

M7250  
M7260  
M7250N



Before you can use the machine, you must set up the hardware and install the driver. Please read this 'Quick Setup Guide' for proper set up and installation instructions.

## STEP 1

Setting Up the Machine



## STEP 2






Installing the Driver & Software

**Setup is Complete!**

Keep this 'Quick Setup Guide' and the supplied CD-ROM in a convenient place for quick and easy reference at all times.



## Symbols used in this guide

|   |  |   |
|---|--|---|
| <br>Warning  | <br>Caution   | <br>Improper Setup |
| Warnings tell you what to do to prevent possible personal injury.   | Cautions specify procedures you must follow or avoid to prevent possible damage to the machine or other objects.                                 | Improper Setup icons alert you to devices and operations that are not compatible with the machine.    |
| <br>Note   | <br>User's Guide, Software User's Guide or Network User's Guide |   |
| Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features. | Indicates reference to the User's Guide or Software User's Guide or Network User's Guide which is on the CD-ROM we have supplied.                |   |



## Getting Started

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## STEP 1—Setting Up the Machine

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## STEP 2—Installing the Driver & Software

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## Consumables and Options

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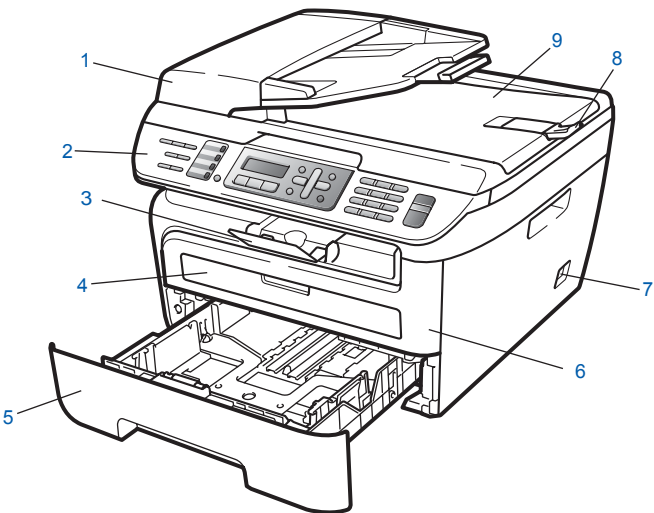


## Carton components


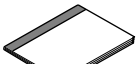


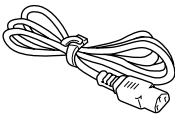

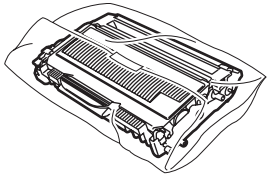
Carton components may vary from one country to another.  
Save all packing materials and the carton in case for any reason you must ship your machine.

### Warning

Plastic bags are used in the packaging of your machine. To avoid danger of suffocation, keep these bags away from babies and children.



- |                                   |                                    |
|-----------------------------------|------------------------------------|
| 1 Automatic Document Feeder (ADF) | 6 Front Cover                      |
| 2 Control Panel                   | 7 Power Switch                     |
| 3 Face-down Output Tray Support   | 8 ADF Document Output Support Flap |
| 4 Manual Feed Slot                | 9 Document Cover                   |
| 5 Paper Tray                      |                                    |

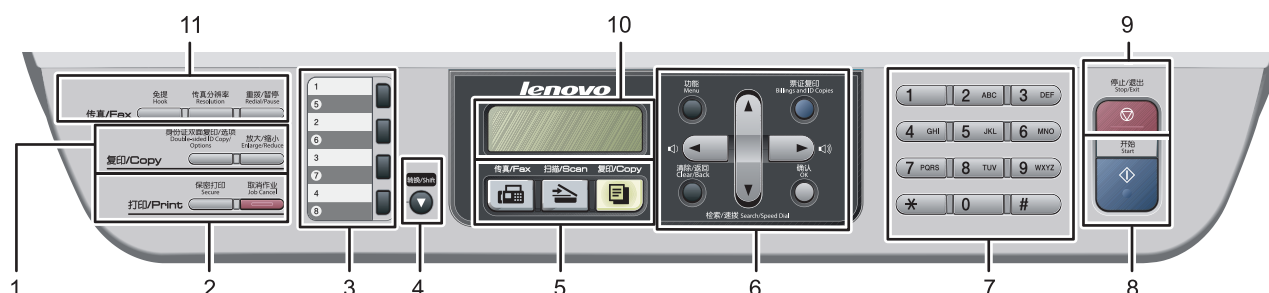
|  |  |  |  |
|--|--|--|--|
| <br>CD-ROM        | <br>User's Guide        | <br>Quick Setup Guide                                  | <br>USB Interface Cable |
| <br>AC Power Cord | <br>Telephone line Cord | <br>Drum Unit Assembly<br>(including Toner Cartridge) |  |

- The interface cable is not a standard accessory. Please purchase the appropriate interface cable for the interface you intend to use (Network). Do NOT connect the interface cable at this time. Connecting the interface cable is done during the software installation process.
- To ensure safe operation the supplied plug must be inserted only into a standard power outlet that is properly grounded through the standard electrical wiring. Non grounded equipment may cause an electrical shock hazard, and may cause excessive electrical noise radiation.
- USB interface cable  
Please make sure you use a USB 2.0 interface cable that is no longer than 6 feet (2 metres). When you use a USB cable, make sure you connect it to the USB port of your computer and not to a USB port on a keyboard or non-powered USB hub.
- Network cable (M7250N only)  
Use a straight-through Category 5 (or greater) twisted-pair cable for 10BASE-T or 100BASE-TX Fast Ethernet Network.

