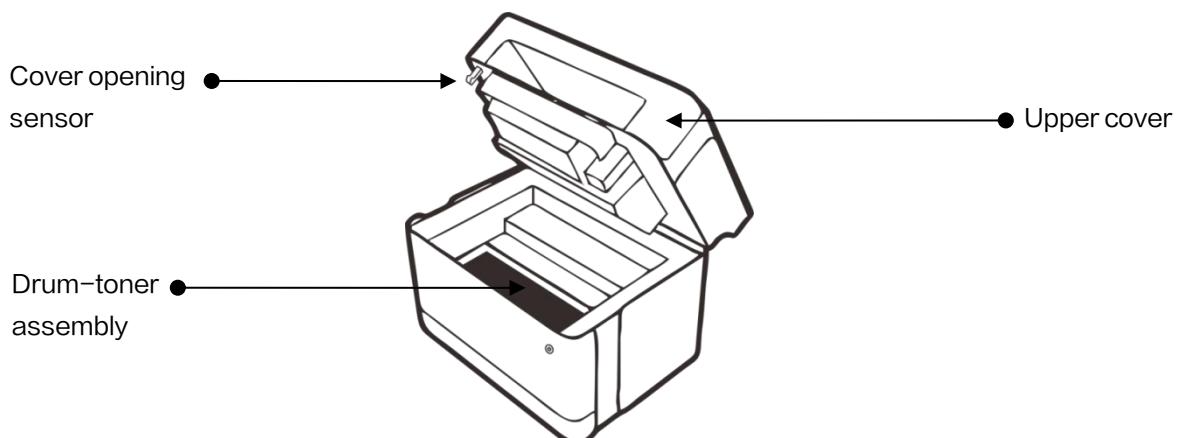
No.	Function Description						
01	Wi-Fi	04	Consumables	07	Photocopy/Duplex	10	Start
02	Out of paper	05	Cancel	08	LED		
03	Paper jam	06	Output density	09	+ / -		

## Tips

- For details on the relationship between the indicator and the printer status and the details on key functions, Refer to >> **Chapter 9 Key Functions and Indicator Status.**

## 1.2 Internal

\* The model with an automatic document feeder is taken as an example here

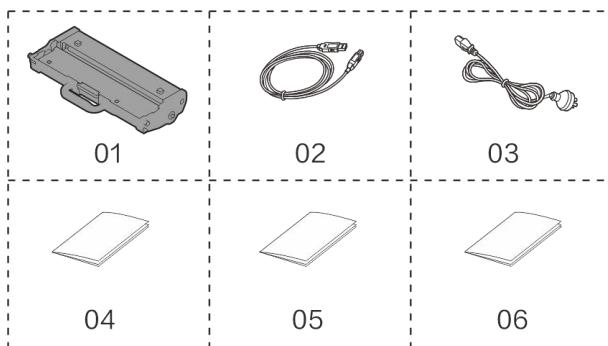


# 2 Printer Setup

## 2.1 Unpacking

1. Take out the printer and all accessories from the packaging box.

Check the following parts:



01. Drum-toner cartridge assembly

02. USB cable

03. Power cord

04. Quick Setup Guide

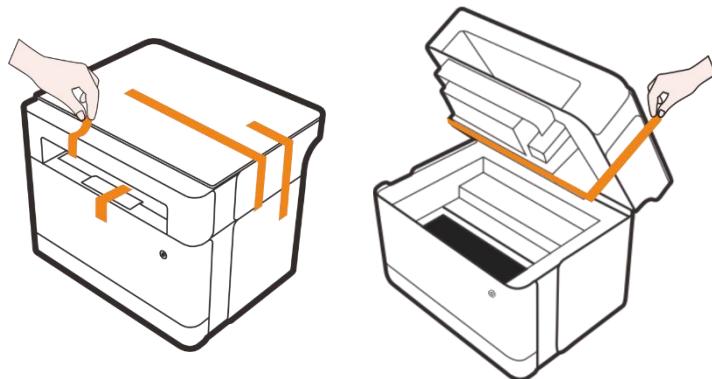
05. Safety Instructions

06. Warranty Certificate

### Note

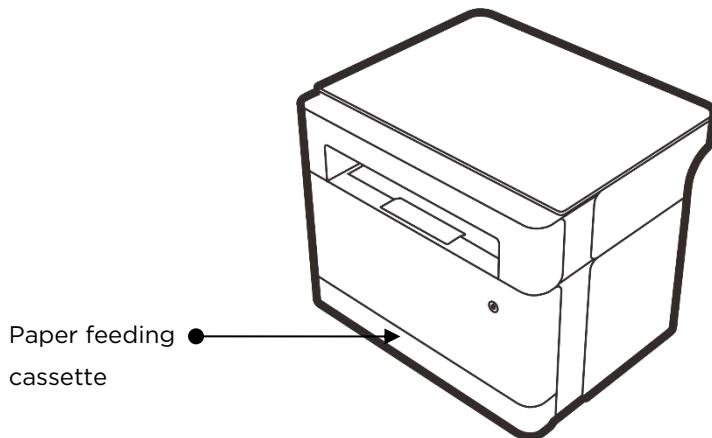
- ❖ In case of any missing or damaged parts, inform the distributor immediately.
- ❖ The drum-toner assembly has been built into the printer.
- ❖ A few components may be not available in certain countries.
- ❖ The illustrations in this manual are based on multifunctional models unless otherwise specified.

2. Carefully remove the packaging tape and the internal tape from the printer.



## 2.2 Opening paper feeding cassette

Locate the paper feeding cassette, and drag it outward with both hands pressing on its sides.



## 2.3 Loading paper

1. Load a stack of paper for printing in the paper feeding cassette.

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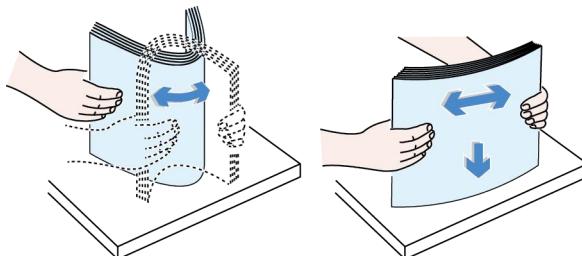
### Tips

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- ❖ For details on the print media, refer to >> **Chapter 3 Print Media**.

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2. Before loading, bend the paper back and forth for loosening, and then flap the paper. Flush the edges of the paper on the table.



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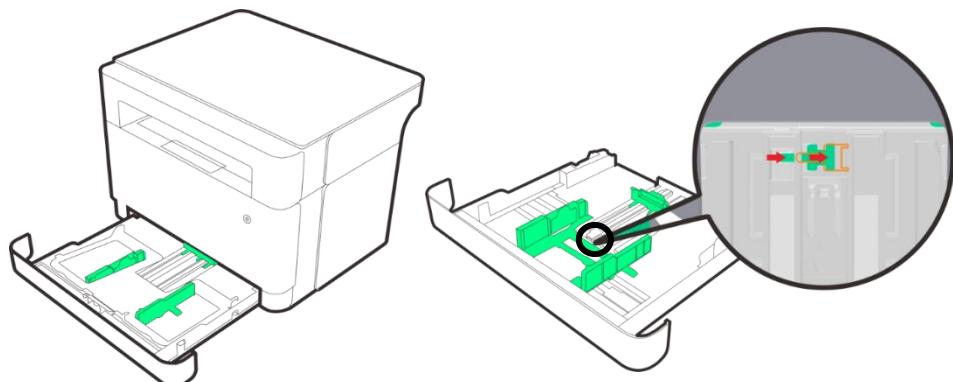
### Tips

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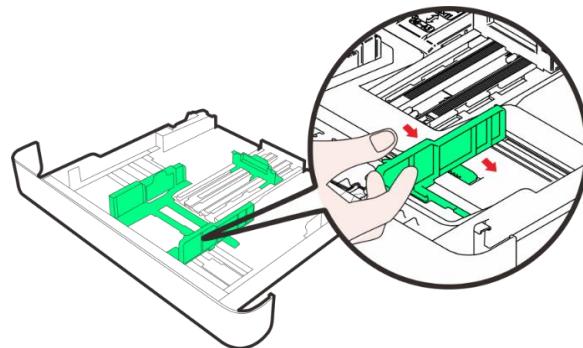
- ❖ In this way, the risk of paper jams is reduced.

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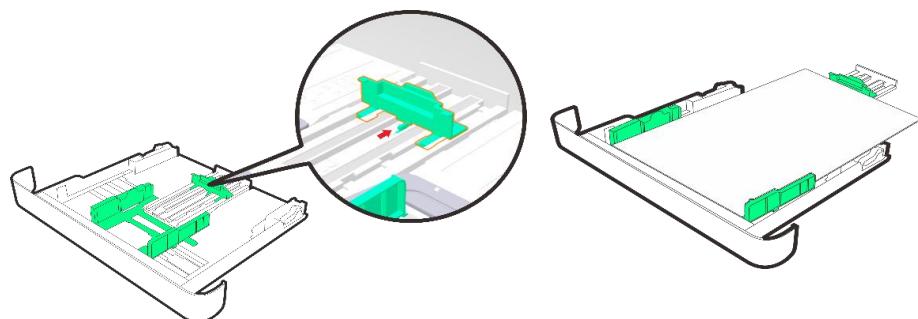
3. Pull out the paper feeding cassette first, release the locking mechanism, pinch the paper guide clamp, and slide it to fit the paper size.



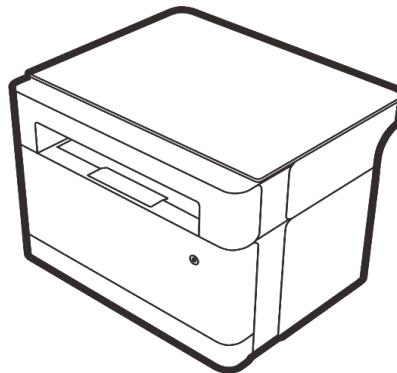
4. Then, pinch the paper width plate and move it to the extreme position (e.g., locked at the position for A4 paper).



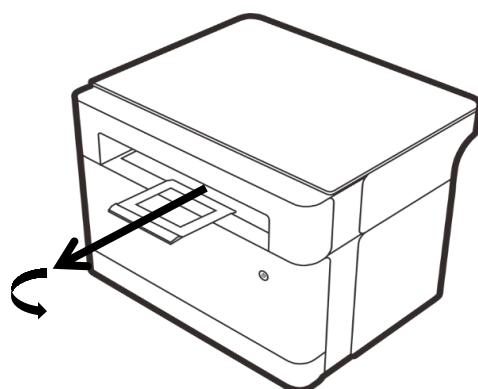
5. Load a stack of paper with the printing side down. Do not load too much paper. The paper feeding cassette can hold maximum 150 sheets of paper (80g/m<sup>2</sup>). Then, slide the paper width and length plates to fit the paper edges.



6. Insert the paper feeding cassette in place.



7. Pull the paper extension plate outward, and rotate the paper extension baffle outward in place to prepare for printing.



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**Note**

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- ❖ Before printing, specify the paper size and type in the printer driver.

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**Tips**

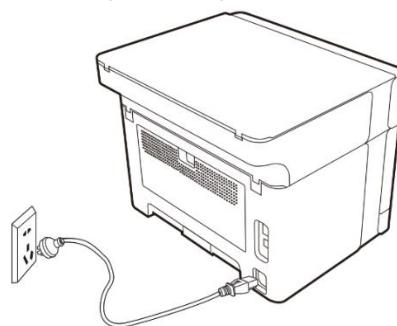
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- ❖ For details on specifying the paper size and type in the printer driver, Refer to Chapter 3 Print Media.
- ❖ Curled paper may cause paper jams. Straighten the curled paper before loading it.
- ❖ Do not push the paper guide so tightly that it causes the paper to arch.
- ❖ Paper jam is possible if the paper guide is not properly adjusted.
- ❖ To add paper to the paper cassette, first take the remaining sheets out of the cassette, and place them with the new sheets. Note that adding paper directly to the printer cassette with paper may cause a paper jam or multiple sheets of paper to be delivered simultaneously.

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## 2.4 Power-on

1. Plug the power cord into the power port on the back of the printer.



2. Plug the other end of the power cord into a properly grounded AC outlet.

## 2.5 Startup

Press  to start the printer.

If the power button indicator  is normally on in green, the printer is ready for use.

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**Note**

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- ❖ For a Wi-Fi model, its Wi-Fi indicator  will indicate whether the printer is networked.

Refer to >> **Chapter 9 Key Functions and Indicator Status**

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## 2.6 Installing printer driver and ZX printer software

Drivers and software configurations of different printer models

Certain features may be not available for certain models or in certain countries/regions.

Driver and ZX Printer software:

Drivers and ZX Printer software	M200DW	M260DW	M280W
Printer driver (Windows & Mac & Linux)	√	√	√
ZX Printer software (Windows & Mac & Linux)	√	√	√
ZX Printer software (Android & iOS)	√	√	√
There are two ways of driver installation	1. Quick installation 2. Custom installation		
The custom installation supports four modes	1. Installing the USB model 2. Installing the Wi-Fi model 3. Installing a printer already connected to the current network 4. Installing the ZX Printer software and the User Manual  When installing the printer driver, the ZX Printer software and the User Manual will be installed to your PC by default.  Tips: For details on the ZX Printer software, refer to the User Manual of ZX Printer.		
Before installing the printer driver	Check the following: The RAM on your PC is at least 2 GB. You must keep at least 200 MB of hard drive capacity available on your PC. Your PC has installed a Windows/Mac/Linux operating system.		

### Tips

- ❖ For the supported system environment, refer to >> **Chapter 7 Driver**.

### 2.6.1 Installing drivers (Windows)

For a non-Wi-Fi model, the quick installation feature is equivalent to installing a USB model of custom installation.

It is only applicable to an operating system above XP SP3 (inclusive) with system plug-ins above .Net Framework4.0 (inclusive).

For a Windows 10 system, the actual steps depend on the operating system you are using.

1. Power on the printer, and wait for the installer to prompt before connecting the printer to your PC with a USB cable.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn), and install the

driver.

3. For a Wi-Fi model, we recommend connecting your PC where the driver needs to be installed to the wireless network;
4. The main screen for installation appears. Select a language. Read the License Agreement carefully and accept it by checking the box of "I agree to use the ZX printer driver". To serve you better, you are expected to participate in the User Experience Improvement Program and agree to our collection of your printer usage data. Click Next



5. Automatic driver installation. For a Wi-Fi model, the system will automatically recognize the network to which your PC is connected and configure the printer accordingly.



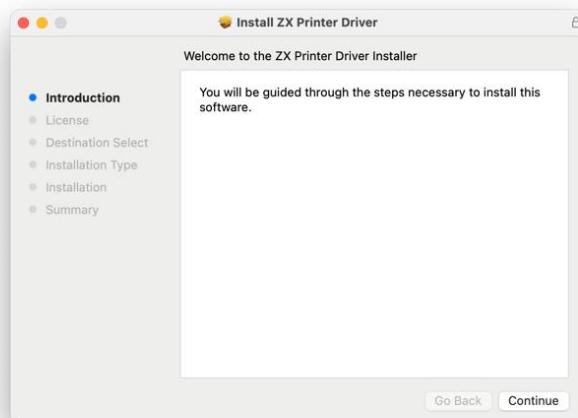
6. After installation, click Print Test Page to check whether the drivers are successfully installed, or you can directly restart the printer and click OK to quit the driver installation process. (Note: The scanner driver requires a system reboot before it can be used.)



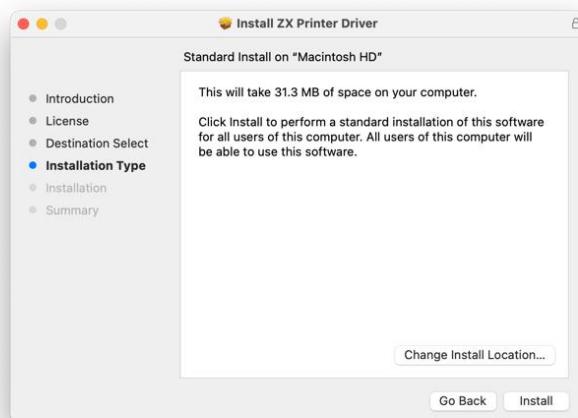
7. After installing the printer drivers, your printer is ready for use.

## 2.6.2 Installing driver (mac OS)

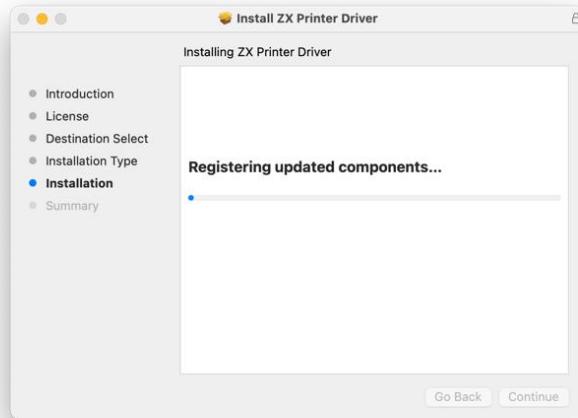
1. Power on the printer, and wait for the installer to prompt before connecting the printer to your PC with a USB cable.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn).
3. Click Continue on the introduction screen.



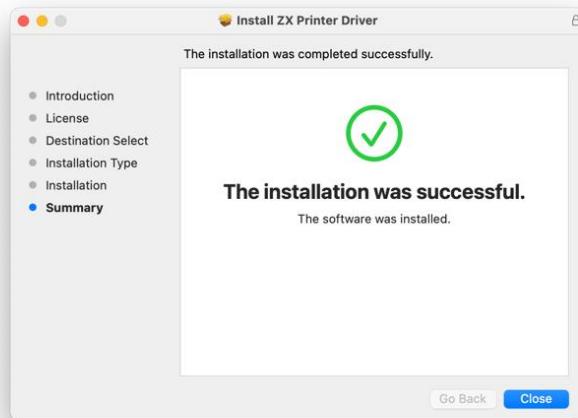
4. Click Install to run the standard installation process.



5. Wait for the installation.

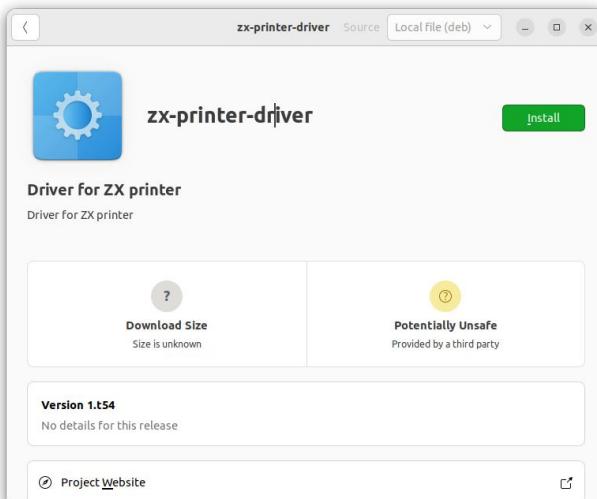


6. Click **Close** to complete the installation.

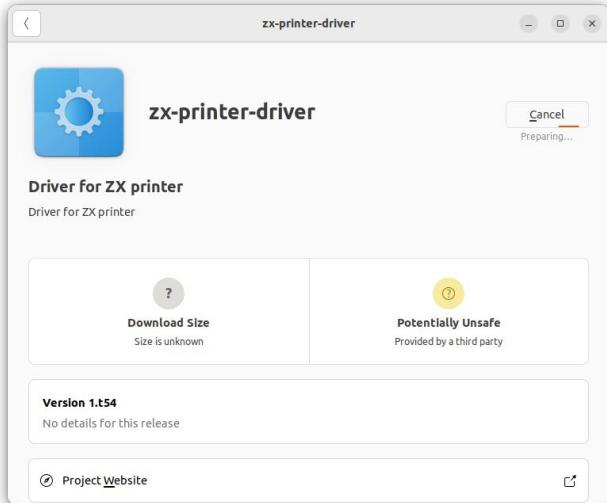


### 2.6.3 Installing driver (Linux, taking Ubuntu for example)

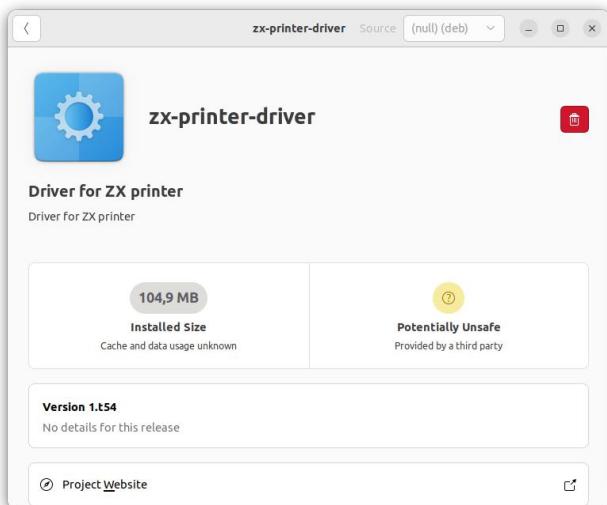
- 1 Power on the printer, and wait for the installer to prompt before connecting the printer to your PC with a USB cable.
- 2 Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn).
- 3 Double-click the installation package to enter the installation screen and click **Install**.



