User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed and PDF file (CD-ROM) / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	For Chinese: Printed / In the box For Chinese English: PDF file (CD-ROM) / In the box
User's Guide	Learn the basic Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	For Chinese: Printed / In the box For Chinese English: PDF file (CD-ROM) / In the box
Advanced User's Guide	Learn more advanced operations: Copy, security features, printing reports and performing routine maintenance.	PDF file (CD-ROM) / In the box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning and using the Lenovo ControlCenter utility.	PDF file (CD-ROM) / In the box
Network User's Guide	This Guide provides useful information about wired network settings and security settings using the Lenovo machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file (CD-ROM) / In the box
Google Cloud Print Guide	This Guide provides details on how to configure your Lenovo machine to a Google account and use Google Cloud Print services for printing over the Internet from devices using Gmail™ for mobile, GOOGLE DOCS™ for mobile and applications for the Chrome OS.	PDF file / Lenovo Support Website [1]

[1] Visit us at http://www.lenovo.com/.

Table of Contents

1 General Setup 1

Memory storage 1
Ecology features 1
Toner Save 1
Sleep Time 2
Deep Sleep mode 2
Quiet mode feature 2
Quiet mode 2
LCD Contrast 3
Glass ScanSize 3
User Settings List 4
Network Configuration Report 4

2 Security features 5

Secure Function Lock 2.0 5
Setting the password for the administrator 6
Changing the password for the administrator 6
Setting up the Public user mode 7
Setting up restricted users 7
Turning Secure Function Lock on/off 8
Switching Users 8
Setting Lock 9
Setting up the password 10
Changing your Setting Lock password 10
Turning Setting Lock on/off 11

3 Making copies 12

Copy settings 12
Stop copying 12
Size Error 12
Billings and ID Copies 12
Using the Double-sided ID Copy/Options key 13
Double-sided ID Copy 15
Sorting copies 16
Improving copy quality 16
Adjusting Brightness and Contrast 17
Making N in 1 copies (page layout) 18
Tray selection 19
Enlarging or reducing the image copied 20
Duplex (2-sided) copying 21
Duplex Copy (long edge flip) 21
Advanced Duplex Copy (short edge flip) 21

A Routine maintenance 22

Cleaning and checking the machine 22
Checking the Page Counters 23
Checking the remaining life of parts 23
Replacing periodic maintenance parts 23
Packing and shipping the machine 24

B Options 27

Optional paper tray (LT-5800) 27
Memory board 27
SO-DIMM Types 27
Installing extra memory 28

C Glossary 30

D Index 31

1 General Setup

Memory storage

Your menu settings are stored permanently and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast) *will* be lost. During a power failure the machine will retain the date and time for up to 60 hours.

Ecology features

Toner Save

You can save toner using this feature. When you set Toner Save to `On`, prints appear lighter. The default setting is `Off`.

1. Press **Menu**, **1**, **3**, **1**.
2. Press ▲ or ▼ to choose `On` or `Off`. Press **OK**.
3. Press **Stop/Exit**.

Note

We do not recommend Toner Save for printing Photo or Greyscale images.

Sleep Time

The Sleep mode setting can reduce power consumption. The machine will wake up and start printing when it receives a print job.

You can choose how long the machine must be idle before it goes into Sleep mode. When the machine receives a print job or makes a copy, the timer will be reset. The default setting is 1 minute.

While the machine is in Sleep mode the LCD will show `Sleep`.

1. Press **Menu**, **1**, **3**, **2**.
2. Enter the length of time (0-90 minutes) the machine is idle before entering Sleep mode.
   Press **OK**.
3. Press **Stop/Exit**.

Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show `Deep Sleep`. Deep Sleep mode uses less power than Sleep mode. The machine will wake up when it receives a print job.

Quiet mode feature

Quiet mode

The Quiet mode setting can reduce noise while printing. When Quiet Mode is turned `On`, the print speed becomes slower. The default setting is `Off`.

1. Press **Menu**, **1**, **4**.
2. Press ▲ or ▼ to choose `On` or `Off`.
   Press **OK**.
3. Press **Stop/Exit**.

LCD Contrast

You can change the contrast to make the LCD look lighter or darker.

1. Press **Menu**, **1**, **6**.
2. Press ▶ to make the LCD darker. Or, press ◀ to make the LCD lighter. Press **OK**.
3. Press **Stop/Exit**.

Glass ScanSize

When scanning Letter size documents, you will need to set the scan glass size to `Letter`; otherwise, a portion of your scanned documents will be missing.

1. Press **Menu**, **1**, **8**, **1**.
2. Press ▲ or ▼ to choose `Letter`. Press **OK**.
3. Press **Stop/Exit**.

User Settings List

You can print a list of the machine's settings.

1. Press **Menu**, **6**, **4**.
2. Press **Start**.
3. Press **Stop/Exit**.

Network Configuration Report

The Network Configuration Report is a report listing the current network configuration including the network print server settings.

1. Press **Menu**, **6**, **5**.
2. Press **Start**.
3. Press **Stop/Exit**.

2 Security features

Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- Copy
- Scan
- USB Direct
- Print [1]
- Page Limit [2]

[1] Print includes print jobs via Google Cloud Print.

[2] Page Limit is configured using Web Based Management.

This feature also prevents users from changing the default settings of the machine by limiting access to the user-defined menu settings.

Before using the security features you must first enter an administrator password.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a password to use the machine.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call Lenovo Customer Service.

Note

- Secure Function Lock can be set manually at the control panel, or by using Web Based Management. We recommend using Web Based Management to configure this feature. (➤➤ Network User's Guide)
- Only administrators can set limitations and make changes for each user.

Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn the Secure Function Lock on or off. (See *Setting up restricted users* ➤➤ page 7 and *Turning Secure Function Lock on/off* ➤➤ page 8.)

1. Press **Menu**, **1**, **7**, **1**.
2. Enter a four-digit number for the password using numbers 0-9.
   Press **OK**.
3. Re-enter the password when the LCD shows `Verify:`.
   Press **OK**.
4. Press **Stop/Exit**.

Changing the password for the administrator

1. Press **Menu**, **1**, **7**, **1**.
2. Press ▲ or ▼ to choose `Set Password`.
   Press **OK**.
3. Enter the registered four-digit password.
   Press **OK**.
4. Enter a four-digit number for the new password.
   Press **OK**.
5. If the LCD shows `Verify:` re-enter the new password.
   Press **OK**.
6. Press **Stop/Exit**.

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：https://d.book118.com/405341000033011313