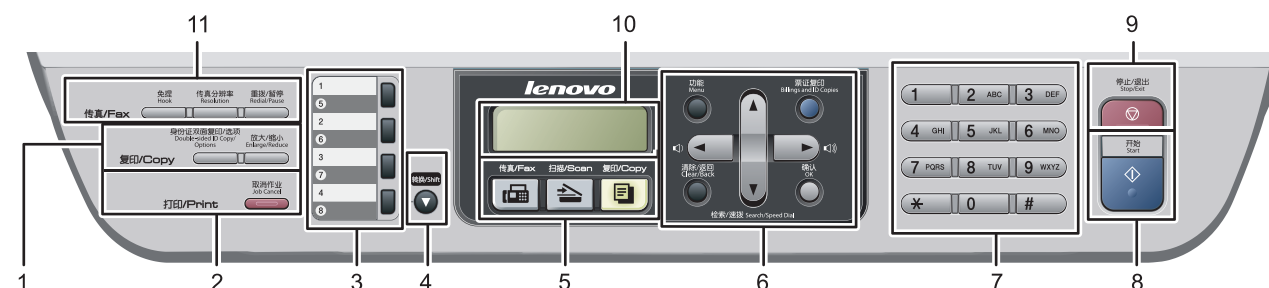


## Control panel

### M7250N



M7250 and M7260 have the same keys.

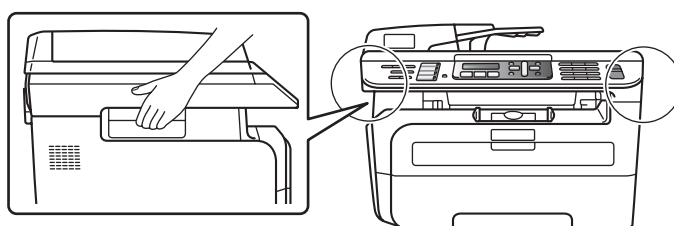


- |                  |                                 |
|------------------|---------------------------------|
| 1 Copy keys      | 7 Dial Pad                      |
| 2 Print key(s)   | 8 Start key                     |
| 3 One Touch keys | 9 Stop/Exit key                 |
| 4 Shift key      | 10 LCD (Liquid Crystal Display) |
| 5 Mode keys      | 11 Fax and Telephone keys       |
| 6 Menu keys      |                                 |

 For the details of the control panel, see Control panel overview in Chapter 1 of the User's Guide.

### Note

When you move the machine, grasp the side handholds that are under the scanner. Do NOT carry the machine by holding it at the bottom.



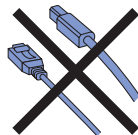
■ Illustration in this Quick Setup Guide are based on M7250N.



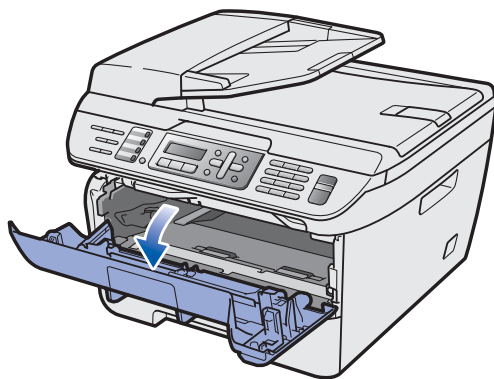
## 1 Installing the drum unit and toner cartridge assembly

### ⊘ Improper Setup

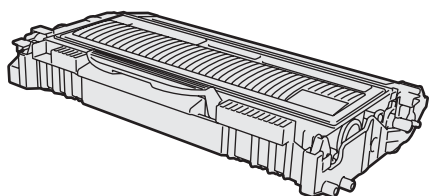
**DO NOT** connect the interface cable.  
Connecting the interface cable is done when installing the driver.



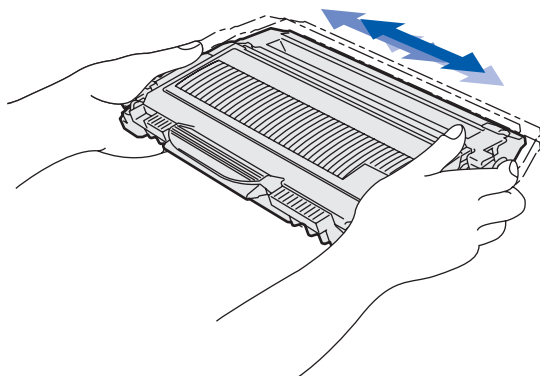
### 1 Open the front cover.



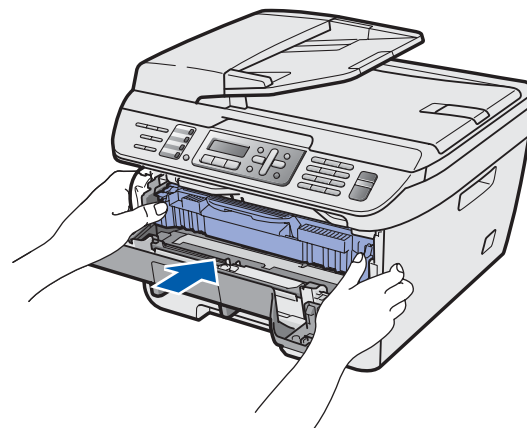
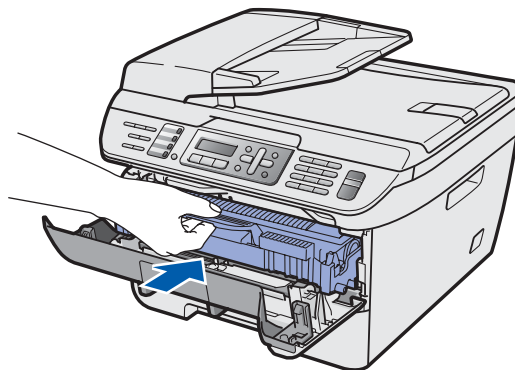
### 2 Unpack the drum unit and toner cartridge assembly.