#### 4 Wait for the installation to complete



#### 5 The driver is installed successfully



### 2.6.4 Upgrading printer driver

You can follow the steps below to upgrade an installed printer driver.

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 Operation Panel, and then click Printer under the Hardware and Sound tag.
  - ❖ Windows 8/8.1, Windows Server 2012/2012 R2/2016:  
Click Settings on the Charms Bar, and then click Operation Panel  
When the Operation Panel window pops up, click View Devices and Printers.
2. Right-click the icon of the printer to be modified, and then click Properties.
  - ❖ Windows XP/Vista, Windows Server 2003/2008:

- Right-click the printer icon, and then click Properties.
- 3. Click the Advanced tab.
- 4. Click New Driver..., then click Next.
- 5. Click Install From Disk....
- 6. Click Browse... and then select the printer driver installation path.
- 7. Click OK, and then specify the printer model.
- 8. Click Next.
- 9. Click Done.
- 10. Click OK, and Close the window of printer properties.
- 11. Reboot your PC.

## **2.6.5 Uninstalling printer driver**

You can use the Uninstaller or follow the steps below to uninstall a printer driver.

- 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 Operation Panel, and then click Printer under the Hardware and Sound tag.
- ❖ Windows 8/8.1, Windows Server 2012/2012 R2/2016:  
Click Settings on the Charms Bar, and then click Operation Panel.  
When the Operation Panel window pops up, click View Devices and Printers.
- ❖ Windows 10:  
Search for Control Panel in the Start menu, and then click View Devices and Printers under the Hardware and Sound tab.
- 2. Right-click the icon of the printer to be deleted, and then click Delete.
- ❖ Windows XP/Vista, Windows Server 2003/2003 R2/2008  
Right-click the icon of the printer to be deleted, and then click Delete.
- 3. Click Yes.
- 4. Click any printer icon, and then click Print Server Properties.
- 5. Click the Driver tab.
- 6. Click Change Driver Settings, if it appears.
- 7. Click the printer type to be deleted, and click Delete....
- 8. Select Delete Driver and Driver Packages, and then click OK.
- 9. Click Yes.
- 10. Click Delete.
- 11. Click OK.
- 12. Click Close to close the Print Server Properties window.

## **2.6.6 Printing via network (for Wi-Fi models)**

First of all, make sure you have installed the driver for Wi-Fi model.

The following procedure illustrates the steps to print an Acrobat Reader file from your PC (Windows 10) using the printer driver.

- 1. Make sure your printer has enabled Wi-Fi connection and is under the same

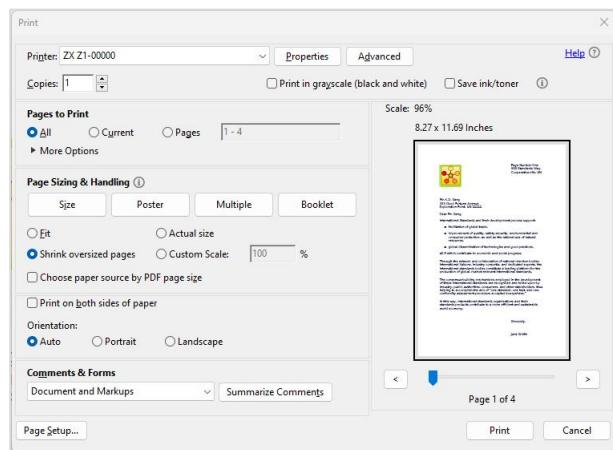
wireless network with your PC.

2. Open the file to be printed.
3. Select Print in the File menu.

The Print dialog box appears, which may be slightly different from that in your application.

In the dialog box, select the basic print settings, including the number of copies, paper size, and page orientation.

In the case of no other printing requirements, click Print to start printing.



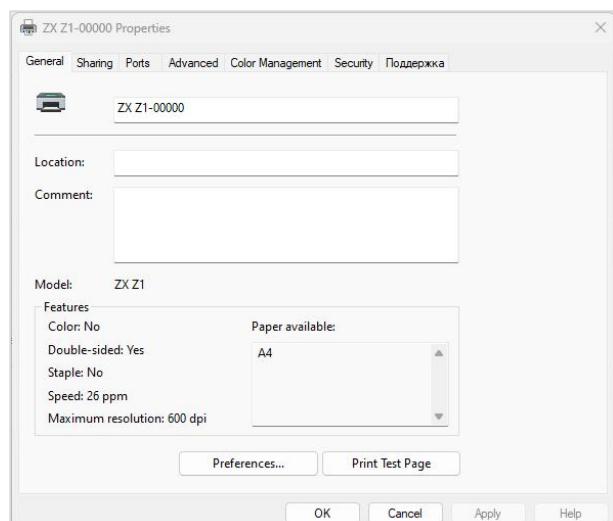
#### Tips

- ❖ The exact steps to print a file may vary depending on the application. Refer to **>> your application for the exact printing procedure.**

## 2.7 Printing Test Page

At the end of driver installation, there will be an option to print a test page, you can also print a test page in the following ways.

Taking the Windows 10 system as an example, click **Start > Control Panel > Hardware and Sound > View Devices and Printers > Right-click Your Printer > Select Properties** to pop up the printer properties dialog box (as shown in the figure below):



Click **Print Test Page**. If the test page is successfully printed, the printer has been installed properly.

## 2.8 Printing Configuration Page

The configuration page will include some configuration parameters for your printer, such as its, network parameters, printer hotspot name and password, toner level, photosensitive drum life, and total number of copies printed.

When the printer is ready, press the **power button**  3 times quickly within 2 seconds. If the power button indicator  flashes in green, the printing is in progress and the task is set up successfully.

# 3 Print Media

## 3.1 Supported paper

### 3.1.1 Paper size

A4,  
Letter,  
B5,  
A5,  
A5 (Long),  
B6,  
B6 (Long),  
A6,  
Executive,  
16K,  
Custom size

Support the following custom paper sizes:

Width of about 100-216 mm (3.94-8.5 inches)  
Length of about 127-297 mm (5-11.69 inches)

### 3.1.2 Paper type

Plain paper (70-90 g/m<sup>2</sup>)  
Recycled paper (70-90 g/m<sup>2</sup>)  
Thick paper (90-105 g/m<sup>2</sup>)

### 3.1.3 Paper capacity

Paper feeding cassette 150 pieces(80g/m<sup>2</sup>)

## 3.2 Unfavorable paper types

Do not use the following paper types:

- ❖ Special paper for inkjet printers
- ❖ Special paper for viscous ink
- ❖ Bent, folded or creased paper
- ❖ Curled or twisted paper
- ❖ Wrinkled paper
- ❖ Damp paper
- ❖ Dirty or damaged paper
- ❖ Excessively dry paper that is prone to static electricity.
- ❖ Printed paper, except paper with letterhead pattern
- ❖ Use of non-laser printers (e.g., black-and-white and color copiers, and inkjet printers)
- ❖ Printed paper is especially likely to cause malfunctions
- ❖ Special paper, such as thermal paper and carbon paper

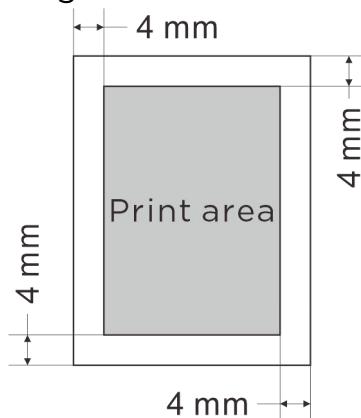
- ❖ Paper with a weight heavier or lighter than the limit value
- ❖ Paper with openings, holes, patterns or bumps.
- ❖ Adhesive label paper with adhesive paper or base paper attached
- ❖ Paper with paper clips or staples
- ❖ Envelope

**Tips**

- ❖ Printing on improperly preserved paper can also cause paper jams, degraded print quality, or malfunctions.
- ❖ The printer may be damaged if any of such paper types are used, which is not covered by the warranty service of Zhixiang Technology Co., Ltd.

### 3.3 Print area

The paper area (A4) for printing is shown below.



**Tips**

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

# 4 Print Function

## 4.1 Printing operations

This printer has three ways to perform printing tasks:

- ❖ Print with the printer driver.
- ❖ Print with the ZX Printer software (for Windows only)

### 4.1.1 Print with the printer driver

Use the printer driver to print files from your PC.

The following procedure illustrates the steps to print a file from your PC (Windows 10).

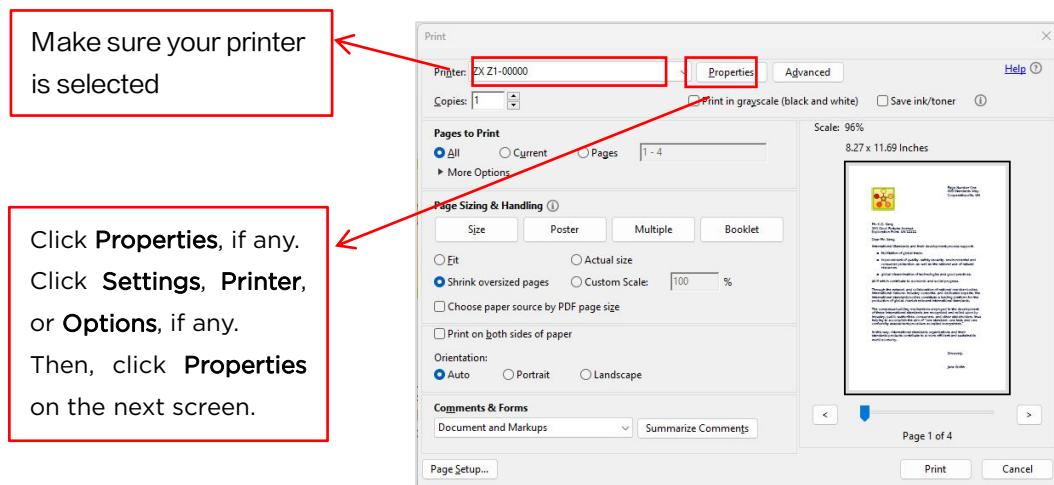
1. Make sure that the printer is connected to your PC.
2. Open the file to be printed.
3. Select **Print** in the **File** menu.

#### Tips

- ❖ The exact steps to print a file may vary depending on the application. Refer to your application for the exact printing procedure.

The **Print** dialog box appears, which may be slightly different from that in your application.

In the dialog box, select the basic print settings, including the number of copies, paper size, and page orientation.



In the case of no other printing requirements, click **Print** to start printing.

#### Tips

- ❖ For more information on printer settings, click **Properties** in the application's Print dialog box, and a dialog box appears allowing you to access and change printer settings.
- ❖ The new settings will take effect only with the current program.  
If you want the printer to always work as you have set it up, follow the steps

below:

1. Click **Start** (Windows).
2. Search for **Control Panel** and then click **View Devices and Printers** under the **Hardware and Sound** tab.
3. Select your printer, right-click it, and select **Printer Preferences**.
4. Set up the printer in this window, and then click **OK**. Your changes will remain in effect.

- ❖ For details on the printer settings, refer to >> **Chapter 7 Drivers**.
- ❖ For details on the relationship between the operator panel indicator and the printer status and the details on power button functions, Refer to >> **Chapter 9 Key Functions and Indicator Status**

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#### **4.1.2 Print with the ZX Printer software (for Windows only)**

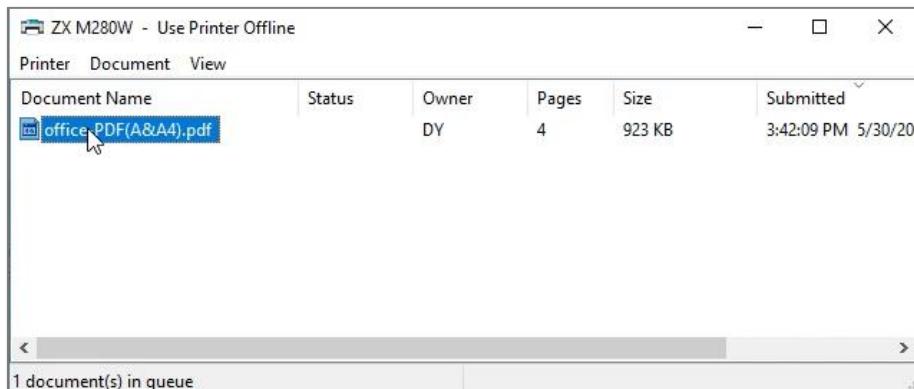
Start the ZX Printer client, and select Print.

### **4.2 Canceling a print task**

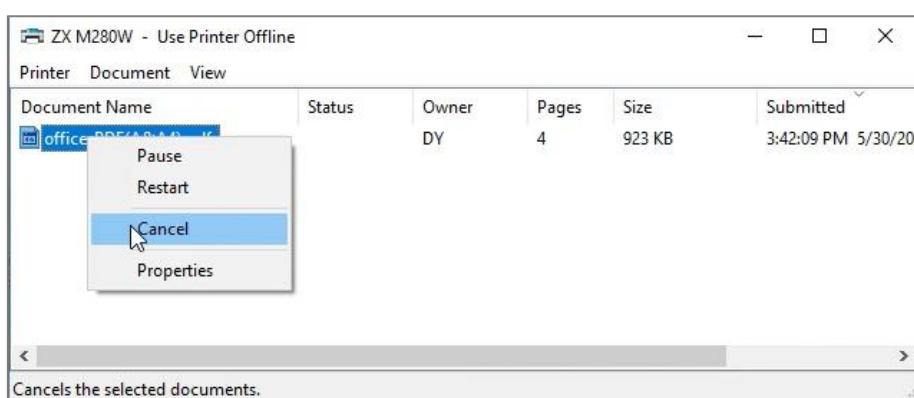
If you need to cancel a print task, the action varies depending on the print status.

#### **4.2.1 Canceling before printing**

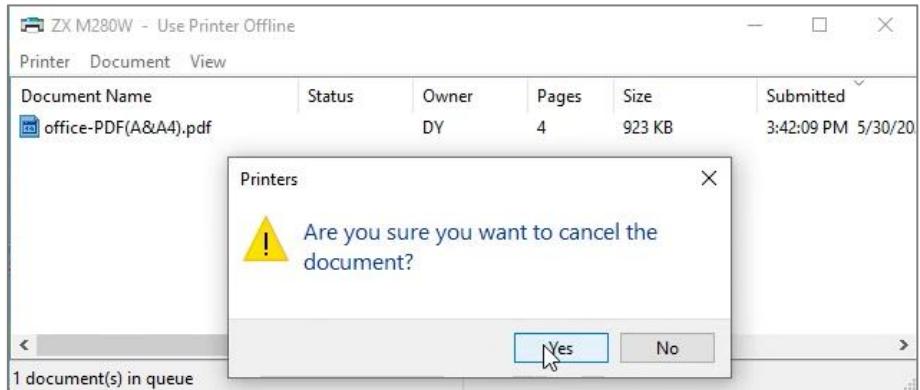
1. Double-click the printer icon on the computer taskbar to pop up the task box.



2. Select **Task**, right-click it, and then click **Cancel**.



3. Click **Yes** to cancel the print task.



#### 4.2.2 Canceling during printing

Click **Cancel** on the **Operation Panel**, the indicator status is as below:

The **Cancel** button (取消) flashes on the **Operation Panel**

The **Power** button flashes in red (🔴) and green (🟢) alternately every 0.5 seconds

A dialog pops up indicating that the current task is to be canceled.

**Note**

- ❖ If the task to be canceled is in progress, it will be canceled after several pages are printed.
- ❖ It may take a while to cancel a multi-page printing task.

# 5 Photocopy Function

## 5.1 Placing the original copy

This section introduces the original copy types and how to place an original copy.

### 5.1.1 About the original copy

- ❖ Preferred file sizes

Scanner glass plate: Width up to 216 mm (8.5 inches)

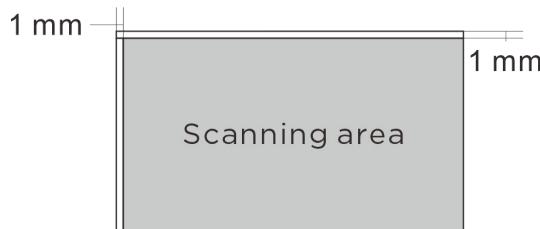
Length up to 297 mm (11.7 inches)

Weight  $\leq 3\text{kg}$

- ❖ Unscannable image area

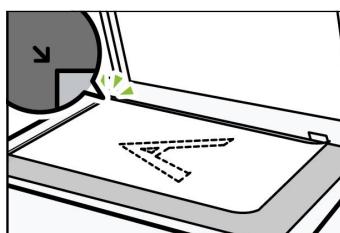
Even if the original copy is placed correctly, the margins of several millimeters around it may not be scanned.

Follow the margins of the scanner glass plate:



### 5.1.2 Placing an original copy on the scanner glass plate

1. Lift the scanner cover.
2. Place the original copy face down on the scanner glass plate. The original copy should be aligned with the top left corner.



3. Close the scanner cover.

#### Tips

- ❖ Do not place the original copy until the toner thereon is completely dry. Otherwise, it may leave a mark on the scanner glass plate, which will appear on the subsequent copies.
- ❖ If the original copy is heavy, folded or bound, or if the cover cannot be fully closed, press down on the scanner cover with both hands.

## 5.2 Basic photocopy procedure

This printer has two ways to perform photocopy tasks

- ❖ Copy by pressing the Start button on the printer
- ❖ Copy with the ZX Printer software

### 5.2.1 Copying by pressing the Start button on the printer

1. Place the document or certificate such as ID card on the scanner glass plate with its side to be copied down.

**Tips**

- ❖ For details on how to place the original copy, refer to>> **Placing the original copy**.

2. In the Ready state, set the corresponding parameters (e.g., number of copies, density) on the **Operation Panel** as required.

3. After setting, press the Start button on the **Operation Panel** to start copying.

The indicator status is as below:

The **Start** button  on the **Operation Panel** flashes and the **Power** button  flashes in green. The status is Copying/Continuously Copying.

**Tips**

- ❖ Note that if the printer is in the Sleep state: The **Start** button  on the **Operation Panel** is off, and the **Power** button  flashes slowly in green.

Press any key to wake up the printer, and then start copying.

Refer to>> the indicator status and operation instructions in Chapter 9 Key Functions and Indicator Status for details.

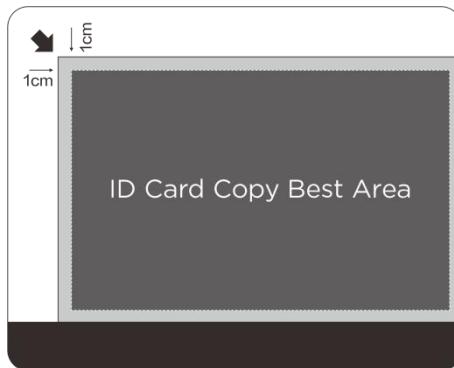
### 5.2.2 Copying with the ZX Printer software

Start the ZX Printer client, switch to the **Photocopy** page, and click **Copy** to start copying.

## 5.3 Copying ID cards

The printer allows you to copy both sides of your ID card on one side of the paper, as follows:

1. Place the ID card in the ID area of the scanner glass plate. Do not cling to the upper left corner.



2. According to the requirements of ID card copying, select ID Card as the copying mode on the **Operation Panel**, and then select the number of copies.

3. In the Ready state, press **Start** on the **Operation Panel** to start copying.

**Tips**

- ❖ In case of no action in 1 minute, the printer will exit the ID Card mode and return to the Ready state.

4. In the ID Card mode, Press **Start** to start copying the first side of the ID card.

The indicator status is as below:

The **Start** button  on the **Operation Panel** flashes in white and the **Power** button  flashes in green. The status is Scanning.

5. The indicator status is as below:

The **Start** button  on the **Operation Panel** flashes in green and the **Power** button  flashes in green. Now, the printer is waiting for scanning another side of the ID card.

Turn the ID card over and keep it in the left half of the scanner glass plate. Press **Start** on the **Operation Panel** once to scan another side.

6. The printer will automatically print out a copy of your ID card, with its front and back on the same side of the paper.

**Tips**

- ❖ After the ID card is copied, the ID Card mode will remain for 1 minute, and you can continue to copy the next ID card. In case of no action in 1 minute, the printer will exit the ID Card mode and return to the Ready state.
- ❖ You can also press **Cancel** to exit the ID Card mode in the process of copying.

Refer to>> **Chapter 9 Key Functions and Indicator Status for details.**

## 5.4 Canceling a copy task

Press **Cancel** on the **Operation Panel** to cancel the copy task currently in progress.

The indicator status is as below:

The **Cancel** button  on the **Operation Panel** flashes and the **Power** button flashes in red  and green  alternately every 0.5 seconds, indicating that it is canceling the current task.

**Note**

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- ❖ If you cancel a copy task while the printer is scanning the original copy, the progress will be immediately canceled without output.
- ❖ If you cancel a copy task in progress, the system will cancel the process after printing and outputting the current page.

---

# 6 Scanning Function

This printer has two ways to perform scanning tasks

- ❖ Scanning by PC
- ❖ Scanning with the ZX Printer software

## 6.1 Scanning by PC

Scanning by PC allows the printer to directly scan the original copy to your PC (TWAIN scanner, WIA scanner, and ICA scanner).

### 6.1.1 TWAIN scanning

This section introduces the preparation and operation steps necessary to use the TWAIN scanner.

#### Tips

- ❖ To use the TWAIN scanner, first download the drivers for your model from [www.simry.com.cn](http://www.simry.com.cn) and install them properly.
- ❖ A TWAIN-compatible application must be installed before you can use the TWAIN scanner.

TWAIN scanning steps

TWAIN scanning is available when your PC is running a TWAIN-enabled application.

1 Place the original copy on the scanner glass plate.

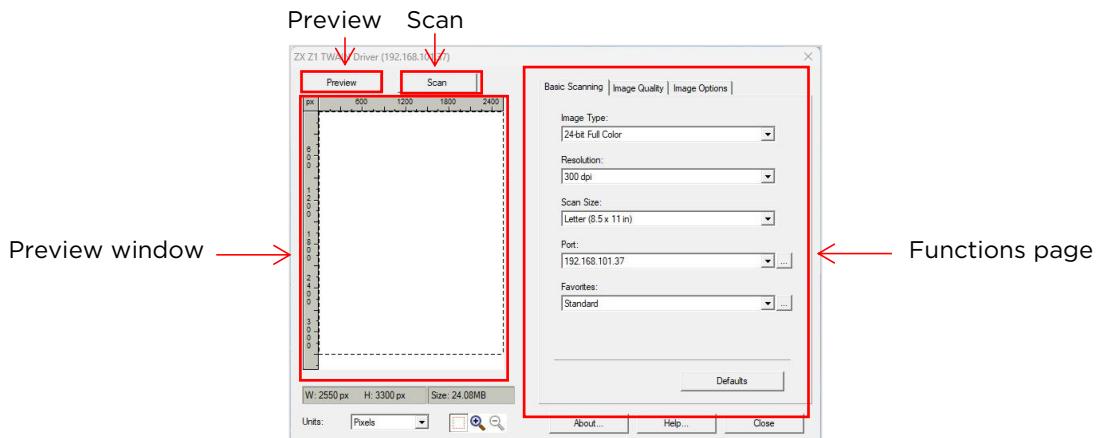
#### Tips

- ❖ For details on how to place the original copy, refer to >> “Placing the original copy” in **Chapter 5 Photocopy Function**.

2 Use a TWAIN-enabled application to open the Properties dialog box on your PC.

3 Configure the scanner settings as required, and then click **Scan**.

Home page:



Preview:

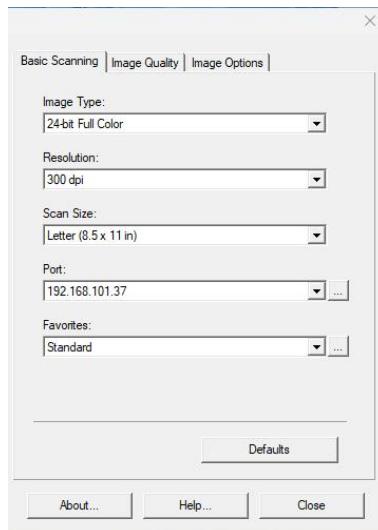
Click **Preview** and the original copy you placed on the scanner will appear in the Preview window.

Scan:

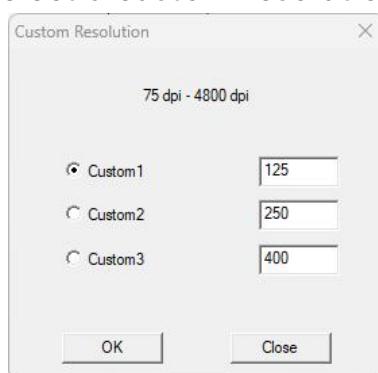
Click **Scan**, and the scanner starts scanning the original copy.

Function settings:

The **Basic Scan** tab



- ❖ **Image type:**  
Black & White  
8-bit grayscale  
24-bit full color by default.
- ❖ **Resolution:**  
75 dpi/100 dpi/150 dpi/200 dpi/300dpi/600 dpi/  
1200 dpi/2400 dpi/4800dpi/Custom
- ❖ **Custom:**  
When you select the Custom option, the dialog box of Custom Resolution will pop up for you to select a custom resolution.

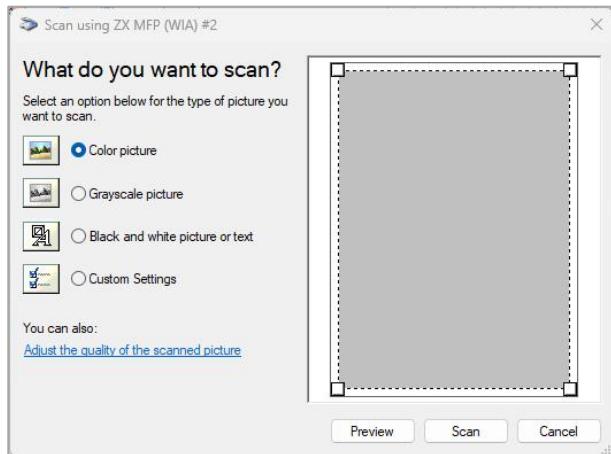


- ❖ **Scanning size:**  
A4 (210×297mm), A5 (148 x 210 mm), B5 (182×257mm),  
Letter (8.5 x 11"), 4×6", typical
- ❖ **Scanning mode:**  
Fast/High-quality
- ❖ **Port:**  
You can use this function to configure the **Port Settings**.

## 6.1.2 WIA scanning (Windows)

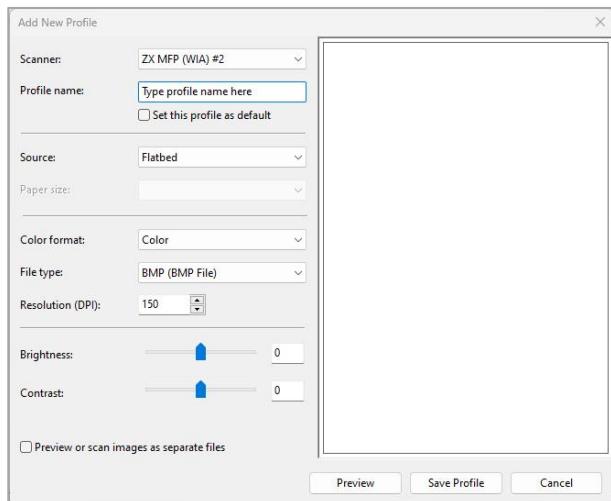
WIA 1.0 (Windows XP/Windows Server 2003)

- ❖ The user interface for scanning on WIA 1.0 shows the following:



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

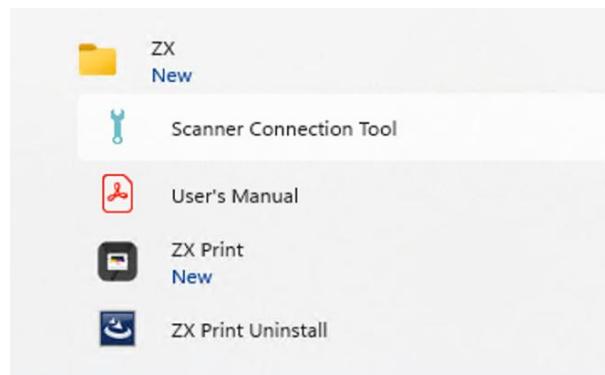
- ❖ The user interface for scanning on WIA 2.0 shows the following:



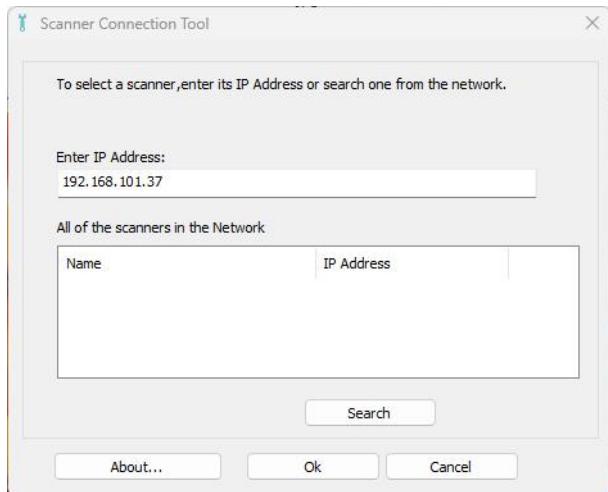
Wi-Fi scanner settings (Wi-Fi models only)

If your PC is connected to the scanner via a wireless network, use the “Scanner Connection Tool” to set the scanner’s wireless parameters before using the scanner. The operation steps are as below:

1. Select Scanner Connection Tool from the Start menu.



2. Click **Search** after entering the **Scanner Connection Tool** interface. All searched scanners under the same network with your PC will be listed. Select a scanner according to its name or IP address; or you can directly enter the IP address of the printer in the **Enter IP Address** column.



3. Click **OK** to finish setting the Wi-Fi scanner.

WIA scanning steps:

1. Place the original copy on the scanner glass plate.

#### Tips

❖ For details on how to place the original copy, refer to >> “Placing the original copy” in **Chapter 5 Photocopy Function**.

2. In the **Start** menu, click **Devices and Printers**.

3. Right-click the icon of your printer, and then click **Start**.

4. Configure the scanner settings as required, and then click **Scan**.

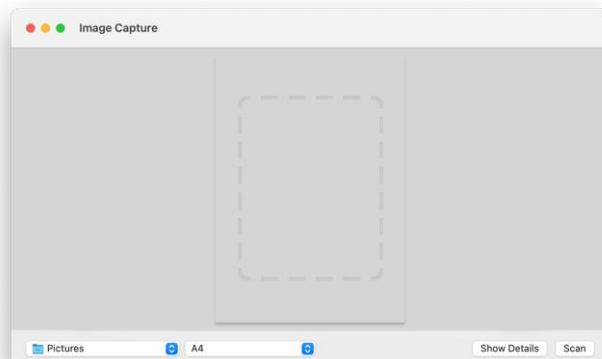
### 6.1.3 ICA scanning with Mac

ICA (Image Capture) scanner module (driver) supports Mac OSX 10.6 and above systems and also supports scanning via USB/Wi-Fi.

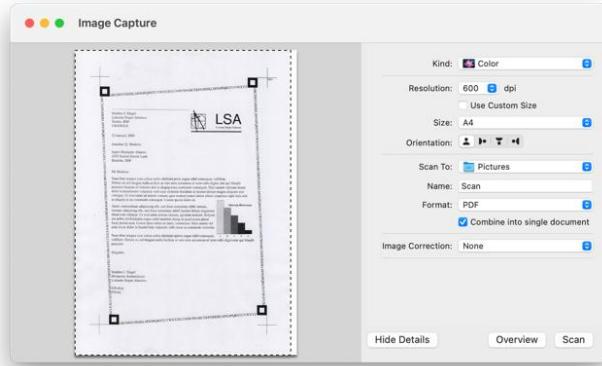
The driver installation location is: **Application > Image Capture > Devices**.

There are two types of user interfaces: Simple and Detailed, both available with Mac.

Simple:



Detailed:



- ❖ Color mode:  
Text (1-bit image), black and white (8-bit grayscale), color (24-bit full color).
- ❖ Resolution:  
75 dpi/100 dpi/150 dpi/200 dpi/300 dpi/600 dpi/1200 dpi/2400 dpi/4800 dpi.
- ❖ Scanning size:  
A4, B5/JIS, B5, US Letter, A5, US Executive.

## 6.2 Scanning with the ZX Printer software

Start the ZX Printer client, switch to the Scan page, and click Scan to start scanning.

# 7 Drivers

This section introduces the settings in the printer driver.

## 7.1 Supported systems

OS	Version	Supported or not	CPU
Windows	Windows XP	Supported	x86/x86-64
	Windows Vista	Supported	x86/x86-64
	Windows 7	Supported	x86/x86-64
	Windows 8	Supported	x86/x86-64
	Windows 8.1	Supported	x86/x86-64
	Windows 10	Supported	x86/x86-64
	Windows 11	Supported	x86-64
	Windows Server 2003	Supported	x86/x86-64
	Windows Server 2003 R2	Supported	x86/x86-64
	Windows Server 2008	Supported	x86/x86-64
	Windows Server 2008 R2	Supported	x86/x86-64
	Windows Server 2012	Supported	x86-64
	Windows Server 2012 R2	Supported	x86-64
	Windows Server 2016	Supported	x86-64
	Windows Server 2019	Supported	x86-64
macOS	Mac OS X 10.12	Supported	x86-64
	Mac OS X 10.13	Supported	x86-64
	Mac OS X 10.14	Supported	x86-64
	Mac OS X 10.15	Supported	x86-64
	macOS 11	Supported	x86-64
	macOS 12	Supported	x86-64
Linux	Kylin V10	Supported	X86_64
	Fangde	Supported	x86-64
	Kylin V10SP1	Supported	x86-64
	UOS	Supported	x86-64

## 7.2 Using the driver on Windows

The following procedure illustrates the steps to print a file from your PC (Windows 10) using the printer driver.

1. Open the file to be printed.
2. Select **Print** in the **File** menu.

The screen displays the **Print** dialog box, which may be slightly different from that in your application.

In the dialog box, select the basic print settings, including the number of copies, paper size, and page orientation.

3. Click **Properties**. The **Properties** dialog box allows you to access and change

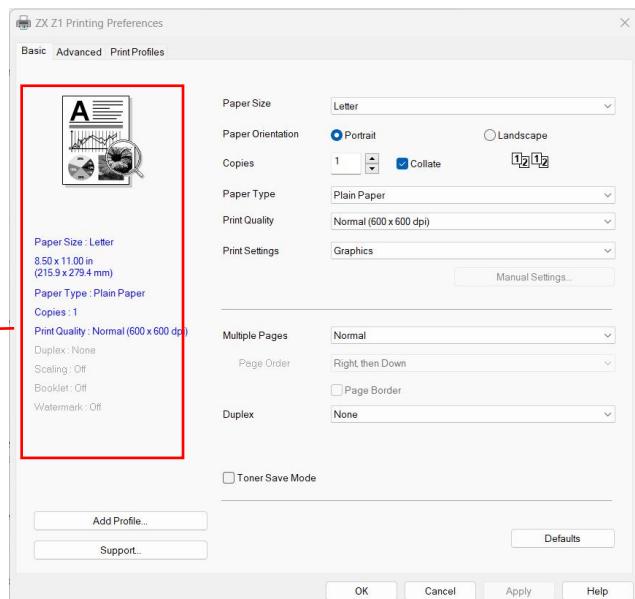
the printer settings.

#### Tips

- ❖ The exact steps to print a file may vary depending on the application. Refer to your application for the exact printing procedure.

### 7.2.1 Basic tabs

(1) Confirm your current settings



You can click on the following options to change their settings

- ❖ Paper size
- ❖ Orientation
- ❖ Number of copies
- ❖ Paper type
- ❖ Print quality
- ❖ Print settings
- ❖ Multi-page
- ❖ Duplex
- ❖ Toner-saving mode

In the window (1), confirm your current settings.

Click **OK** to confirm the settings you selected.

To restore the default settings, click **Default**, and then click **OK**.

#### Paper size

Select the size of the paper you are using from the drop-down list.

Supported paper sizes are: A4, Letter, B5, A5, A5 (long side), B6, B6 (long side),

A6, Executive, 16K, and Custom;

Support the following custom paper sizes:

- ❖ Width of about 100-216 mm (3.94-8.5 inches)
- ❖ Length of about 127-297 mm (5-11.69 inches)

#### Tips

- ❖ For details on paper size, refer to >> **the supported paper in Chapter 3 Print Media.**

- ❖ The paper size you choose should ideally be the same size as the paper you are using.

## Orientation

You can select the printing orientation (portrait or landscape).

Longitudinal (vertical)	Transverse (horizontal)

## Number of copies

Set the number of copies to be printed.

- ❖ Print by copy

When the “Print by Copy” checkbox is checked, one complete copy will be printed, and then the entire printing process will be repeated until the number of copies you selected is printed.

If the checkbox is not checked, the printer will print each page repeatedly based on the number of copies set.

If the “Print by copy” checkbox is selected	If the “Print by copy” checkbox is not selected

## Paper type

This device supports the following paper types. Select the desired paper type for the best print quality.

- ❖ Plain paper
- ❖ Recycled paper
- ❖ Thick paper

## Print quality

The following print qualities are available:

- ❖ Standard (600×600dpi)
- ❖ Fine (1200×600dpi)

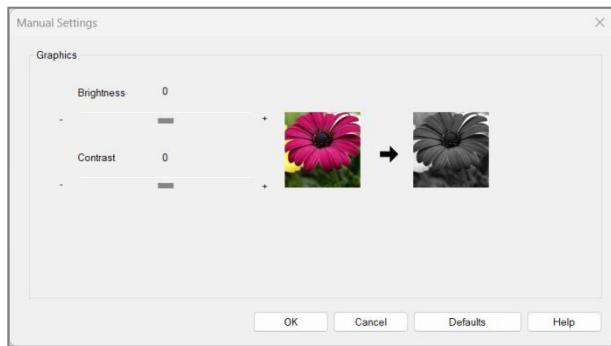
## Print settings

You can change the print settings to:

- ❖ Graphic  
The best printing mode for graphic files.
- ❖ Text  
The best printing mode for text files.
- ❖ Manual

You can change the settings manually by selecting Manual and clicking the **Manual** button.