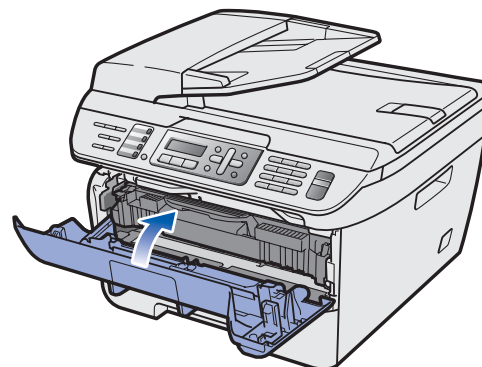
### 3 Gently shake it from side to side several times to distribute the toner evenly inside the assembly.



### 4 Put the drum unit and toner cartridge assembly into the machine.



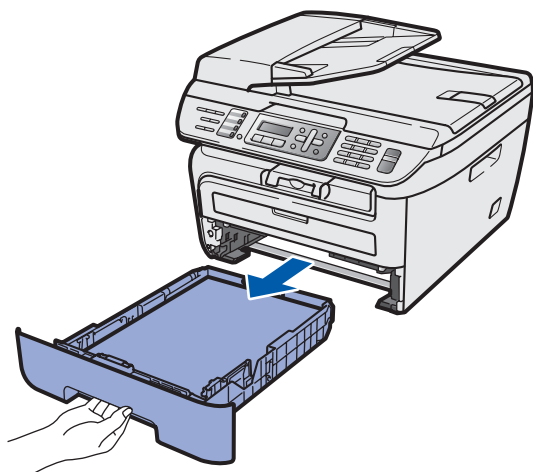
### 5 Close the front cover of the machine.



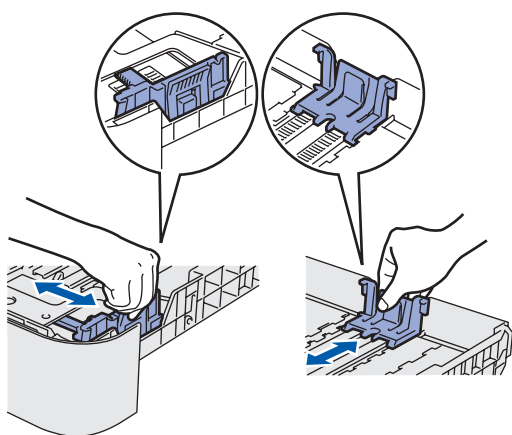


## 2 Loading paper in the paper tray

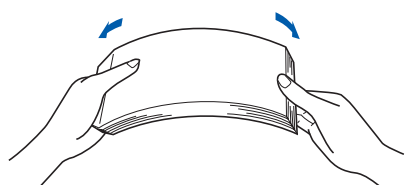
- 1** Pull the paper tray completely out of the machine.



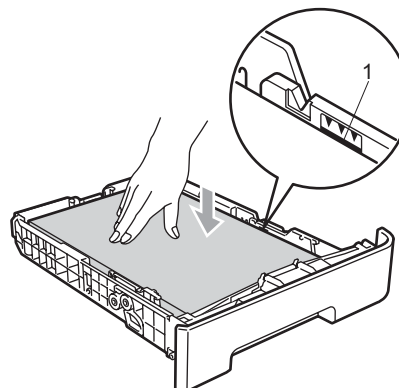
- 2** While pressing the green paper-guide release lever, slide the paper guides to fit the paper size you are using. Make sure that the guides are firmly in the slots.



- 3** Fan the stack of paper well to avoid paper jams and misfeeds.



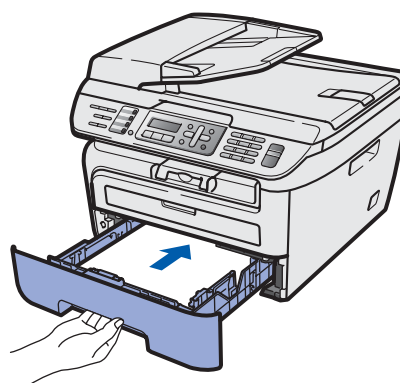
- 4** Put paper in the paper tray. Make sure that the paper is flat in the tray and below the maximum paper mark (1).



### ! Caution

*Make sure the paper guides touch the sides of the paper so it will feed properly. If you do not this, it may cause damage to your machine.*

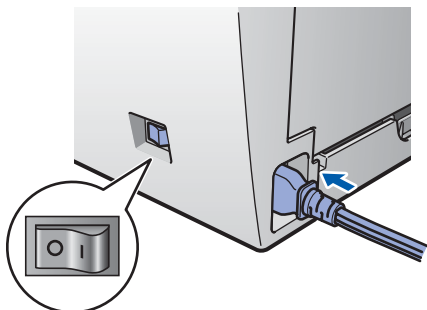
- 5** Put the paper tray firmly back into the machine. Make sure that it is completely inserted into the machine.





### 3 Install the power cord and phone line

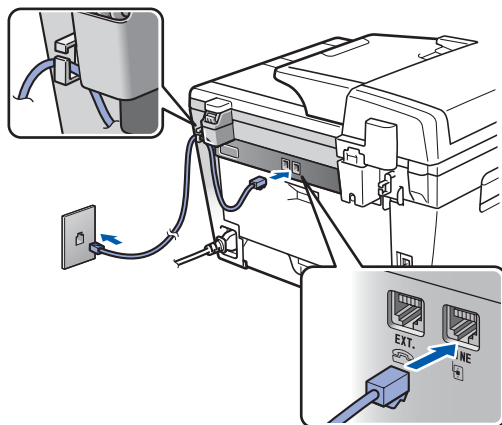
- 1** Make sure that the machine's power switch is off. Connect the AC power cord to the machine.



- 2** Plug the AC power cord into an AC outlet. Turn the power switch on.



- 3** Connect one end of the telephone line cord to the socket on the machine marked **LINE** and the other end to a modular wall socket.