You can set the brightness and contrast.



## Multi-page

The multi-page option allows you to reduce the image size and print multiple pages on the same sheet of paper.

You can enlarge the image size and print one page on multiple sheets of paper.

### ❖ Page order

When selecting the option of N pages per sheet, you can select the order of pages in the drop-down list.

### Note

❖ The zoom function in the Advanced option is not available when the option of N pages per sheet is selected.

❖ The duplex function is not available when the option of 1 page for N x N sheets is selected.

A warning message dialog box will pop up.

### ❖ Border

When using the multi-page feature to print multiple pages on the same sheet of paper, you are allowed to add a solid line border or no border to the paper.

### ❖ Crop line

The crop line is available when the option of 1 page for N x N sheets is selected. This option allows you to add thin crop lines to the print area.

## Duplex

Enable this option if you want to print on both sides.

### 1. For a duplex model:

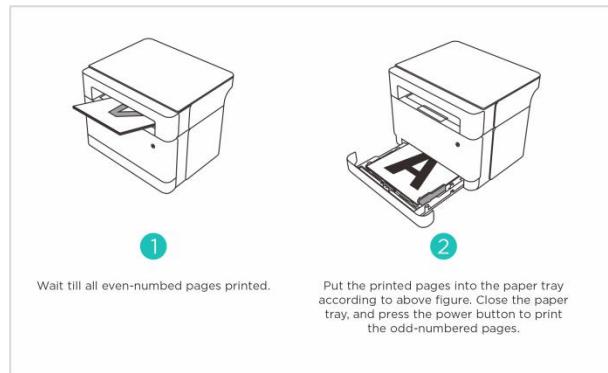
1.1. Select Duplex Printing in Printer Features, and select long-side flip or short-side flip.

1.2. The printer will automatically print on both sides according to the set parameters;

### 2. For a non-duplex model:

2.1. In the Duplex Printing box, select long-side flip or short-side flip.

2.2. After enabling the duplex function, a dialog box will pop up to tell you how to operate when performing manual duplex printing, as follows:



2.3. After the first side is printed, you need to manually load the paper back into the paper tray as prompted by the above dialog box to print the second side.

2.4. After loading the paper, press the **Power** button  flashing in red.

2.5. The printer continues to print the second side.

### Print order

When the “Print in Reverse Order” is selected in the Advanced tab

The even pages (...8, 6, 4, 2) are printed first, followed by the odd pages (...7, 5, 3, 1).

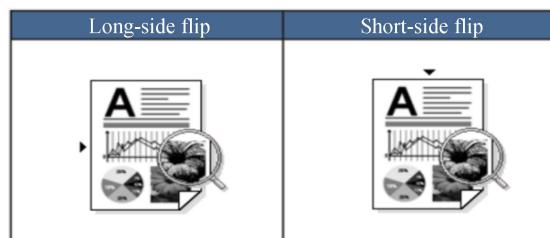
When the “Print in Reverse Order” is not selected in the Advanced tab

The even pages (...2, 4, 6, 8) are printed first, followed by the odd pages (...1, 3, 5, 7).

### Tips

- ❖ If the total number of printed pages is an odd number, a blank page will be output at the end.
- ❖ None
- ❖ Long-side flip
- ❖ Short-side flip

Two binding orientations



### Toner-saving mode

Enable the Toner-saving mode to reduce toner consumption.

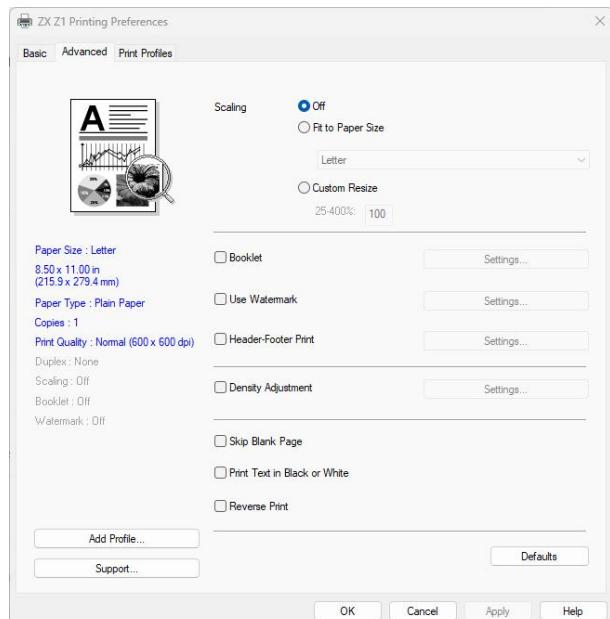
The Toner-saving mode brings you the print quality of normal density but the lighter printout.

This mode is disabled by default.

### Note

- ❖ Enabling it does not affect the printing speed and memory usage.

## 7.2.2 Advanced tab



You can click on the following options to change their settings:

- ❖ Scale
- ❖ Booklet Print
- ❖ Watermark
- ❖ Header & Footer Print
- ❖ Adjust Density
- ❖ Skip Blank Pages
- ❖ Print Text in Black and White
- ❖ Print in Reverse Order
- ❖ Scale

You can change the image scale.

- ❖ Off
- ❖ Adapt to paper size
- ❖ Custom 25%-400%

### Note

- ❖ The multi-page function or Booklet Print function is not available when the Adapt to Paper Size or Arbitrary Zoom option is enabled.
- ❖ A warning message dialog box will pop up.

### Booklet Print

Enable this option when creating a booklet using the duplex function. It will arrange the file by the correct page number. You don't need to arrange the page number order, just fold the printed pages.

You can make the following settings in the Booklet Print Settings dialog box:

- ❖ Binding and production settings
  - Left side binding
  - Right side binding
- ❖ Booklet print mode
  - Binding in full volume

## Binding in volumes

If the option of binding in volumes is selected:

This option allows to print the entire booklet as a smaller set of individual booklets, without arrangement

For page order, just fold the printed booklet set in half.

You can specify the number of pages for each booklet set from 1 to 15. This option is useful for printing booklets with a large number of pages.

- ❖ Binding offset

This option allows you to specify a binding offset in millimeters or inches.

**Note**

---

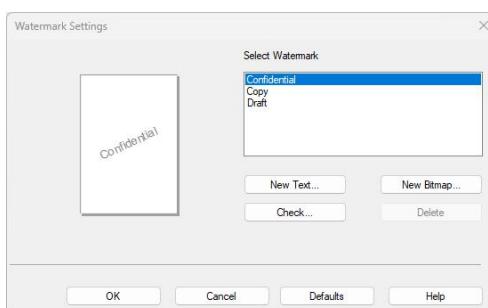
- ❖ When you select Booklet Print, a warning dialog box pops up indicating that the long side flip is enabled in duplex.
- ❖ When you select Booklet Print, the multi-page function or the page number function in Header and Footer Print is not available.

---

## Watermark

You can print the logo or text as a watermark on the file. You can choose a preset watermark or use a text/image file created by yourself. Check the Watermark checkbox, and then click **Set**.

### Watermark settings



- ❖ Select watermark

Select a desired watermark.

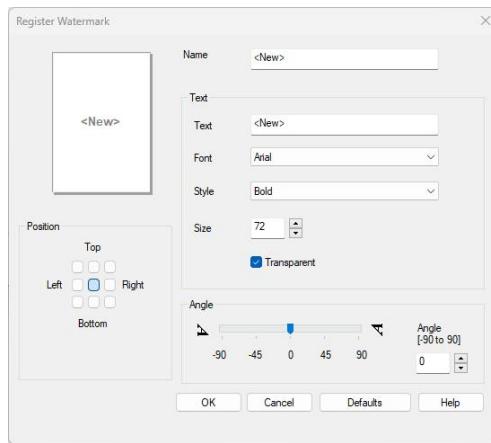
To create a new watermark, click **New Watermark Text** or **New Watermark Image**.

### New Watermark Text

The maximum number of new watermarks is 29.

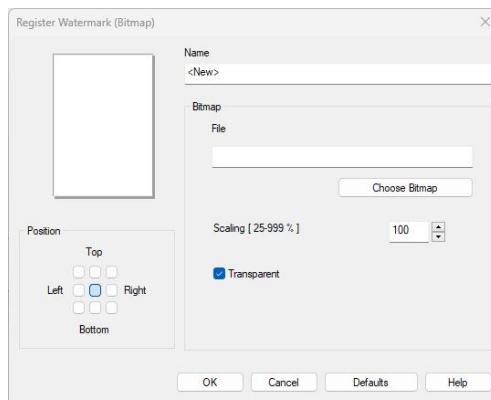
- ❖ Name

Enter a suitable title in this field.



- ❖ **Text**  
Enter the watermark text in the text field, then select the font, font size, size, and transparency.
- ❖ **Transparent**  
Check this checkbox to print a transparent watermark where the underlying text or image is visible.  
Uncheck this checkbox to print the watermark so that the underlying text or image is overwritten.
- ❖ **Angle**  
This option allows to control the angular orientation of the watermark on the page.
- ❖ **Position**  
Specify the watermark position.

### New Watermark Image



- ❖ **Name**  
Enter a suitable title in this field.
- ❖ **Image**  
Select the desired watermark image in the file name field.
- ❖ **Scale**  
You can change the image scale.
- ❖ **Position**  
Adjust the watermark position on the page through position settings.
- ❖ **Transparent**  
Check this checkbox to print a transparent watermark where the underlying text or image is visible.

Uncheck this checkbox to print the watermark so that the underlying text or image is overwritten.

Click **OK** after creating the new text or image, and the new watermark is completed.

#### **Note**

- ❖ When the watermark function is on, the "1 Page for N×N sheets" option in the multi-page function is not available.
- ❖ **Edit**  
You can select the desired watermark from the Watermark List. Click **Edit** to pop up the **Edit Watermark** or **Edit Watermark (Image)** dialog box will appear.
- ❖ **Delete**  
You can select the desired watermark from the Watermark List. Click **Delete** to delete the watermark according to the prompts in the dialog box.

#### **Tips**

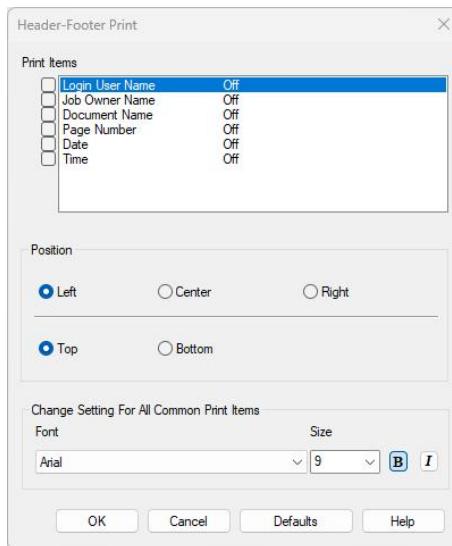
- ❖ The built-in watermarks cannot be edited or deleted.

#### **Header & Footer Print**

When this feature is enabled, you can print header and footer information on the file.

Check the **Header & Footer Print** checkbox, and then click **Set** for settings,

Including: ♦ Login user name ♦ Print task initiator ♦ File name ♦ Number of pages ♦ Date ♦ Time



- ❖ **Position**

Adjust the header/footer position on the page through position settings.

There are three options for horizontal orientation: left/center/right

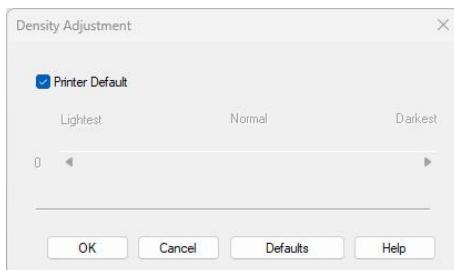
There are two options for vertical orientation: top/bottom.

- ❖ **Font**  
You can set the font.
- ❖ **Font size**  
You can set the font size.  
"B" button: Bold.  
"/" button: Italicized.

### **Adjust Density**

Increase or decrease the print density.

To adjust the print density, check the **Adjust Density** checkbox, and then click **Set** for settings.



### **Other print options**

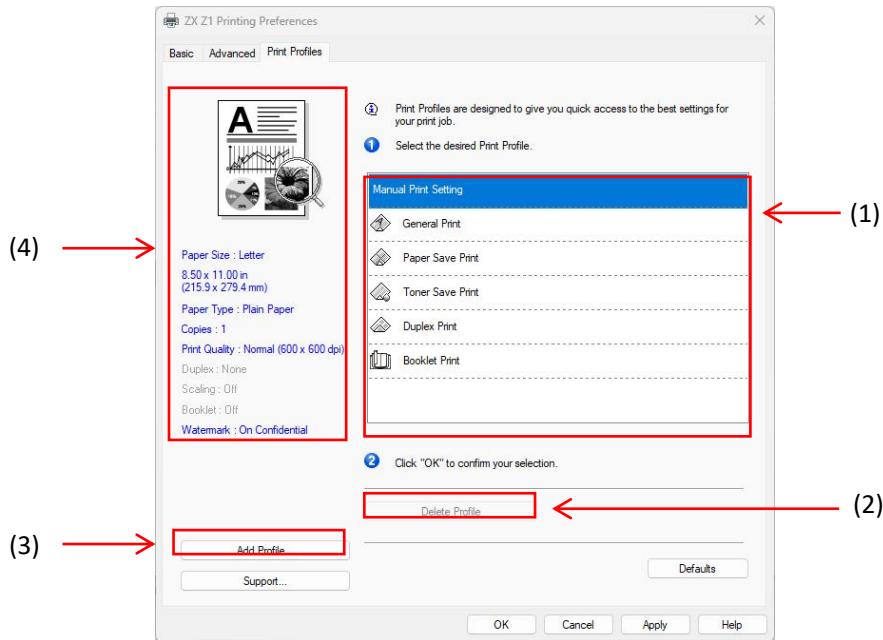
- ❖ **Skip Blank Pages**  
If the **Skip Blank Pages** feature is enabled, the printer driver automatically detects blank pages and does not print blank pages.

#### **Note**

- ❖ This option is not available if any of the following options is selected:  
Watermark  
Header & Footer Print  
Multi-page  
Duplex  
Booklet Print
- ❖ **Print Text in Black and White**  
This function allows to print all text in black and white, which may not be compatible with some characters.
- ❖ **Print in Reverse Order**  
Check the **Print in Reverse Order** checkbox to reverse the order of all printed pages.

### **7.2.3 Shortcut Settings tab**

Shortcut Settings are editable presets and allow you to immediately access the frequently used print configurations.



- ❖ Shortcut settings field (1)
- ❖ Delete configuration files (2)
- ❖ Add shortcut settings (3)
- ❖ Current shortcut settings (4)

1. Select the desired shortcut settings from the shortcut settings field.
2. Click **OK** to enable the shortcut settings selected.

### Add shortcut settings

Click **Add** to pop up the dialog box of add shortcut settings.

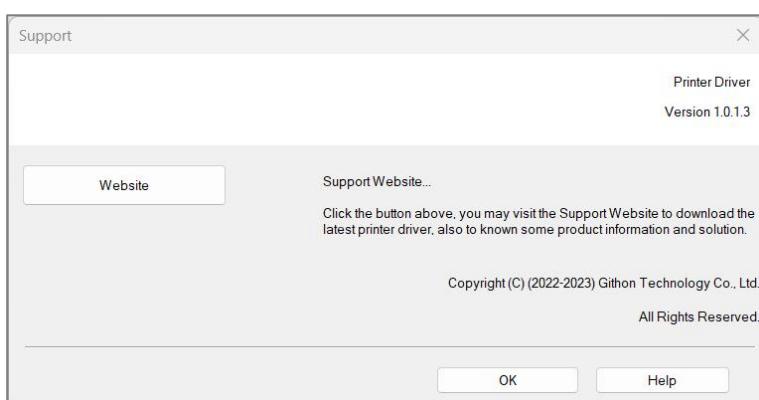
1. Enter the title in the name field.
2. Select the desired icon from the icon list, and click **OK**.
3. The current settings displayed on the left side of the printer driver window will be saved.

### Delete shortcut settings

You can delete any shortcut settings other than the embedded ones.

1. Click **Select** to select the desired shortcut settings.
2. Click **Delete** to delete configuration files.
3. Click **OK**.
4. The selected shortcut settings are deleted.

## 7.2.4 Technical support



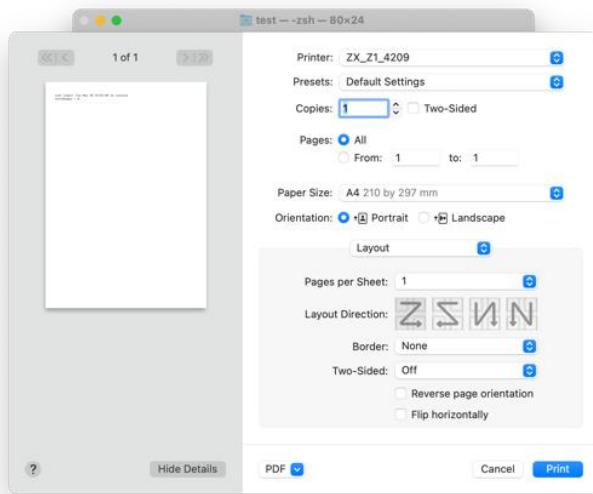
The technical support website of Zhixiang Technology is  
[www.simry.com.cn](http://www.simry.com.cn)

To provide you with information about Zhixiang Technology's products and consumables, industry solutions, and service support.

Visit the website of Zhixiang Technology for more information and technical support.

## 7.3 Using the driver on Mac

### 7.3.1 Basic



You can click on the following options to change their settings

- ❖ Paper size
- ❖ Orientation
- ❖ Number of copies
- ❖ Paper type
- ❖ Print quality
- ❖ Print settings
- ❖ Toner-saving mode

In the Preview window, confirm your current settings.

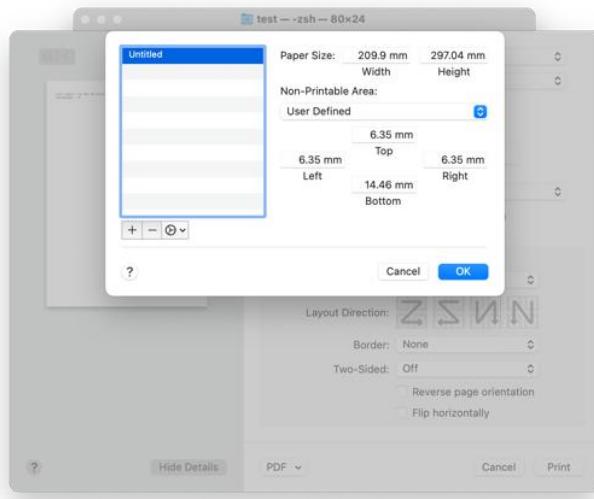
#### **Paper size**

Select the size of the paper you are using from the drop-down list.

Supported paper sizes are: A4, Letter, B5, A5, A5 (long side), B6, B6 (long side),

A6, Executive, 16K, and Custom.

Paper size (built-in function)



### Create a paper size

1. Open the file to be printed.
2. Proceed as follows:
  - ❖ Select **File >> Page Setup**. Select **Page Properties** from the **Setup** pop-up menu, then select **Any Printer** from the **Format** pop-up menu. The option of **Any Printer** ensures that your file can be printed on any printer that supports the paper size selected.
  - ❖ If the **Page Setup** is not available, select **File >> Print**. If the Print dialog box contains only two pop-up menus and some buttons at the bottom, click on the triangle next to the Printer pop-up menu.
3. Select **Manage User Sizes** from the **Paper Size** pop-up menu.
4. Click **+**.
5. Double-click the paper size name and type a new name.