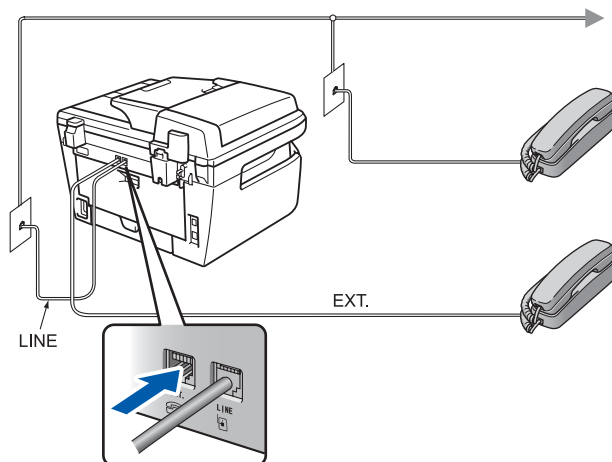


#### Warning

- The machine must be fitted with an earthed plug.
- Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power cord connected to your machine when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your machine by disconnecting the telephone line first and then the power cord.

#### Note

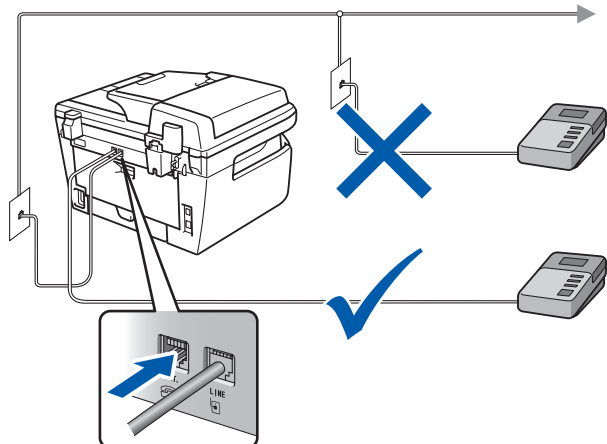
*If you are sharing one phone line with an external telephone, connect it as shown below.*





## Note

If you are sharing one phone line with an external telephone answering device, connect it as shown below.



Please set the receive mode to  
*External TAD*.

For more details, see *Selecting a receive mode* on page 10 and *Connecting an external TAD* in Chapter 7 of the User's Guide.

## 4

### Selecting your language

#### 1

Press **Menu**.



#### 2

Press **0**.

#### 3

Press **0**.

#### 4

Select your language by using  or  and then Press **OK**.

#### 5

Press **Stop/Exit**.



## 5 Setting the date and time

The machine displays the date and time, and if you set up the station ID, it will add it to each fax you send.

- 1 Press **Menu**.
- 2 Press **0**.
- 3 Press **2**.
- 4 Enter the last two digits of the year on the dial pad, and then press **OK**.



Date&Time  
Year:2008

(e.g. Enter **0, 8** for 2008.)

- 5 Enter the two digits for the month on the dial pad, and then press **OK**.



Date&Time  
Month:03

(e.g. Enter **0, 3** for March.)

- 6 Enter the two digits for the day on the dial pad, and then press **OK**.



Date&Time  
Day:25

(e.g. Enter **2, 5**.)

- 7 Enter the time in 24-hour format on the dial pad, and then press **OK**.



Date&Time  
Time:15:25

(e.g. Enter **1, 5, 2, 5** for 3:25 P.M.)

- 8 Press **Stop/Exit**.



### Note

*If you make a mistake and want to start again, press **Stop/Exit** and go back to step 1.*

## 6 Setting your station ID

You should store your name and fax number to be added on all fax pages that you send.

- 1 Press **Menu**.
- 2 Press **0**.
- 3 Press **3**.
- 4 Enter your fax number (up to 20 digits) on the dial pad, and then press **OK**. To enter a "+" for international dialling codes, press \*. For example, to enter the chinese dialling code "+86", press \*, **8, 6**, and then the rest of your number.



Station ID  
Fax:+86XXXXXXXXXX

- 5 Enter your tel number (up to 20 digits) on the dial pad, and then press **OK**. (If your telephone number and fax number are the same, enter the same number again.)



Station ID  
Tel:+86XXXXXXXXXX



- 6** Use the dial pad to enter your name (up to 20 characters), and then press **OK**.

Station ID  
 Name:



## Note

- Refer to the following chart for entering your name.
- If you need to enter a character that is on the same key as the previous character, press to move the cursor to the right.
- If you entered a letter incorrectly and want to change it, press or to move the cursor to the incorrect character, press **Clear/Back**.

| Press key | One time | Two times | Three times | Four times | Five times | Six times | Seven times | Eight times |
|-----------|----------|-----------|-------------|------------|------------|-----------|-------------|-------------|
| 2         | a        | b         | c           | A          | B          | C         | 2           | a           |
| 3         | d        | e         | f           | D          | E          | F         | 3           | d           |
| 4         | g        | h         | i           | G          | H          | I         | 4           | g           |
| 5         | j        | k         | l           | J          | K          | L         | 5           | j           |
| 6         | m        | n         | o           | M          | N          | O         | 6           | m           |
| 7         | p        | q         | r           | s          | P          | Q         | R           | S           |
| 8         | t        | u         | v           | T          | U          | V         | 8           | t           |
| 9         | w        | x         | y           | z          | W          | X         | Y           | Z           |



For more details, see “Entering Text” of the User’s Guide.

- 7** Press **Stop/Exit**.