Enter values in the **Paper Size** and **Unprintable Area** fields, and then click **OK**.

### Tips

- ❖ System built-in features: This built-in system changes depending on the version of OS X you have installed.

---

### Orientation

You can select the printing orientation (portrait or landscape).

Orientation:  Portrait  Landscape

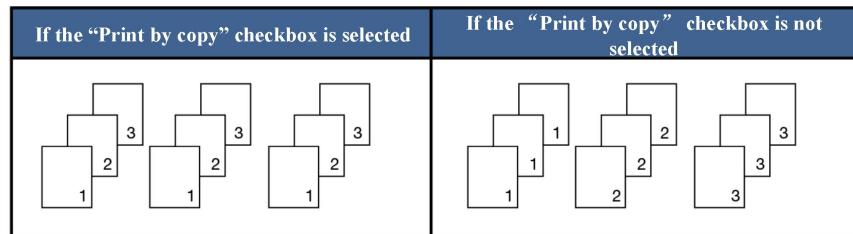
---

### Number of copies

Set the number of copies to be printed.

- ❖ Print by copy
 

When the “Print by Copy” checkbox is checked, one complete copy will be printed, and then the entire printing process will be repeated until the number of copies you selected is printed. If the check box is not checked, the printer will print each page repeatedly based on the number of copies set.



## Paper type

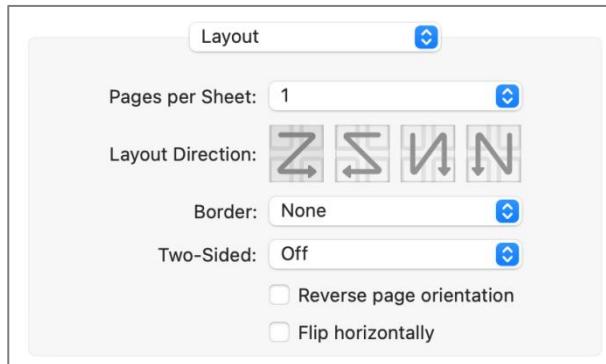
This device supports the following paper types. Select the desired paper type for the best print quality.

- ❖ Plain paper
- ❖ Recycled paper
- ❖ Thick paper

## Print settings

Adjust Brightness: Brightness refers to the level of brightness/darkness of a color. Increasing the brightness can make the color close to white.

Multi-page (built-in function)



This function allows to print multiple pages on the same sheet of paper.

There are six options available: "1", "2", "4", "6", "9", and "16".

- ❖ Layout orientation (built-in function)
 

If the N Pages per Sheet option is selected, you can set the layout orientation to select the position of consecutive pages on a sheet of paper.
- ❖ Border
 

When using the multi-page feature to print multiple pages on the same sheet of paper, you are allowed to add a border to the paper.

## Duplex

Enable this option if you want to print on both sides.

1. For a duplex model:
  - 1.1. Select Duplex Printing in Printer Features, and select long-side flip or short-side flip.
  - 1.2. The printer will automatically print on both sides according to the set parameters;
2. For a non-duplex model:
  - 2.1. Print one file through the Manual Duplex printing option.
  - 2.2. Print even pages (... 8,6,4,2) on the first sides.
  - 2.3. After printing on the first sides, take out the remaining white paper, turn the printed paper upside down, and load them into the printer again.

2.4. After loading the paper, press **Power**  flashing in red.

2.5. The printer continues to print the second side.

### **Color balance**

You can adjust the toner density by adjusting it to black.

### **Toner-saving mode**

Enabling the Toner-saving mode will result in light colors and reduce toner consumption.

### **Image rotation**

You can adjust the image by 180 degrees before printing.

### **Brightness**

You can adjust the brightness in a range of -100 to 100.

### **Skip Blank Pages**

If the **Skip Blank Pages** feature is enabled, the printer driver automatically detects blank pages and does not print.

### **Note**

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This option is not available if any of the following options is selected:

- ❖ Multi-page
- ❖ Duplex

---

# 8 Driver Installation

## 8.1 Installing driver (Windows)

### 8.1.1 Quick installation

It is only applicable to an operating system above XP SP3 (inclusive) with system plug-ins above .Net Framework4.0 (inclusive).

For a Windows 10 system, the actual steps depend on the operating system you are using.

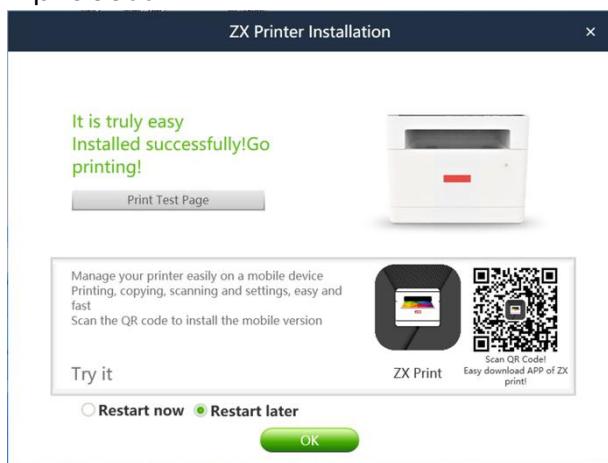
1. Power on the printer, and wait for the installer to prompt before connecting the printer to your PC with a USB cable.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn), and install the driver.
3. Select **Quick Setup** for installation.
4. The main screen for installation appears. Select a language. Read the License Agreement carefully and accept it by checking the box of "I agree to use the ZX printer driver". To serve you better, you are expected to participate in the User Experience Improvement Program and agree to our collection of your printer usage data. Click **Next**:



5. Automatic driver installation. For a Wi-Fi model, the system will automatically recognize the network to which your PC is connected and configure the printer accordingly.



6. After installation, click **Print Test Page** to check whether the drivers are successfully installed, or you can directly restart the printer and click **OK** to quit the driver installation process.



7. After installing the printer drivers, your printer is ready for use.

## 8.1.2 Custom installation

### 8.1.2.1 Installing the USB model

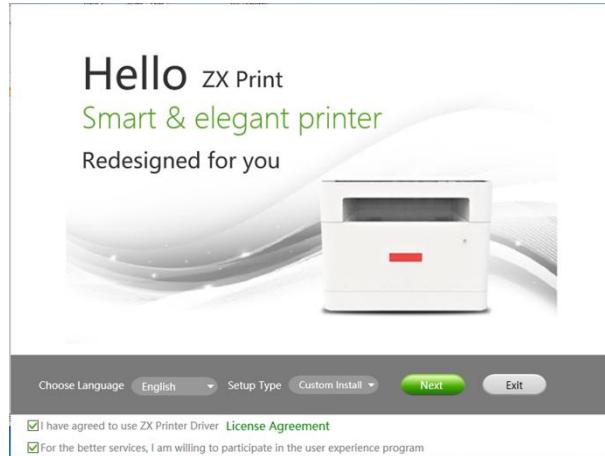
Installing driver (Windows)

Installation environment requirements:

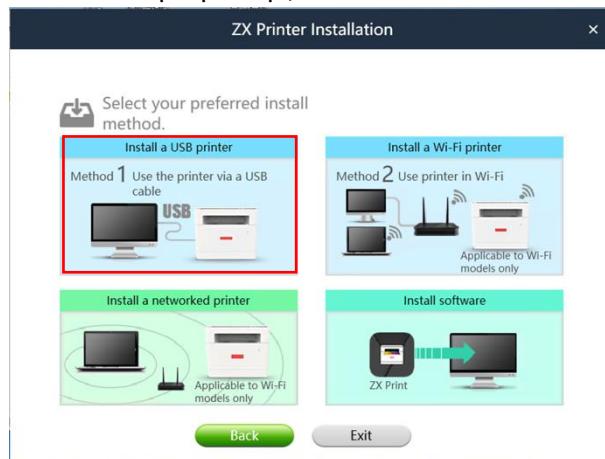
Operating system above XP SP3 (inclusive) with system plug-ins above .Net Framework4.0 (inclusive).

For a Windows 10 system, the actual steps depend on the operating system you are using.

1. Power on the printer, and wait for the installer to prompt before connecting the printer to your PC with a USB cable.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn), and install the driver.
3. The main screen for installation appears. Select a language. Select **Custom** for installation. Read the License Agreement carefully and accept it by checking the box of "I agree to use the ZX printer driver". To serve you better, you are expected to participate in the User Experience Improvement Program and agree to our collection of your printer usage data. Click **Next**;



4. When the Installer screen pops up, click Install USB Printer.



5. Now, the system automatically starts the installation process.



6. After installation, click **Print Test Page** to check whether the drivers are successfully installed, or you can directly restart the printer and click **OK** to quit the driver installation process.



7. After installing the printer drivers, your printer is ready for use.

### 8.1.2.2 Installing the Wi-Fi model

Before installation, make sure that your printer supports Wi-Fi connection.

#### Tips

- ❖ For drivers and software configurations of different models of printers, refer to >> **drivers and software configurations of different printer models** of **2.6 Installing printer driver and ZX printer software**.

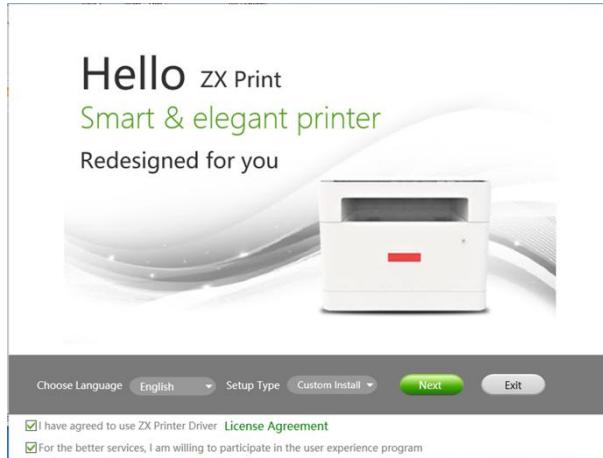
Installation environment requirements:

Operating system above XP SP3 (inclusive) with system plug-ins above .Net Framework4.0 (inclusive).

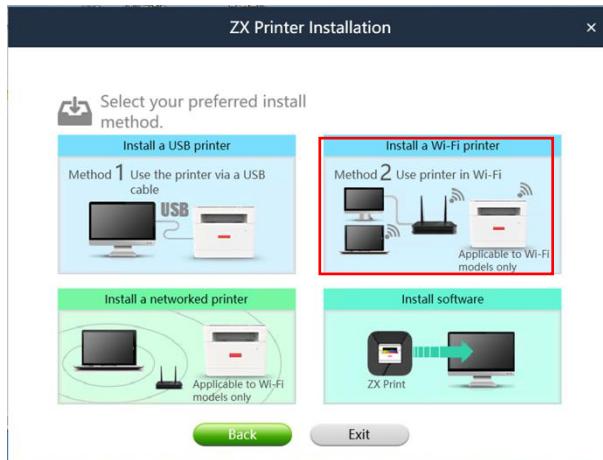
For a Windows 10 system, the actual steps depend on the operating system you are using.

Installation procedure:

1. Power on the printer, and connect your PC to the wireless network where the printer is to be connected.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn), and install the driver.
3. The main screen for installation appears. Select a language. Select **Custom** for installation. Read the License Agreement carefully and accept it by checking the box of "I agree to use the ZX printer driver". To serve you better, you are expected to participate in the User Experience Improvement Program and agree to our collection of your printer usage data. Click **Next**;



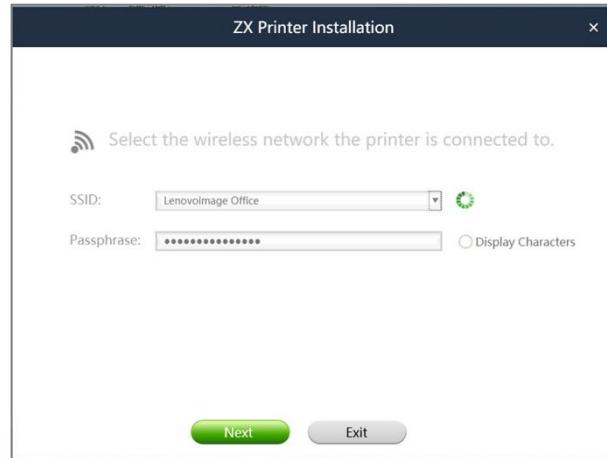
4. Connect the printer to your PC using a USB cable and click **Install Wi-Fi Printer**.



5. Automatically detect the network connection status of your PC.



6. If your PC's wired connection is normal, you are required to manually select the network and confirm your printer's wireless network parameters. If only the Wi-Fi connection of your PC is normal, connect your printer to the wireless network with the same Wi-Fi parameters as your PC.



7. The printer's wireless parameters will be automatically configured if they are obtained.



8. The driver will be automatically installed.



9. After installation, click **Print Test Page** to check whether the drivers are successfully installed, or you can directly restart the printer and click **OK** to quit the driver installation process.



10. With the wireless network driver installed, you are ready to use your printer via wireless network.

### **8.1.2.3 Installing a printer already connected to the current network**

Before installation, make sure that your printer supports Wi-Fi connection.

#### **Tips**

- ❖ For drivers and software configurations of different models of printers, refer to >> **drivers and software configurations of different printer models** of **2.6 Installing printer driver and ZX printer software**.

---

In the case that your printer has been configured for wireless connection, select Installation via Wi-Fi.

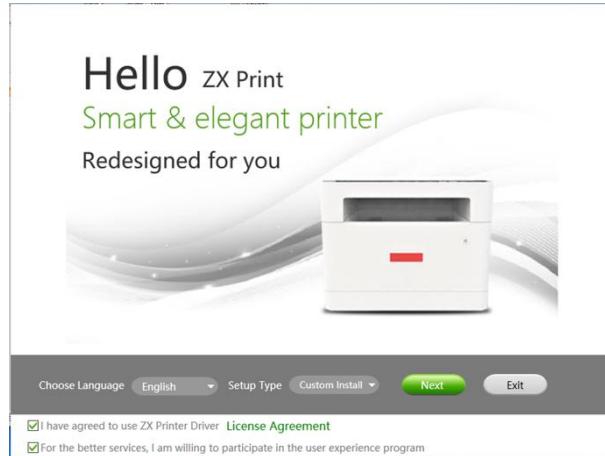
Installation environment requirements:

Operating system above XP SP3 (inclusive) with system plug-ins above .Net Framework4.0 (inclusive).

For a Windows 10 system, the actual steps depend on the operating system you are using.

Installation procedure:

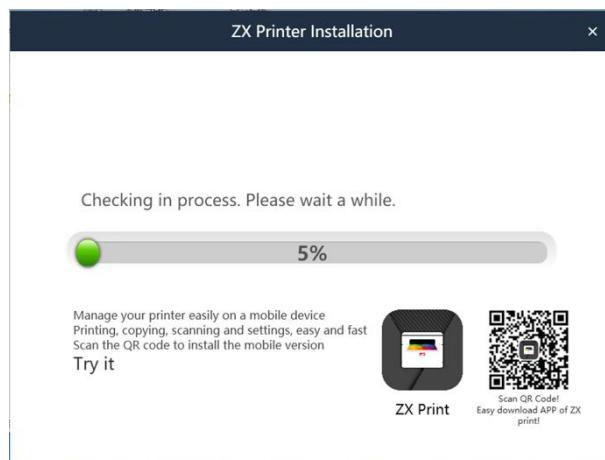
1. Make sure that the printer and its Wi-Fi connection are on.
2. Download the driver for your model from [www.simry.com.cn](http://www.simry.com.cn), and install the driver.
3. The main screen for installation appears. Select a language. Select Custom for installation. Read the License Agreement carefully and accept it by checking the box of "I agree to use the ZX printer driver". To serve you better, you are expected to participate in the User Experience Improvement Program and agree to our collection of your printer usage data. Click **Next**;



4. Click **Installing a printer already connected to the current network.**



5. Automatically detect the network connection status of your PC.



6. Select the printer found in the wireless network.



7. The driver will be automatically installed.



8. After installation, click **Print Test Page** to check whether the drivers are successfully installed, or you can directly restart the printer and click **OK** to quit the driver installation process.



9. With the wireless network driver installed, you are ready to use your printer via wireless network.

## 8.2 Installing wireless network driver (macOS)

1. Install the driver as per 2.6 Installing printer driver and ZX printer software.
2. Connect your PC and printer using a USB cable.
3. Add a USB model to Printers and Scanners.
4. Run the “ZX Printer” software, and select Install via Wi-Fi in Settings.

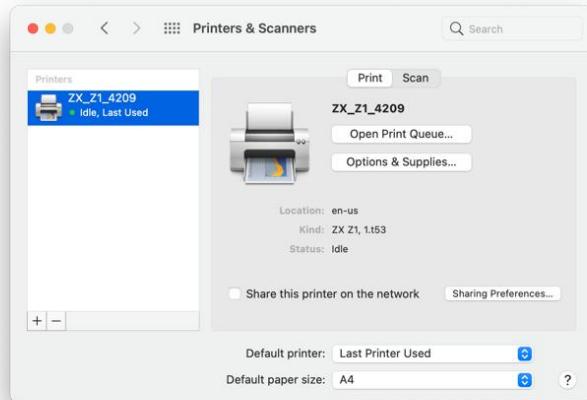


5. Search for Wi-Fi, select the desired network, enter the network password, and click Apply. Then, the administrator login window will pop up. Enter the administrator password to complete the setup. The initial password of the administrator's account is: 888888.

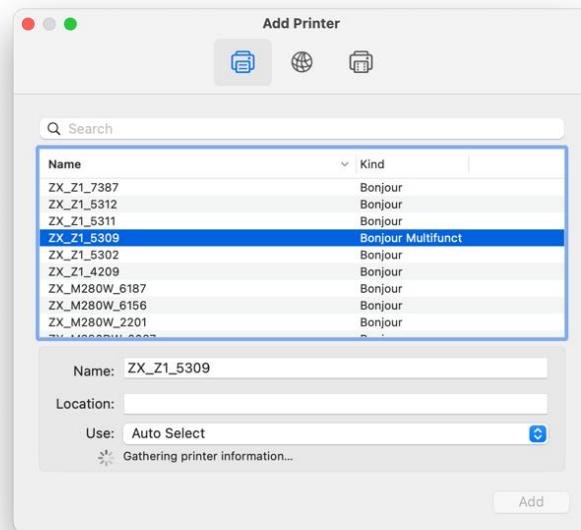


6. Add a Wi-Fi printer (for models with wired network port/Wi-Fi models only)

Method 1: Adding a Wi-Fi printer via Bonjour  
a. Click Add a printer or scanner....

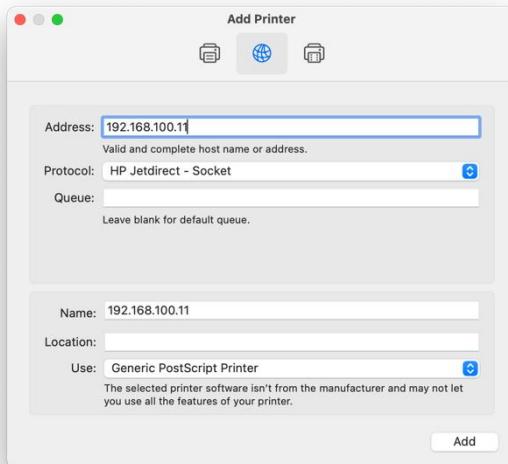


b. Select the printer to be installed, and click **Add**.



Method 2: Adding a Wi-Fi printer via IP address.

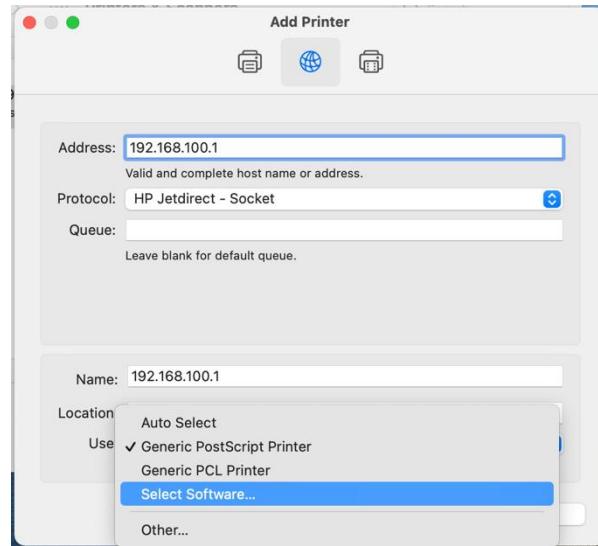
a. Select **Add a printer or scanner...** in **Printers and Scanners**. Enter the IP address in the IP field.



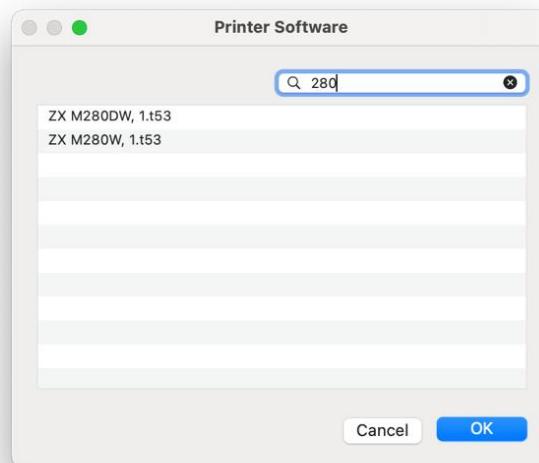
## Tips

- ❖ When the printer is in the Ready state, press Power 3 times consecutively within 1 second to print the configuration page containing information such as the IP address.

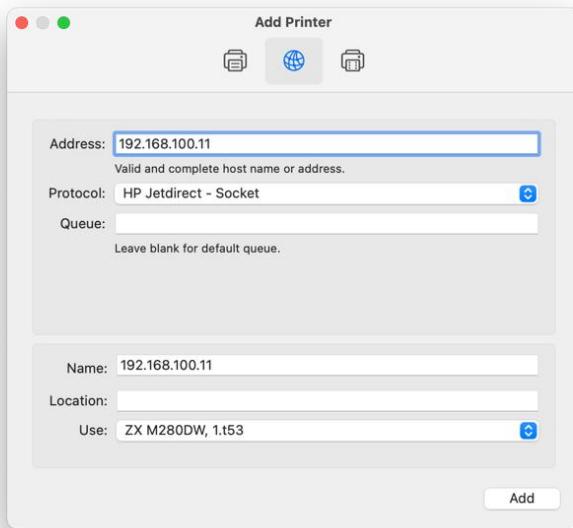
b. Select **Select Software** in the **Use** field.



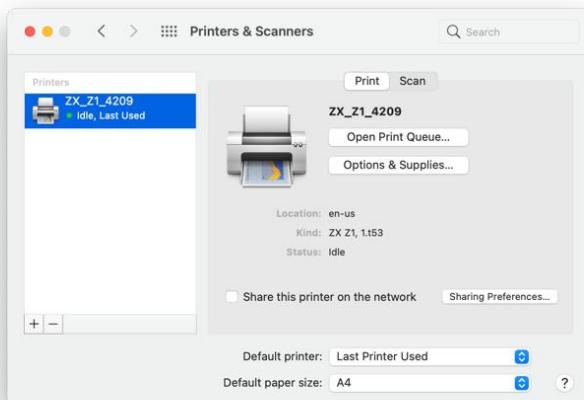
c. In the pop-up **Printer Software** window, search for the printer model. The installed printer drivers are listed. Select the printer to be installed, and click **OK**.



d. Click **Add** to add a Wi-Fi printer.

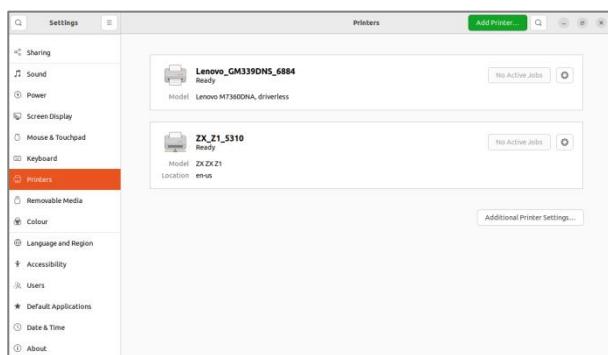


e. After installation, the newly installed printer will appear in the list.

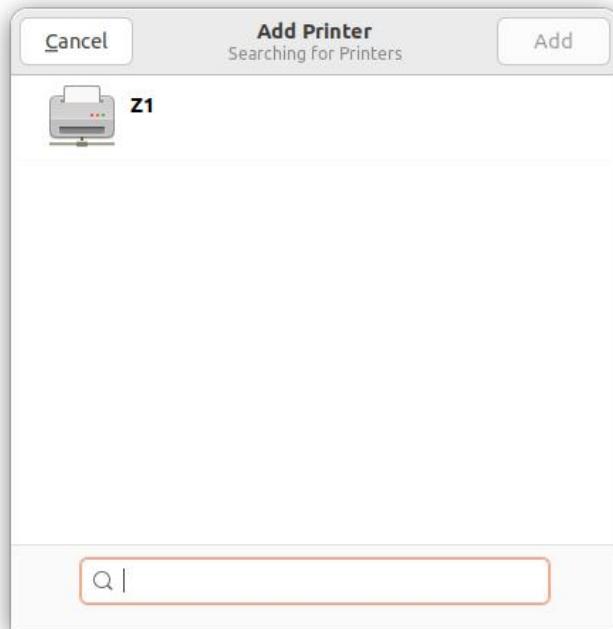


## 8.3 Installing driver (Linux)

1. Install the driver as per 2.6 Installing printer driver and ZX printer software.
2. Select Settings and Printers in sequence, and click Add Printer....



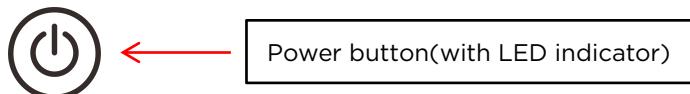
3. Select a printer in the list and click Add to install the printer driver.



# 9 Key Functions and Indicator Status

## 9.1 Overview of keys and indicators

### 9.1.1 Power button



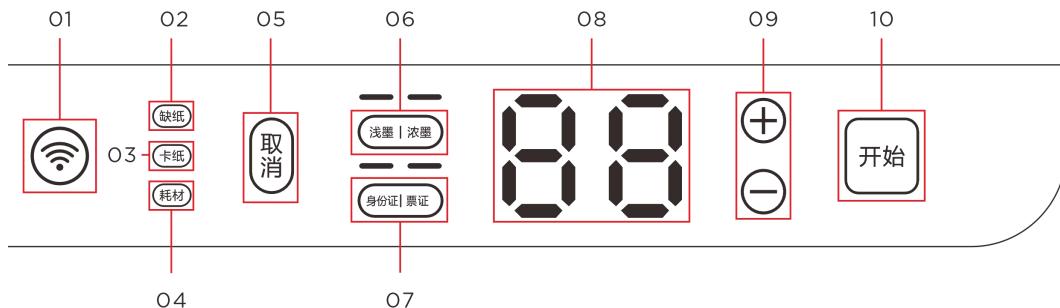
The LED indicator can work in five colors

Power button:

- ① Red
- ② Blue
- ③ Green
- ④ Orange (normally on in red and green at the same time)
- ⑤ Purple (normally on in red, green and blue at the same time)

### 9.1.2 Functions of Operation Panel

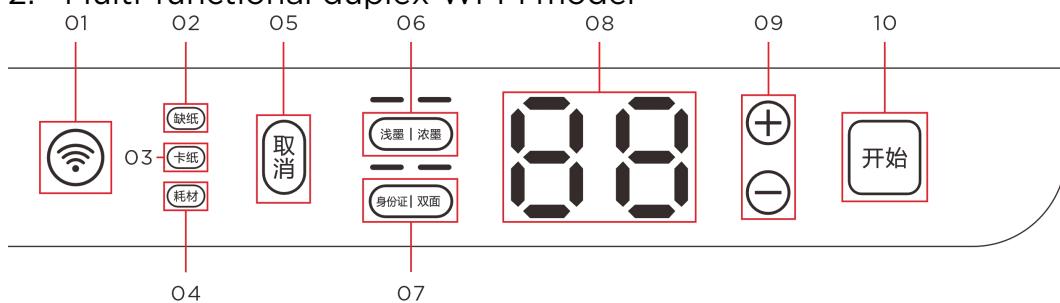
#### 1. Multi-functional Wi-Fi model



The keys include: Start, +, -, ID Card/Ticket, Density, Cancel and Wi-Fi.

LEDs include: indicator under each button, ID card copy indicator, photocopy indicator, density indicator, out-of-paper indicator, paper jam indicator, consumables indicator, digital display, and Wi-Fi indicator.

#### 2. Multi-functional duplex Wi-Fi model



The keys include: Start, +, -, ID Card/Duplex, Density, Cancel and Wi-Fi.

LEDs include: indicator under each button, ID card indicator, duplex indicator, density indicator, out-of-paper indicator, paper jam indicator, consumables indicator, digital display, and Wi-Fi indicator.

## 9.2 Power button LED indicator status

LED indicator	Status
○	Off
●	On
●●	Flash (on for 1 second and off for 1 second)
●●●	Flash slowly (on for 1 second and off for 3 seconds)
●●●●	Flash quickly (on for 0.5 seconds and off for 0.5 seconds)
●●●●●	Flash frequently (on for 0.25 seconds and off for 0.25 seconds)

## 9.3 Power button LED indicator status

System state	LED	Indicator status
Power-off	○	The power button is off
Power-on	●	The power button is normally on
Warm-up	●●	The power button flashes in green
Standby / (The Wi-Fi model is disconnected from the wireless network or its Wi-Fi connection is disabled)	●	The power button is normally on
Standby / (The Wi-Fi model is disconnected from the wireless network or its Wi-Fi connection is disabled, and is not in the Pair-up mode)	●	The power button is normally on
Standby / (It is in Wi-Fi mode with Wi-Fi connected)	●	The power button is normally on in blue
Standby / (It is in Wi-Fi mode with a remote printing function available)	●	The power button is normally on in purple
Firmware upgrade	●● <-> ●●	The power button flashes in red and blue alternately every 0.5 seconds
Sleep mode	●●	The power button flashes slowly in green
Restore factory settings	●●●	The power button is normally on in red and green
Task in progress	●●	The power button flashes in green
Printing	●●	The power button flashes in green
Canceling the task	●● <-> ●●	The power button flashes in red and green alternately every 0.5 seconds
Copying/Continuing copying/Scanning	●●	The power button flashes in green
Waiting to copy another side of the ID card	●●	The power button flashes in green
Waiting to copy the next page in N-in-1 mode	●●	The power button flashes in green
Top/Back cover open	●	The power button is normally on in red
Paper jam		
Photosensitive drum expired		
Out of paper	●●	The power button flashes in red

Printer cooling		
Out of toner/insufficient toner		
Touch screen failure		
Photosensitive drum expiring		

## 9.4 Operation Panel indicator status

1. The corresponding indicator will be normally on according to the specific function enabled. If the ID Card option is selected, the ID Card indicator will be normally;
2. The corresponding indicator will be normally on according to the current printer state. The out-of-paper indicator will be normally on if there is no paper;
3. The corresponding indicator will flash according to the task progress. When waiting for scanning the next page during copying, the indicator under the Start button will flash in green. When copying or scanning, the indicator under the Start button will flash in white.

## 9.5 Common operation guide

Printer state	Operation	Critical procedure
Power-off	Power-on	Press the Power button for more than 0.5 seconds
Power-off	Restore factory settings	Open the upper cover, press and hold the Power button until its indicator is on in orange (on in red and green at the same time)
Standby	Power-off	Press and hold the Power button for more than 6 seconds to turn off all indicators. Release the button and power off (shutdown is a mandatory process and can be performed in any state)
Standby (Wi-Fi model) with Wi-Fi connection disabled	Pair up your Wi-Fi	Press and hold the Wi-Fi button for 3 seconds, and then release the button for pairing up. The Wi-Fi button indicator flashes in white, indicating that the system is pairing up a network. You are allowed to set the pair-up configurations. The indicator will be normally on in white in case of a successful Wi-Fi connection, and will be off if no Wi-Fi connection is established after 30 min.
Standby (Wi-Fi model) with Wi-Fi connection enabled	Reconnect	Press and hold the Wi-Fi button for 3 seconds, and then release the button for pairing up again. The Wi-Fi button indicator flashes in white, indicating that the system is pairing up a network. You are allowed to set the pair-up configurations. The indicator will be normally on in white in case of a successful Wi-Fi connection, and will be off if no Wi-Fi connection is established after 30 min.
Task in progress/printing	Cancel the task	Click the Cancel button
Scanning	Cancel the task	Click the Cancel button
Sleep	Wake up	Click <b>Power</b> or any button on the <b>Operation Panel</b> , or disconnect and connect the USB cable

Standby	Print the configuration page	Press <b>Power</b> 3 times consecutively within 2 seconds
Standby	Copy a common file	Click + or - to set the number of copies, and then click <b>Start</b> .
Standby	Copy an ID card	Click <b>ID Card/Duplex</b> , and select the ID Card mode. Click + or - to set the number of copies, and then click <b>Start</b> .
Standby	Perform a duplex task	Click <b>ID Card/Duplex</b> , and select the Duplex mode. Click + or - to set the number of copies, and then click <b>Start</b> .
Wait to scan the second side in the ID Card or Duplex mode.	Start scanning the second side	Click <b>Start</b> .
Wait to scan the next page in the N-in-1 mode	Start scanning the next page	Click <b>Start</b> .
Paper jam	Clear jammed paper	Follow the procedure in Chapter 9 Troubleshooting
Out of paper	Continue printing	Load the paper, click <b>Power</b> once or click <b>Start</b> or open and close the upper cover
Standby	Reset the photosensitive drum	Open the upper cover, press <b>Power</b> 5 times consecutively within 2 seconds and then close the upper cover. When the printer switches to the Standby mode, the reset is completed
Standby	Reset the toner cartridge	Open the upper cover, press <b>Power</b> 2 times consecutively within 1 second and then close the upper cover. When the printer switches to the Standby mode, the reset is completed

# 10 Printer Maintenance

## 10.1 Maintenance of photosensitive drum and toner cartridge

### **Storage of photosensitive drum and toner cartridge**

To get the most out of your photosensitive drums and toner cartridges, keep the following guidelines in mind:

- ❖ Do not take the photosensitive drum or toner cartridge out of its packaging until you are ready to install it.
- ❖ Refilling of toner cartridges is not recommended and the warranty for the printer does not cover damages caused by the use of refilled cartridges.
- ❖ The use of non-Lenovo photosensitive drums is not recommended, and the warranty for the printer does not cover damages caused by the use of non-official photosensitive drums.
- ❖ Store the photosensitive drums and toner cartridges in the same environment as the printer. Store the photosensitive drums and toner cartridges in a cool place.

Do not expose the photosensitive drums to light for several minutes or more to avoid damage.

### **Service life of photosensitive drums and toner cartridges**

The service life of photosensitive drums and toner cartridges depends on the workload. Based on printing the "ISO/IEC 19752" test page, the accompanying toner cartridge may survive 1000 pages on average, and the photosensitive drum may survive 10000 pages on average. A retail toner cartridge may survive 1500 pages.

- ❖ If the paper used is not the recommended paper, the life of the photosensitive drum, toner cartridge, and printer parts will be shortened as a result.
- ❖ The frequency of photosensitive drum and toner cartridge replacement varies depending on the printed page, print coverage, and type of paper used.

### **Recycling of photosensitive drums and toner cartridges**

- ❖ Dispose of used photosensitive drums and toner cartridges in accordance with local regulations and separate them from domestic waste.
- ❖ If you have any questions, call a local waste disposal station. Be sure to reseal the photosensitive drum and toner cartridge to prevent internal toner from spilling out.
- ❖ You are suggested to place the used photosensitive drum and toner cartridge on clean paper to prevent the toner from accidentally spilling or scattering.

### **Toner-saving**

- ❖ Enable the Toner-saving mode in **Properties**. This option allows to extend

the service life of the toner cartridge and reduces the cost per page printed, and will reduce the print quality.

#### Tips

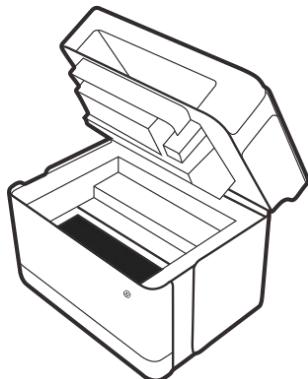
- ❖ If the printer is low on toner and the photosensitive drum is expiring, the status indicator on the **Operation Panel** will be on accordingly, while the Power button indicator will flash slowly in red;

If the printed image suddenly becomes light or blurry, replace the photosensitive drum or toner cartridge as prompted by the ZX Printer software.

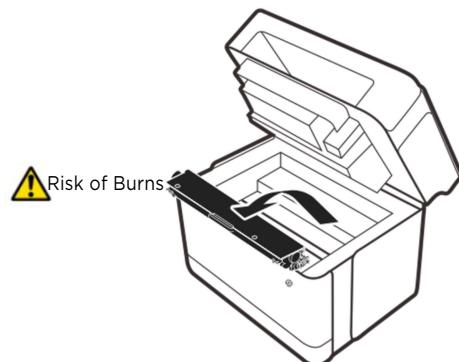
- ❖ The actual printable quantity varies with the number and density of images printed, the number of pages printed at a time, the type and size of paper, and environmental conditions (such as temperature and humidity). The toner quality decreases over time.
- ❖ To guarantee good print quality, we recommend that you use Lenovo photosensitive drums and toner cartridges.
- ❖ Zhixiang Technology Co., Ltd. is not responsible for any damage or loss caused by using non-Lenovo parts.

## 10.2 Replacing drum-toner assembly

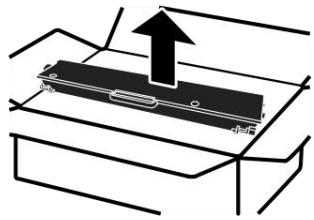
1. Open the upper cover.



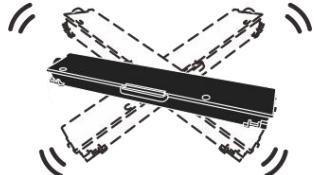
2. Hold the handle of the drum-toner assembly and pull it out upward.



3. According to the printer's prompt, replace the appropriate toner cartridge or photosensitive drum.



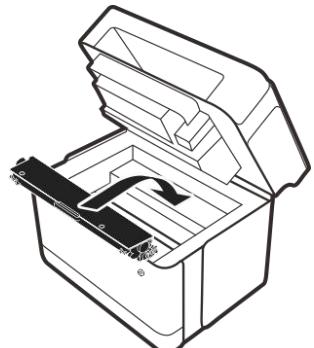
4. Gently shake the drum and powder cartridge horizontally five or six times before installation to make the toner evenly distributed.