## 7 Tone and pulse dialling mode

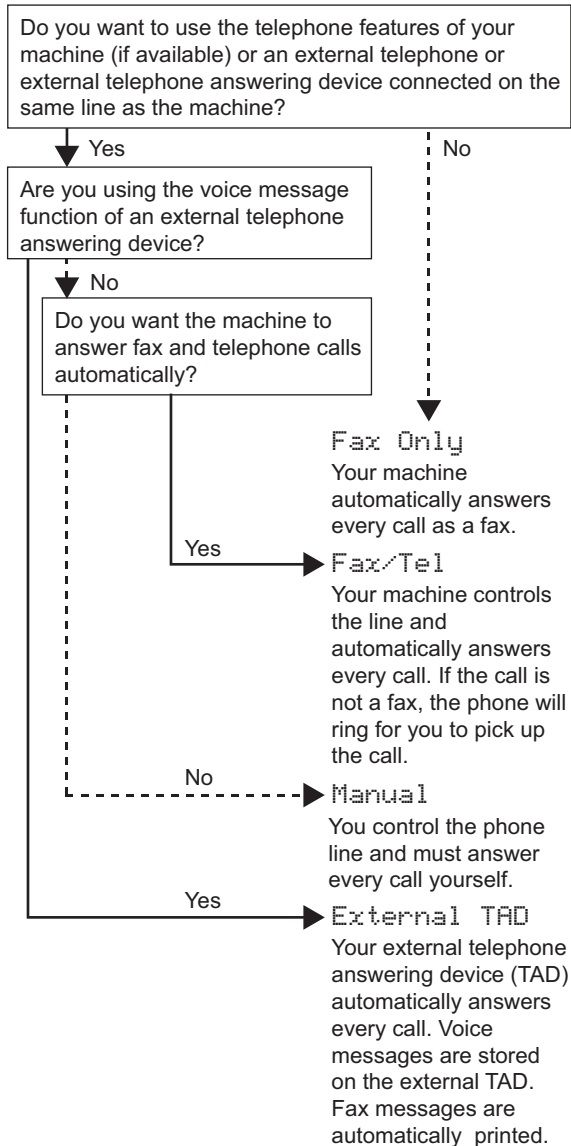
Your machine comes set for Tone dialling service. If you have Pulse dialling service (rotary), you need to change the dialling mode.



- 1 Press **Menu**.
- 2 Press **0**.
- 3 Press **4**.
- 4 Press or to select Pulse (or Tone). Press **OK**.
- 5 Press **Stop/Exit**.



## 8 Selecting a receive mode

There are four possible receive modes: **Fax Only**, **Fax/Tel**, **Manual** and **External TAD**. Choose the **Receive Mode** which best suits your needs.



- 1** Press **Menu**.
- 2** Press **0**.
- 3** Press **1**.
- 4** Press  or  to select the mode.  
Press **OK**.
- 5** Press **Stop/Exit**.



For more details, see *Receiving a fax in Chapter 6 of the User's Guide*.

## 9 Dial Prefix

The dial prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your phone system requires a 9 to dial an outside number this setting will automatically dial 9 for every fax you send.

- 1** Press **Menu**.
- 2** Press **0**.
- 3** Press **6**.
- 4** Enter the Prefix number (up to 5 digits) on the dial pad, and then press **OK**.



### Note

- You can use the number 0 to 9, #, \* and !. (Press **Hook** to display "!".) You cannot use ! with any other numbers or characters. If your telephone system requires a timed break recall (hookflash), press **Hook** to enter the break.
- If the pulse dialing mode is on, # and \* are not available to use.

- 5** Press **Stop/Exit**.




## 10 Setting the LCD contrast

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


**1** Press **Menu**.

**2** Press **1**.

**3** Press **6**.

**4** Press  to increase the contrast.

—OR—

Press  to decrease the contrast.

Press **OK**.

**5** Press **Stop/Exit**.



## Supplied CD-ROM 'Multi-Function Suite'

### Windows®



#### **Install software**

You can install the the printer, scanner, PC-FAX Send/Receive drivers and the software.

#### **Documentation**

View the User's Guide, Software User's Guide and Network User's Guide (M7250N only) in PDF format. The Software User's Guide and Network User's Guide (M7250N only) include instructions for features available when connected to a computer. (eg. printing, scanning and networking details)

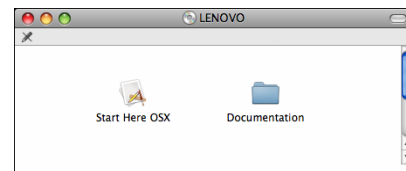
#### **Customer Support**

You can visit our website at <http://www.lenovo.com>.

#### **Note**

*Multi-Function Suite includes the Printer Driver, Scanner Driver and ControlCenter3.*

### Macintosh®



#### **Start Here OSX**

You can install the printer driver for Mac OS® X 10.2.4 or greater.

#### **Documentation**

View the User's Guide, Software User's Guide and Network User's Guide (M7250N only) in PDF format. The Software User's Guide and Network User's Guide (M7250N only) include instructions for features available when connected to a computer. (eg. printing, scanning and networking details)



# Installing the Driver & Software

Follow the instructions on this page for your operating system and interface.

## Windows®

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## Macintosh®

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The screens for Windows® in this Quick Setup Guide are based on Windows® XP.  
The screens for Mac OS® X in this Quick Setup Guide are based on Mac OS® X 10.4.



## For USB Interface Cable Users (For Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®)

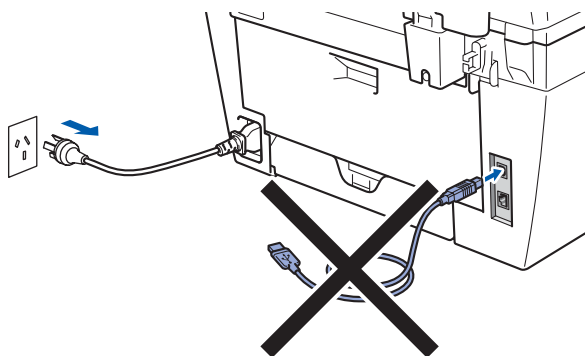
### Important

Make sure that you have finished the instructions from step 1 *Setting Up the Machine* on pages 4 through 11.