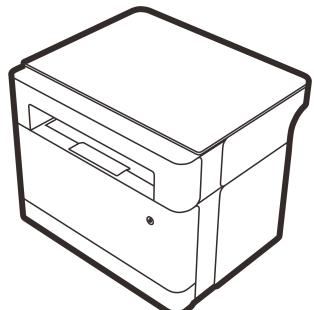
**Note**

- ❖ If toner gets on your clothes, wipe with a dry cloth and wash in cold water for hot water will cause the toner to seep into the fibers.

5. Place the drum-toner assembly into the printer and make sure the assembly is stuck in place.



6. Close the upper cover.



7. Press the button on the panel to reset the toner cartridge or photosensitive drum. Refer to 9.5 Common operation guide for details.

## 10.3 Cleaning printer

To maintain good print quality, perform the following cleaning procedure each time you replace the drum-toner assembly or when the print quality is poor.

### **Precautions for cleaning**

- ❖ Clean the machine regularly to maintain high print quality.
- ❖ Wipe the printer surface with a dry soft cloth. If the cleaning result is not

satisfying in this way, clean the surface with a damp soft cloth that is completely wrung out.

- ❖ If any dirt/stain remains, remove it with a neutral cleaner. To prevent deformation, discoloration or breakage, do not use volatile chemicals (such as gasoline, thinner or spray insecticide) to clean the printer. Simply wipe the printer repeatedly with a completely wrung damp cloth, and then dry the cleaned area.
- ❖ When cleaning the inside of the printer, be careful not to touch the transfer roller (located under the drum-toner assembly); as oil stains on your hands will cause print quality problems.
- ❖ If there is dust or stain inside the printer, clear it with a clean dry cloth.
- ❖ Unplug the plug from the wall-mounted outlet at least once a year. Remove all dust and dirt from the plug and socket and reconnect them. Accumulated dust and dirt will lead to fire risks.

### **Cleaning the printer exterior**

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

### **Cleaning the printer interior**

Paper, toner, and dust particles will accumulate in the printer during the printing process. Over time, this buildup can cause print quality problems such as toner speckles, smudges, and paper jams, and cleaning the printer interior will eliminate or reduce such risks.

1. Turn off the printer, then unplug the power cord and wait for the printer to cool down.
2. Open the top cover and take out the drum-toner assembly.
3. Use a dry lint-free cloth to wipe away dust and spilled toner from the drum-toner assembly area and the space where the drum-toner assembly is placed.
4. Put back the drum-toner assembly in place and close the upper cover tightly.
5. Connect the power cord, and power on the printer.

#### **Note**

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- ❖ Do not expose the photosensitive drums to light for several minutes or more to avoid damage.
- ❖ If necessary, cover it with paper. Do not touch the transfer roller in the printer.

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### **Cleaning scanner glass plate**

1. Lift the scanner cover.
2. Clean the scanner glass panel parts with a soft damp cloth and then wipe it with a dry cloth to remove any remaining water.

# 11 Troubleshooting

## 11.1 Common issues

This section introduces the troubleshooting procedure for common issues that may occur during operation.

Symptom	Possible Causes	Solutions
The printer cannot be turned on	The power cord is not properly connected	1. Make sure the power plug is securely inserted into the wall-mounted outlet. 2. Make sure the wall-mounted outlet is not faulty by connecting another device.
It is unable to print	The USB cable is not properly connected	Reconnect the USB cable
Abnormal noises	The drum-toner assembly is not properly installed	Check whether the photosensitive drum and toner cartridge are properly installed

### Tips

- ❖ If these problems persist, turn off the power, unplug the power cord, and consult your sales or service representative.

## 11.2 Paper feeding issues

If the printer runs normally but fails to feed paper or jams frequently, check the condition of the printer and the paper.

Symptom	Solutions
Paper does not feed smoothly	<ul style="list-style-type: none"><li>❖ Use the supported paper types. Refer to &gt;&gt; <b>the supported paper in Chapter 3 Print Media</b>.</li><li>❖ Load the paper correctly and make sure the paper guides are adjusted correctly. Refer to &gt;&gt; <b>the paper loading instructions in Chapter 2 Printer Setup</b>.</li><li>❖ Flatten the curled paper.</li><li>❖ Remove the paper from the paper feeding cassette and unfold it. Afterward, Then, turn the top and bottom of the paper upside down and put the paper in the paper feeding cassette.</li></ul>
Frequent paper jams	<ul style="list-style-type: none"><li>❖ If there is a gap between the paper and the baffle, adjust the paper guides to eliminate the gap.</li><li>❖ When printing images containing large areas of solid color (which consume large amounts of toner), avoid printing on both sides of the paper.</li><li>❖ Use the supported paper types. Refer to &gt;&gt; <b>the supported paper in Chapter 3 Print Media</b>.</li><li>❖ Make sure that the height of the paper loaded does not exceed the upper limit of the paper feeding cassette.</li></ul>
Feeding multiple sheets at a time	<ul style="list-style-type: none"><li>❖ Before loading, bend the paper back and forth for loosening, and then flap the paper. Flush the edges of the paper on the table.</li></ul>

	<ul style="list-style-type: none"> <li>❖ Use the supported paper types. Refer to &gt;&gt; <b>the supported paper in Chapter 3 Print Media</b>.</li> <li>❖ Make sure that the height of the paper loaded does not exceed the upper limit of the paper feeding cassette.</li> </ul>
Creased paper	<ul style="list-style-type: none"> <li>❖ Damp paper. Use well-preserved paper.</li> <li>❖ Thin paper. Refer to &gt;&gt; <b>the supported paper in Chapter 3 Print Media</b>.</li> <li>❖ If there is a gap between the paper and the paper guide, to be called the paper guides to eliminate the gap.</li> </ul>
Curled paper	<ul style="list-style-type: none"> <li>❖ Load paper upside down in the paper feeding cassette.</li> <li>❖ Damp paper. Use well-preserved paper.</li> </ul>
The image printed on the page is oblique.	If there is a gap between the paper and the paper guide, to be called the paper guides to eliminate the gap.

## 11.3 Clearing jammed paper

Paper jams sometimes occur during printing. When the print media is jammed, you will be warned by the error message from the ZX Printer software and the printer's indicator.

### Causes

- ❖ Loading the paper to the cassette incorrectly, or loading too much paper.
- ❖ The upper or back cover is open during printing.
- ❖ The paper is nonconforming to the specifications. Refer to >> **the supported paper in Chapter 3 Print Media**.
- ❖ The paper size used is out of the allowed range. Refer to >> **the supported paper in Chapter 3 Print Media**.
- ❖ In case of paper jams, the status indicator on the Operation Panel will be on accordingly, while the Power button indicator  be normally on in red.
- ❖ If you can't see the position of the paper jam clearly, check the inside of the printer first.

### Automatic discharge of jammed paper

In case of paper jams, open and close the upper or back cover, and the printer will start automatically discharging the paper jammed.

### Paper jammed in outlet area

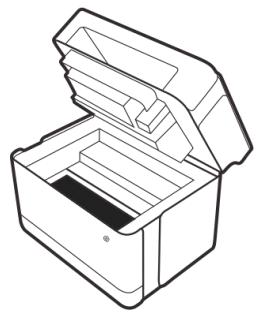
#### Note

- ❖ If the paper is jammed in this area, the toner may spill on the paper. If toner gets on your clothes, wash in cold water for hot water will cause the toner to seep into the fibers.

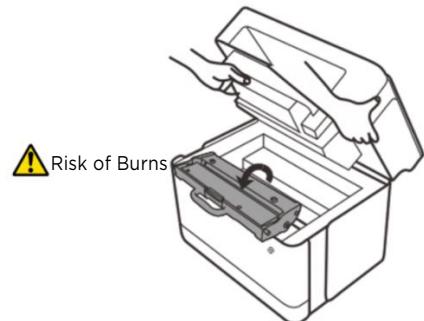
### Manual removal

If the printer fails to automatically discharge the paper jammed, manually remove the paper according to the procedure below.

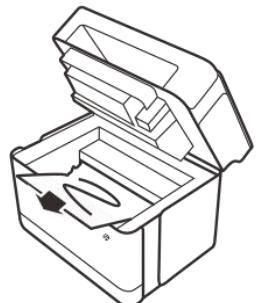
1. Open the upper cover.



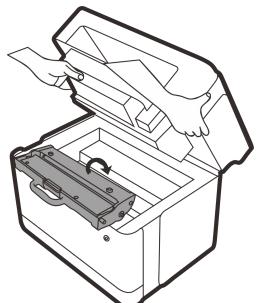
2. Take out the drum-toner assembly.



3. Carefully pull the jammed paper out of the paper outlet. Do not tear the paper.



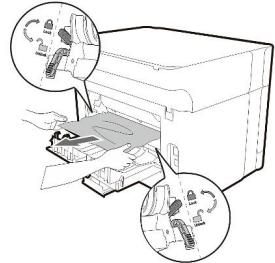
4. Put back the drum-toner assembly.



5. Close the upper cover, and continue printing.



6. If the paper jam cannot be solved in this way, open the back door to manually remove the paper jammed. Then, close the back door and continue printing. (For details, please refer to \* Paper Jam in Fixation Area)

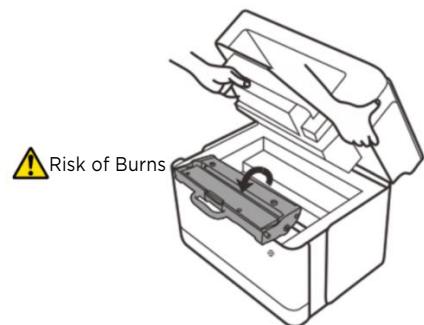


### Paper jammed in inlet area

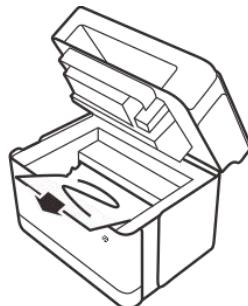
#### Note

- ❖ If the paper has entered the drum-toner assembly area, follow the steps below.
- ❖ If the Power button indicator remains on in red, there is a paper jam in the printer. Check the inside of the printer.

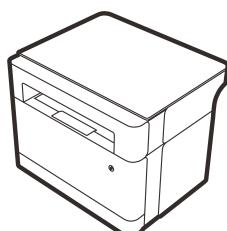
1. Open the upper cover and take out the drum-toner assembly.



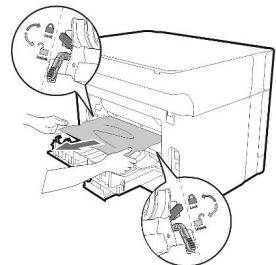
2. Close the upper cover, and carefully pull out the paper jammed in the paper feeding cassette. Do not tear the paper.



3. Put back the drum-toner assembly in place and close the upper cover.



4. If the paper jam cannot be solved in this way, open the back door to manually remove the paper jammed. Then, close the back door and continue printing. (For details, please refer to \* Paper Jam in Fixation Area)

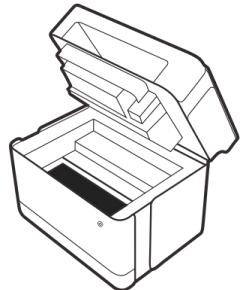


### **Paper jammed in the printer**

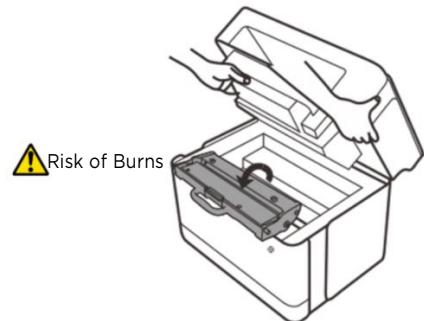
#### **Note**

- ❖ If the paper jammed in this area, the toner may spill on the paper.
- ❖ If toner gets on your clothes, wash in cold water for hot water will cause the toner to seep into the fibers.

1. Open the upper cover.



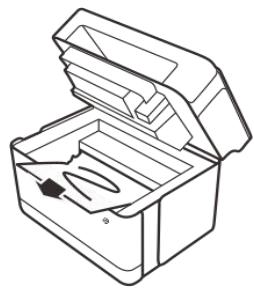
2. Take out the drum-toner assembly.



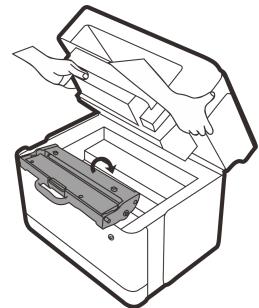
#### **Note**

- ❖ Do not expose the photosensitive drums to light for several minutes or more to avoid damage. Cover it with a piece of paper after removing it from the printer.

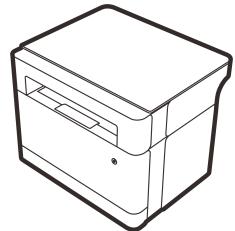
3. Gently pull the paper out of the printer in your direction. Make sure no paper is left inside the printer.



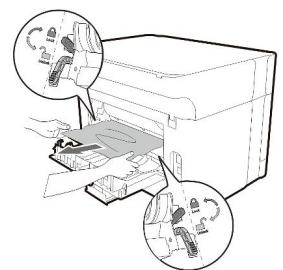
4. Put back the drum-toner assembly in place.



5. Close the upper cover tightly. The printer resumes the printing process.



6. If the paper jam cannot be solved in this way, open the back door to manually remove the paper jammed. Then, close the back door and continue printing. (For details, please refer to \* Paper Jam in Fixation Area)



---

**Note**

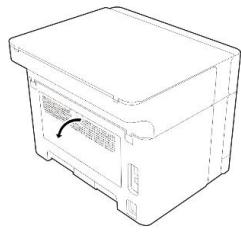
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- ❖ If the Power button indicator remains on in red, there is a paper jam in the printer.
- ❖ Check the inside of the printer.

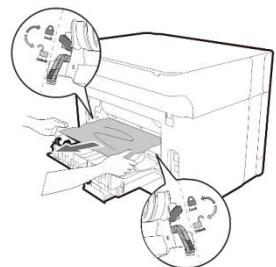
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**Paper jammed in fixation area**

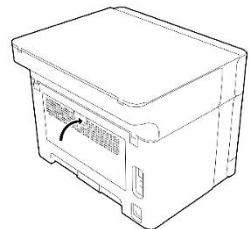
1. Open the back cover downward.



2. If you are aware of a paper jam, toggle down the blue pressure release handles on both sides and carefully pull out the jammed paper. Be careful not to tear the paper. After removing the jammed paper, lift the blue pressure release handles to the original position.



3. Close the back cover and the vertical paper guide, and the printer resumes printing.



### **Precautions to avoid paper jams**

- ❖ Most paper jams can be avoided by choosing the correct type of paper. If a paper jam occurs, follow the steps in "Clear Jammed Paper".
- ❖ Follow the instructions in "Loading Paper" to load the paper correctly. Adjust the paper guides correctly.
- ❖ Do not load too much paper into the feeder tray.
- ❖ Do not remove paper from the paper feeding cassette while printing is in progress.
- ❖ Bend, flap and straighten the paper before loading it.
- ❖ Don't use wrinkled, folded, damp or very curly paper.
- ❖ Do not mix different types of paper in one feeder tray.
- ❖ Use the recommended print media only. Refer to the paper loading instructions in Chapter 2 Printer Setup.
- ❖ Store the print media in a favorable environment.

### **Important**

- ❖ There may be toner on the paper jammed. Be careful not to get toner on your hands or clothes.
- ❖ If you print immediately after clearing a paper jam, the toner on the print may not be fully fixed, thus soiling the paper. Print some test pages until

- there are no more smudges.
- ❖ Do not remove the paper jammed by force to avoid tearing the paper. Debris left in the machine can cause paper jams later and may damage the printer.
- ❖ Paper jams may cause pages to be lost. Check for missing pages and reprint them.

## 11.4 Poor print quality

Check the printer conditions first in case of any print quality issues.

Symptom	Solutions
Printer improperly located	Make sure that the printer is placed on a level surface. Place the printer in a position where it will not shake or vibrate.
Unsupported paper type	Make sure that the paper type is supported by the printer. Refer to >> <b>the supported paper</b> in <b>Chapter 3 Print Media</b> .
Incorrect paper type settings	Make sure that the printer driver's paper type setting matches the loaded paper type. Refer to >> <b>the supported paper</b> in <b>Chapter 3 Print Media</b> .
Non-Lenovo consumables used	The non-Lenovo photosensitive drums and toner cartridges are used, which may impair the print quality and result in failures. Use the non-Lenovo photosensitive drums and toner cartridges.
Recycled photosensitive drums and toner cartridges	The photosensitive drums and toner cartridges must be used before expiration and discarded six months after unpacking.
Printer contaminated	Refer to >> <b>the cleaning instructions</b> in <b>Chapter 10 Maintenance</b> . Clean the printer as required.

## 11.5 Printing problems

Symptom	Solutions
Print error	In case of a print error, change the PC and printer driver settings. <ul style="list-style-type: none"> <li>❖ Check if other applications are running. Close other applications, as they may interfere with printing. If the problem persists, close the unwanted processes additionally.</li> <li>❖ Check that the up-to-date printer driver is used.</li> </ul>
Long time interval between the print start command and the actual printing process	<ul style="list-style-type: none"> <li>❖ The processing time depends on the data size. It takes a long time to process a large size of data, such as graphics-intensive files. Please wait.</li> <li>❖ To speed up printing, reduce the print resolution using the printer driver.</li> </ul>
Blurred printout	<ul style="list-style-type: none"> <li>❖ Damp paper. Use well-preserved paper. Refer to &gt;&gt; <b>the supported paper</b> in <b>Chapter 3 Print Media</b>.</li> <li>❖ The print density is usually low in the Toner-saving mode.</li> <li>❖ There may be condensation. If the temperature or humidity changes rapidly, use the printer after it has adapted to the environment.</li> </ul>
When using an application, it does not print properly, or it does not print image data properly, some characters	Change the print quality settings.

printed are faint, or some characters are not printed	
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### Print position inconsistent with displayed position

If the position of items on the printed page is different from the position displayed on the PC screen, it may be due to one of the following reasons.

Symptom	Solutions
Incorrect configuration of page layout settings	Check that the page layout settings are correctly configured in the application.
Incorrect size of the paper loaded	Check that the paper size specified in the printer driver is the same as the size of the paper loaded.

## 11.6 Photocopy problems

Symptom	Solutions
The output is blank	The original copy is placed upside down. Please place it in the correct orientation. Refer to >> <b>the “Placing the original copy” in Chapter 5 Photocopy Function.</b>
The output is too dark or too light	Adjust the image intensity via the <b>Operation Panel</b> or in the Photocopy function of ZX Printer software.
The output looks different from the original copy	Select the correct scanning mode according to the original copy type in the Photocopy function of the ZX Printer software.
Black spots appear on copied pictures	<ul style="list-style-type: none"> <li>❖ The original copy may have stuck to the scanner glass plate due to high humidity.</li> <li>❖ Place the original copy on the scanner glass plate and place two or three sheets of white paper on top of it.</li> <li>❖ The scanner cover is not closed when copying.</li> </ul>
Ripples on copied patterns	<p>There may be some dense lines or dots on the original copy.</p> <p>Switching between Photo and Text/Photo settings in the Photocopy function of ZX Printer software may reduce the ripples.</p>
Dirty printout	<ul style="list-style-type: none"> <li>❖ The image density is high. Adjust the image density.</li> <li>❖ The toner on the surface of the printed page is not dry. Do not touch the printed surface immediately after copying. Take away the paper just printed one by one, and be careful not to touch the printing area.</li> <li>❖ There is dirt on the scanner glass plate, clean the scanner glass plate. Refer to &gt;&gt; <b>the cleaning instructions in Chapter 10 Maintenance.</b></li> <li>❖ Make sure the toner or correction fluid is dry before placing the original copy on the scanner glass plate.</li> </ul>
When copying from the scanner glass plate, the printing area of the copy is not aligned with the original copy	Place the original copy side down, making sure it is aligned with the left rear corner and flattening it on the scanner glass plate.
Incorrect size of the paper loaded	Check that the paper size indicated by the printer is the same as the size of the paper loaded.