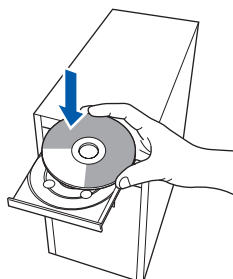
### Note

Please close any applications running before installing the Multi-Function Suite.

- 1 Turn off and unplug the machine from the AC outlet and disconnect it from your computer, if you already connected an interface cable.

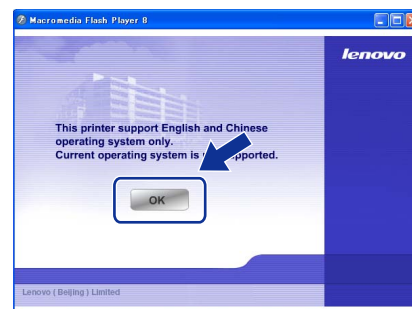


- 2 Turn on your computer. (You must be logged on with administrator rights.)
- 3 Put the supplied CD-ROM into your CD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.



### Note

This printer driver supports English and Simplified Chinese OS. If you use other language versions, you will see the warning message below.



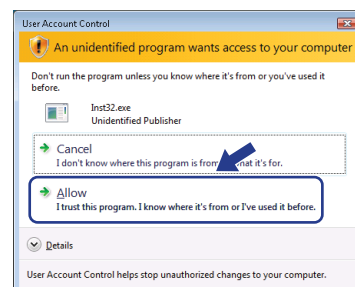
Then click "OK" to finish the installation.

- 4 The CD-ROM main menu will appear. Click **Install Software**.



### Note

- If this window does not appear, use Windows® Explorer to run the **start.exe** program from the root folder of the CD-ROM.
- For Windows Vista®, when the User Account Control screen appears, click **Allow**.

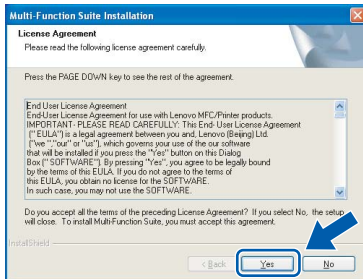




## 5 Click **Multi-Function Suite Install**.

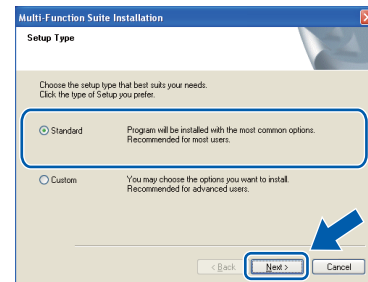


## 6 When the Software License Agreement window appears, click **Yes** if you agree to the Software License Agreement.

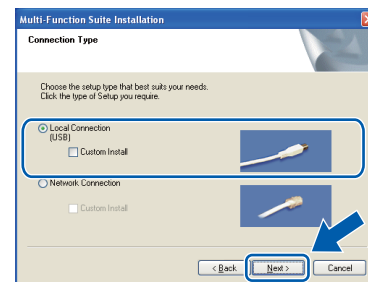


## 7 Choose **Standard** (M7250 and M7260) or **Local Connection (USB)** (M7250N), and then click **Next**. The installation will continue.

<M7250 and M7260>

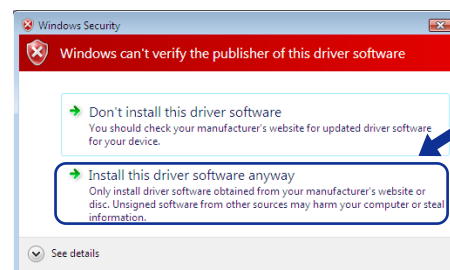


<M7250N>



### Note

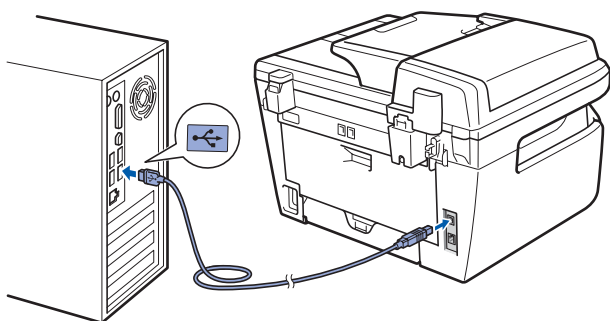
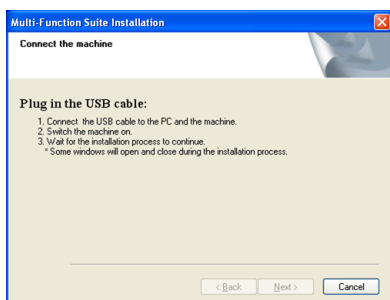
- For Windows Vista®, when this screen appears, click **Install this driver software anyway** to complete the installation properly.



- (M7260 only)  
If you want to install the PS driver (Lenovo's BR-Script Driver), choose **Custom Install** and then follow the on-screen instructions. When the **Select Features** screen appears, check **PS Printer Driver**, and then continue following the on-screen instructions.



- 8** When this screen appears, connect the USB interface cable to your PC, and then connect it to the machine.



### ⚠ Improper Setup

**DO NOT** connect the machine to a USB port on a keyboard or a non-powered USB hub. Lenovo recommends that you connect the machine directly to your computer.

- 9** Plug the AC power cord into an AC outlet. Turn the power switch on.



The installation of the Lenovo drivers will automatically start. **The installation screens appear one after another, please wait for a while.**

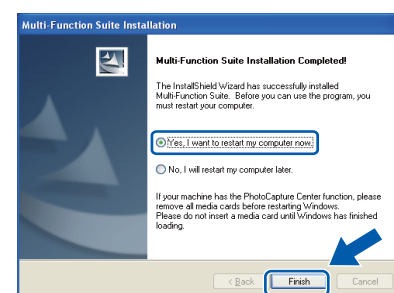
### ⚠ Improper Setup

**DO NOT** try to cancel any of the screens during this installation.

- 10** When the On-Line Registration screen is displayed, make your selection and follow the on-screen instructions.



- 11** Click **Finish** to restart your computer. (After restarting the computer, you must be logged on with Administrator rights.)



The Multi-Function Suite (including printer driver and scanner driver) has been installed and the installation is now complete.

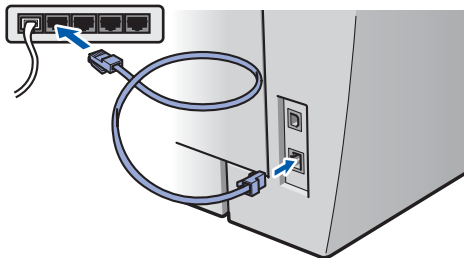


## For Wired Network Interface Users (M7250N only) (For Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®)

### Important

Make sure that you have finished the instructions from step 1 **Setting Up the Machine** on pages 4 through 11.

- 1 Turn off and unplug the machine from the AC outlet.
- 2 Connect the network interface cable to the machine, and then connect it to your network.



- 3 Plug the AC power cord into an AC outlet. Turn the power switch on.

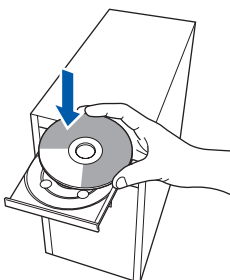


- 4 Turn on your computer. (You must be logged on with Administrator rights.) Close any applications running before installing the Multi-Function Suite.

### Note

Before installation, if you are using personal firewall software, disable it. After the installation, restart your personal firewall software.

- 5 Put the supplied CD-ROM into your CD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.



### Note

This printer driver supports English and Simplified Chinese OS. If you use other language versions, you will see the warning message below.



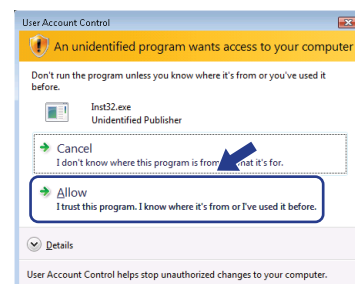
Then click "OK" to finish the installation.

- 6 The CD-ROM main menu will appear. Click **Install Software**.

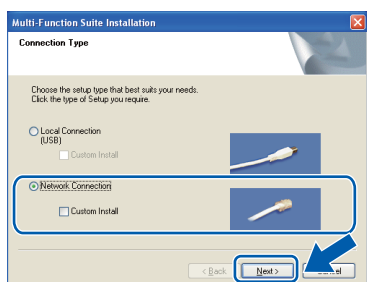
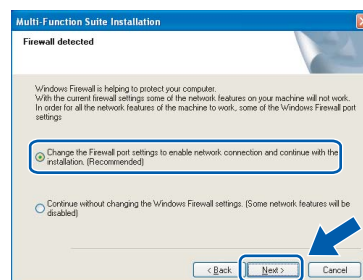


### Note

- If this window does not appear, use Windows® Explorer to run the **start.exe** program from the root folder of the CD-ROM.
- For Windows Vista®, when the User Account Control screen appears, click **Allow**.





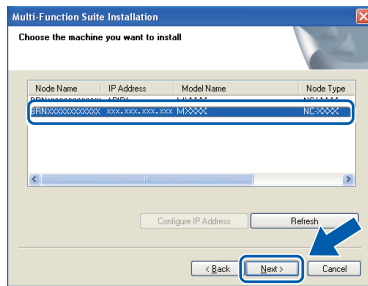
7 Click **Multi-Function Suite Install**.8 When the Software License Agreement window appears, click **Yes** if you agree to the Software License Agreement.9 Choose **Network Connection**, and then click **Next**.10 For Windows® XP SP2/Windows Vista® users, when this screen appears, choose **Change the Firewall port settings to enable network connection and continue with the installation. (Recommended)** and click **Next**.

If you are not using the Windows® Firewall, see the User's Guide for your software for information on how to add the following network ports.

- For network scanning, add UDP port 54925.
- For network PC-Fax receiving, add UDP port 54926.
- If you still have trouble with your network connection, add UDP port 137.



- 11** If the machine is configured for your network, choose the machine from the list, and then click **Next**.



If your machine shows **APIPA** in the **IP Address** Field, click **Configure IP Address** and enter an IP address for your machine that is suitable for your network.



## Note

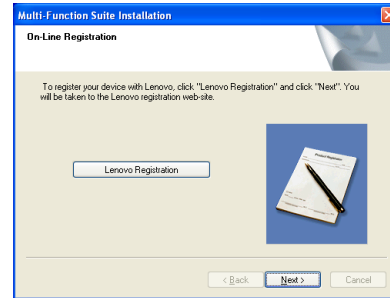
- You can find your machine's IP address and the node name by printing out the *Network Configuration List*. See *Print the Network Configuration List* on page 26.
- If the machine is not yet configured for use on your network, the following screen appears.



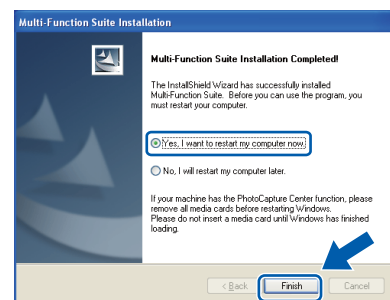
Click **OK**.  
The **Configure IP Address** window will appear.  
Enter an IP address for your machine that is suitable for your network.

- 12** The installation of the Lenovo drivers will automatically start. **The installation screens appear one after another, please wait for a while.**

- 13** When the On-Line Registration screen is displayed, make your selection and follow the on-screen instructions.



- 14** Click **Finish** to restart your computer. (After restarting the computer, you must be logged on with Administrator rights.)