## 11.7 Scanning problems

Symptom	Solutions
The scanned image is dirty	<ul style="list-style-type: none"><li>❖ There is dirt on the scanner glass plate, clean the scanner glass plate. Refer to &gt;&gt; <b>the cleaning instructions</b> in <b>Chapter 10 Maintenance</b>.</li><li>❖ Make sure the toner or correction fluid is dry before placing the original copy on the scanner glass plate.</li></ul>
The scanned image is distorted or misaligned	The original copy is moved during the scanning process. Do not move the original copy during the scanning process.
The scanned image is upside down	The original copy is placed upside down. Place the original copy in the correct orientation. Refer to >> <b>the “Placing the original copy”</b> in <b>Chapter 5 Photocopy Function</b> .
The scanned image is blank	The original copy is placed in the wrong orientation.
The scanned image is dark or light	Adjust the image density.
For WIA scanning via Wi-Fi, the system prompts the message of “unable to retrieve images from the device, check whether the device is connected correctly and try again”	Use the “Scanner Connection Tool” to set up the Wi-Fi scanner, as described in Section <b>6.1 “WIA scanning (Windows)</b> ”.

## 11.8 LED indicator status and operation instructions

Refer to >> **Chapter 9 Key Functions and Indicator Status for details.**

# 12 Printer Setup (WEB Page)

This chapter is intended for models supporting Wi-Fi connection or with wired network port.

## Overview

You can use your web browser to view and modify the following features and information about the printer:

- ❖ View device status, basic information, consumables information, usage statistics, and printer hotspot;
- ❖ View and modify printer name settings, TCP/IP settings, wireless settings, and administrator password settings;

The operation procedure is as below:

1. Visit the printer's WEB page through a web browser

(1) Connect your PC and printer to the same router;

(2) Press **Power** on the printer 3 times consecutively within 1 second and the printer will automatically print the configuration page.

(3) If your PC is connected to the printer through a router, then the IP address of the printer is the "IP address" of the "Wired Network" or "Wireless Network" on the configuration page. If your PC is connected to the printer through the printer hotspot, then the IP address of the printer is fixed to "192.168.186.1".

(4) Open a web browser and type "http://printer's IP address/" in the address bar, such as http://192.168.1.2/, to visit the WEB page of the printer.

2. View various information about the printer

Click the **Information** tab to view device status, basic information, consumables information and usage statistics.

Device Status	
Power Saving	

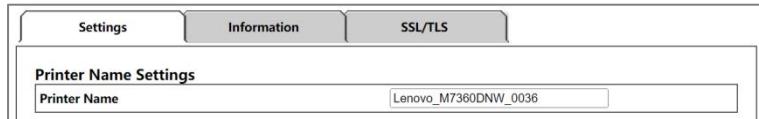
General	
Printer Name	Lenovo_M7360DNW_0036
Machine Series Number	AP00000036AP22040150
Memory Capacity	512 MB
Firmware Version	W0.45.00.08.12
Boot Version	00.0.00
Engine Version	1.07-Xa103
CPU Main Frequency	500 MHz
Printer Language	GDI

Supply Information	
Toner	
Toner Volume	100%
Standard Page Number of Current Toner Cartridge	48
Number of Changed Toner Cartridge	0
OPC	
Drum Volume	100%
Print Page Number of Current OPC	0
Number of Changed OPC	0

Counter	
Print Total	0
Printer	0
Copier	0
Duplex Print Total	0
Duplex Printer	0
Duplex Copier	0
Scan	1

### 3. View and modify the printer name settings

Click the **Settings** tab and select **Printer Name Settings** to set the printer name. After changing, click **Apply** to save the changes.

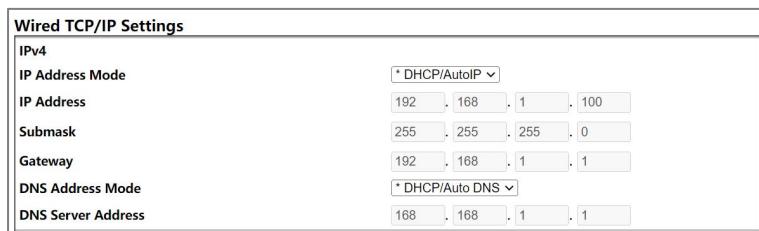


Printer Name	Lenovo_M7360DNW_0036
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### 4. View and modify the TCP/IP settings

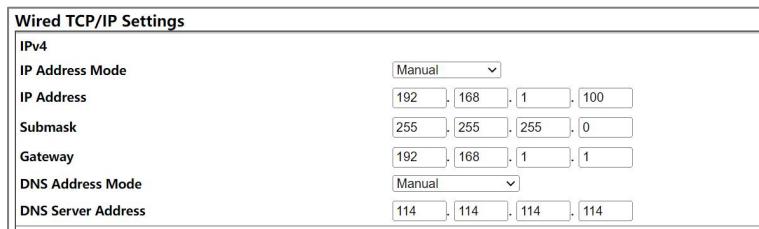
Click the **Settings** tab and select **TCP/IP Settings** to set the printer's IP mode, IP address, subnet mask, and gateway. After changing, click **Apply** to save the changes.

If the IP mode is "Obtain IP address automatically", the IP address, subnet mask, and gateway will be assigned by the router automatically without editing and modification.



IP Address Mode	* DHCP/AutoIP
IP Address	192 . 168 . 1 . 100
Submask	255 . 255 . 255 . 0
Gateway	192 . 168 . 1 . 1
DNS Address Mode	* DHCP/Auto DNS
DNS Server Address	168 . 168 . 1 . 1

If "Manual" is selected for IP mode, you can edit and modify the IP address, subnet mask, and gateway according to your own network requirements.



IP Address Mode	Manual
IP Address	192 . 168 . 1 . 100
Submask	255 . 255 . 255 . 0
Gateway	192 . 168 . 1 . 1
DNS Address Mode	Manual
DNS Server Address	114 . 114 . 114 . 114

### 5. View and modify the wireless settings

Click the **Settings** tab and select **Wireless Settings** to set the wireless parameters for your printer. After changing, click **Apply** to save the changes. The printer is connected to the Wi-Fi based on its wireless settings, and therefore connected to the Internet.

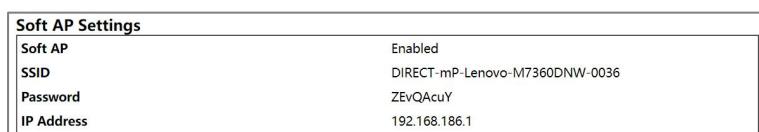


SSID	
Network Type	Infrastructure
MAC Address	60:FB:00:0A:4B:22
Link Channel	0
Link Quality	No Acceptation
Encryption	* No Security
Password	****
Re-enter Password	****

### 6. View the printer hotspot

Click the **Settings** tab and select **Printer Hotspot** to view the SSID, password and IP address of the printer hotspot.

Your PC can be connected to your printer through the printer hotspot.



Soft AP	Enabled
SSID	DIRECT-mP-Lenovo-M7360DNW-0036
Password	ZEvQAcuY
IP Address	192.168.186.1

7. Modify the administrator password

Click the **Settings** tab and select **Administrator Password Settings** to set the administrator password. After changing, click **Apply** to save the changes. The default username is **admin**, and the default password is **888888**.

Administrator Password Settings	
User Name	admin
Password	.....
Re-enter Password	.....

# 13 Appendix

## 13.1 Precautions for consumables

- ❖ If you use non-Lenovo supplies, the printer operation cannot be guaranteed.
- ❖ Depending on the printing conditions, sometimes the printer cannot print the amount of paper stated in the specifications.
- ❖ If the printed image suddenly becomes light or blurry, replace the photosensitive drum or toner cartridge.

## 13.2 Handling and relocation

This section introduces what you must be aware of when moving the machine over a long/short range.

When moving the printer over long distances, repack it with the original packing material.

- ❖ Be sure to disconnect all cables from the machine before shipping.
- ❖ This is a precision product. Be sure to handle it with care.
- ❖ Be sure to move the product horizontally. Take extra care when carrying the product up and down the stairs.
- ❖ Do not remove the drum-toner assembly when moving the product.
- ❖ When moving the product, be sure to keep it level. To prevent toner from spilling, move the product carefully.

Be sure to check the following:

1. The power switch is off.
2. The power cord is disconnected from the wall-mounted outlet.
3. All other cables have been disconnected from the product.

- ❖ To move the product over long distances, pack it properly. Be careful not to tip over or tilt the product during handling.
- ❖ Toner may spill inside the printer if it is not kept level during handling.
- ❖ For more information about moving your printer, consult your sales or service representative.

### Disposal

For more information about disposing of your printer, consult your sales or service representative.

### More information

For more information on the topics covered or not covered in this Manual, consult your sales or service representative.

## 13.3 Drum-toner assembly

The drum-toner assembly includes the photosensitive drum and toner cartridge. Based on printing the "ISO/IEC 19752" test page, the accompanying toner cartridge may survive 1000 pages on average, and the photosensitive drum may survive 10000 pages on average. A retail toner cartridge may

survive 1500 pages.

### **Tips**

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- ❖ Printing cannot continue unless the photosensitive drum is replaced before expiration. To facilitate the replacement of the photosensitive drum, we recommend that you purchase and store extra photosensitive drums.
- ❖ The actual printable quantity varies with the number and density of images printed, the number of pages printed at a time, the type and size of paper, and environmental conditions (such as temperature and humidity).
- ❖ Since the quality of the drum-toner assembly deteriorates over the service time, it may need to be replaced before the relevant indication message appears.
- ❖ The drum-toner assembly is not covered under warranty. However, if any drum-toner assembly related problem arises, contact your vendor.

---

## **13.4 Product specifications**

This section lists the product specifications.

### **Common specifications**

Configuration: Desk-mounted

Maximum paper size supported by the scanner glass plate:

- ❖ 216 mm x 297 mm (8.5 x 11.69 inches)

Maximum paper size for printing is:

- ❖ 216 mm x 297 mm (8.5 x 11.69 inches)

Warm-up time: Less than 25s (23°C, 50%RH)

Paper sizes:

- ❖ A4, Letter, B5, A5, A5 (long side), B6, B6 (long side), A6, Executive, 16K, Custom

Support the following custom paper sizes:

- ❖ Width: 100-216 mm (3.94-8.5 inches)
- ❖ Length: 127-297 mm (5-11.69 inches)

Paper types:

- ❖ Plain paper (70-90 g/m<sup>2</sup> (17-26 lb))
- ❖ Recycled paper (70-90 g/m<sup>2</sup> (20-24 lb))
- ❖ Thick paper (90-105 g/m<sup>2</sup> (26.6-34 lb))

Paper cassette capacity: 150 sheets (80 g/m<sup>2</sup>, (20 lb))

Paper output capacity: 50 sheets

Memory: 512 MB

Power supply: AC 220 to 240V, 5A, 50/60Hz

Power: Maximum power consumption of 900 W

Product size (width x length x height): 360 x 305 x 285 mm

Weight (printer, drum-toner assembly): approx. 8.2 kg (18 lb) or less

### **Print specifications**

Print speed: 26 pages per minute (A4 short-side feeding)

Resolution: 600 x 600 dpi (maximum 1200 x 600 dpi)

Home print speed: 9s or less (from start of printing to paper output)

Port:

- ❖ Hi-speed USB2.0
- ❖ IEEE 802.11 b/g/n (for Wi-Fi models only)

Print language: GDI

### **Photocopy specifications**

Maximum resolution (scanning and printing):

- ❖ Scanning: 600 x 600 dpi
- ❖ Printing: 600 x 600 dpi

Photocopy speed: 26 pages per minute

Photocopy ratio (set in ZX Printer software):

- ❖ Scaling: 25% to 400%

Number of copies: 1-99 pages

### **Scanning specifications**

Type: Flatbed

Colors: Color, grayscale, black and white

Physical resolution: 1200 x 600 dpi (maximum)

Maximum resolution (interpolation): 4800×4800 dpi

Color bits: 24-bit (color), 8-bit (grayscale), 1-bit (black and white)

Maximum size of original copy (flatbed):

- ❖ A4 (210 X 297 mm)
- ❖ Letter (215.9 X 279.4mm)

## **13.5 Trademark**

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- For Windows XP:
  - Microsoft® Windows® XP Professional
  - Microsoft® Windows® XP Home Edition
  - Microsoft® Windows® XP Professional x64 Edition
- For Windows Vista:
  - Microsoft® Windows Vista® Ultimate
  - Microsoft® Windows Vista® Business
  - Microsoft® Windows Vista® Home Premium
  - Microsoft® Windows Vista® Home Basic
  - Microsoft® Windows Vista® Enterprise
- For Windows 7:
  - Microsoft® Windows® 7 Home Premium
  - Microsoft® Windows® 7 Professional
  - Microsoft® Windows® 7 Ultimate
  - Microsoft® Windows® 7 Enterprise
- For Windows 8:
  - Microsoft® Windows® 8

- Microsoft® Windows® 8 Pro
- Microsoft® Windows® 8 Enterprise
- For Windows 8.1:
  - Microsoft® Windows® 8.1
  - Microsoft® Windows® 8.1 Pro
  - Microsoft® Windows® 8.1 Enterprise
- For Windows 10:
  - Microsoft® Windows® 10 Home
  - Microsoft® Windows® 10 Pro
  - Microsoft® Windows® 10 Enterprise
- For Windows Server 2003:
  - Microsoft® Windows Server® 2003 Standard Edition
  - Microsoft® Windows Server® 2003 Enterprise Edition
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  - Microsoft® Windows Server® 2003 R2 Standard Edition
  - Microsoft® Windows Server® 2003 R2 Enterprise Edition
- For Windows Server 2008:
  - Microsoft® Windows Server® 2008 Foundation
  - Microsoft® Windows Server® 2008 Standard
  - Microsoft® Windows Server® 2008 Enterprise
- For Windows Server 2008 R2:
  - Microsoft® Windows Server® 2008 R2 Foundation
  - Microsoft® Windows Server® 2008 R2 Standard
  - Microsoft® Windows Server® 2008 R2 Enterprise
- For Windows Server 2012:
  - Microsoft® Windows Server® 2012 Foundation
  - Microsoft® Windows Server® 2012 Essentials
  - Microsoft® Windows Server® 2012 Standard
- For Windows Server 2012 R2:
  - Microsoft® Windows Server® 2012 R2 Foundation
  - Microsoft® Windows Server® 2012 R2 Essentials
  - Microsoft® Windows Server® 2012 R2 Standard
- For Windows Server 2016:
  - Microsoft® Windows Server® 2016 Essentials
  - Microsoft® Windows Server® 2016 Standard
  - Microsoft® Windows Server® 2016 Datacenter

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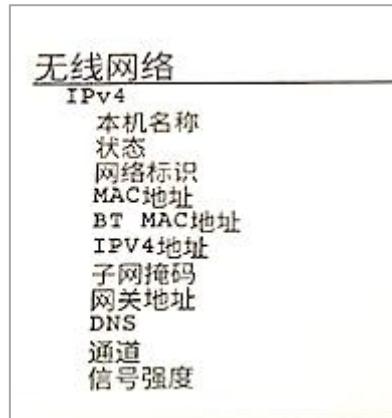
## 13.6 Fixed IP address settings

To print via Wi-Fi, set the printer's IP address in the router to a fixed IP address. If you select the default dynamic host configuration protocol (DHCP mode), every time the printer or wireless router reboots, the printer's IP address will be reassigned, in which case, the installed printer driver and the existing printer configuration may not match, and the printer will not work. Therefore, this section will take one of the TP-LINK router models as an example and

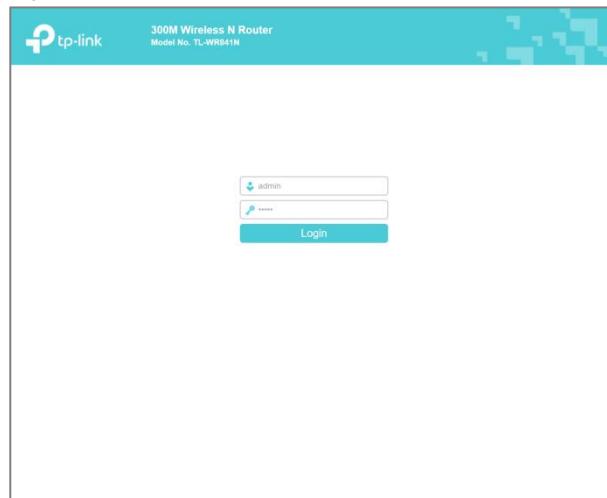
introduce how to set a fixed IP address for the printer.

#### Procedure

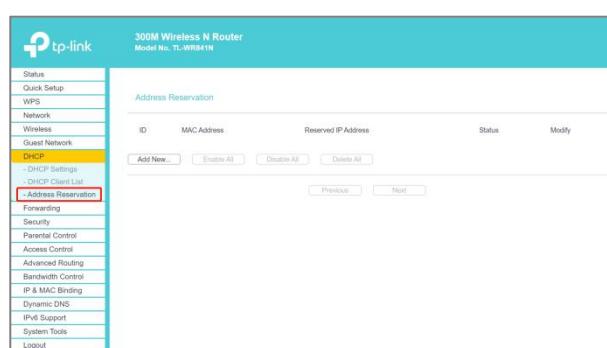
1. After turning on the printer, press **Power** 3 times consecutively within 1 second to print the configuration page and mobile device connection guide.
2. Get the MAC address for printing according to the configuration page. (Find the MAC address entries under the wireless network)



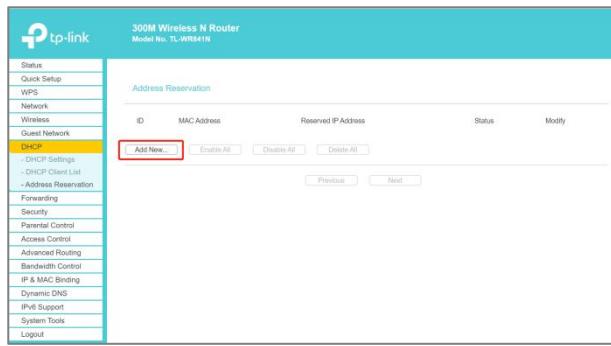
3. Connect your computer to the wireless network of the TP-LINK router, enter <http://192.168.1.1/> in the address bar of your Internet Explorer browser, and enter your user name and password in the pop-up login screen, which can be obtained through your network administrator or the router manual.



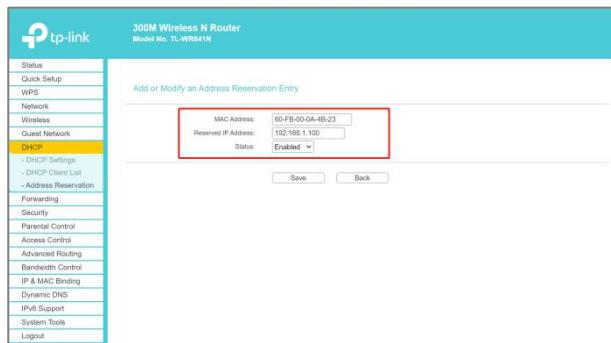
4. After entering the router management screen, select **DHCP Server > Static Address Assignment** in the left column of the function option bar to enter the static address assignment settings screen.



5. In the static address assignment screen, select Add to add a new entry.



6. Enter the MAC address of the printer and the fixed IP address to be assigned to the printer in the **Add New Entry** screen, and click **Save**.



7. The settings will take effect after restarting the router.
8. Follow the printer's mobile device connection guide to connect the printer to the wireless network.

Thus, the printer's IP is fixed in the router, and will not change even if the printer or wireless router reboots, so that the installed printer driver and the existing printer configuration will remain matched, and the printer will work properly.