**The Multi-Function Suite has been installed and the installation is now complete.**



## Note

- Multi-Function Suite includes the *Network Printer Driver*, *Network Scanner Driver*, *ControlCenter3*.
- For Windows Server® 2003, see the *Network User's Guide* on the CD-ROM.

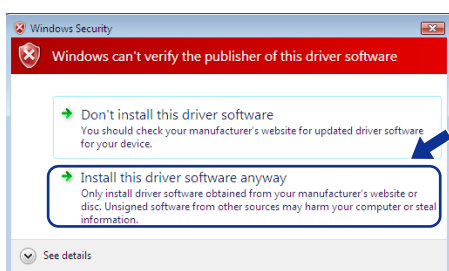
## Improper Setup

**DO NOT** try to cancel any of the screens during this installation.



## Note

For Windows Vista®, when this screen appears, click **Install this driver software anyway** to complete the installation properly.





## For USB Interface Cable Users

## For Mac OS® X 10.2.4 or greater

**Important**

Make sure that you have finished the instructions from step 1 *Setting Up the Machine* on pages 4 through 11.

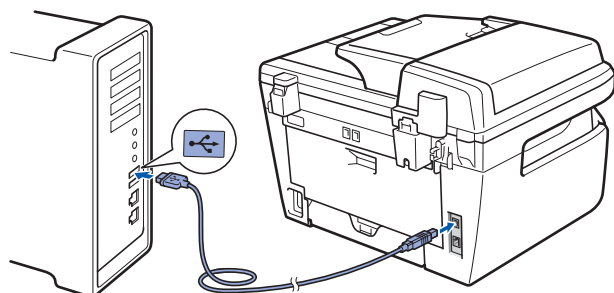
**Note**

For Mac OS® X 10.2.0 to 10.2.3 users, upgrade to Mac OS® X 10.2.4 or greater.

- 1 Plug the AC power cord into an AC outlet. Turn the power switch on.

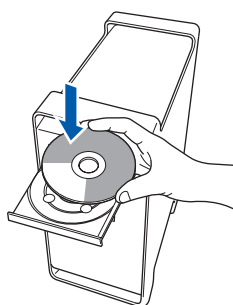


- 2 Connect the USB interface cable to your computer, and then connect it to the machine.

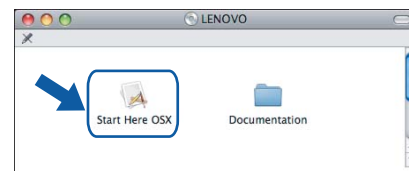
**Improper Setup**

**DO NOT** connect the machine to a USB port on a keyboard or a non-powered USB hub. Lenovo recommends that you connect the machine directly to your computer.

- 3 Turn on your Macintosh®.
- 4 Put the supplied CD-ROM for into your CD-ROM drive.



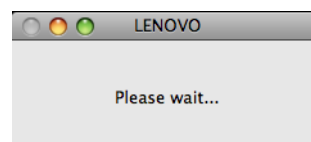
- 5 Double-click the **Start Here OSX** icon to install.

**Note**

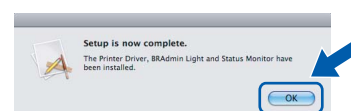
Please see the *Software User's Guide* on the CD-ROM to install the PS driver. (M7260 only)

- 6 Follow the on-screen instructions. Then, restart your Macintosh®.  
For Mac OS® X 10.2.4 to 10.2.8 users:  
Go to step 9.  
For Mac OS® X 10.3 or greater users:  
Go to step 7.

- 7 The software will search for the Lenovo device. During this time the following screen will appear.

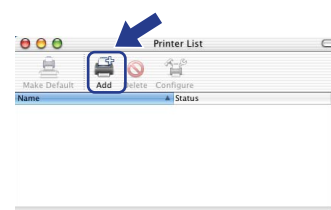


- 8 When this screen appears, click **OK**.



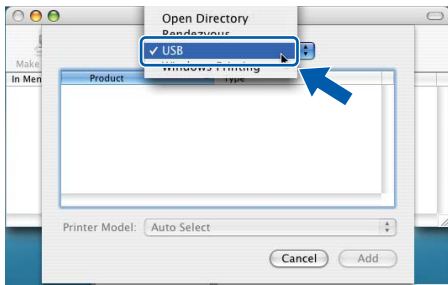
- 9 For Mac OS® X 10.3.x or greater users: The driver have been installed and the installation is now complete.

- 9 For Mac OS® X 10.2.4 to 10.2.8 users: Click **Add**.

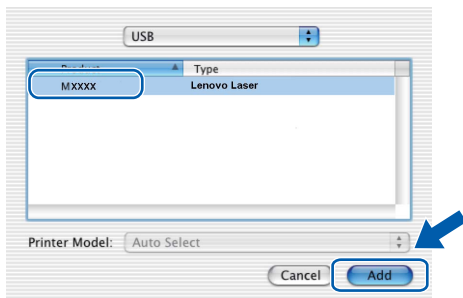




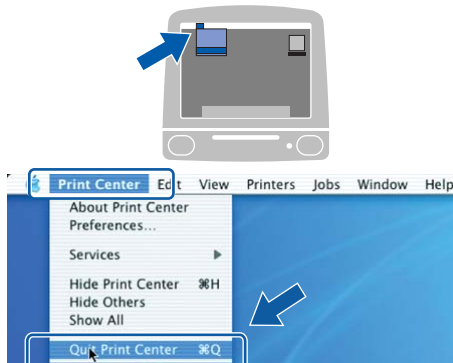
## 10 Choose **USB**.



## 11 Choose your model name, and then click **Add**.



## 12 Click **Print Center**, then **Quit Print Center**.



The driver have been installed.



## For Wired Network Interface Users (M7250N only)

### For Mac OS® X 10.2.4 or greater

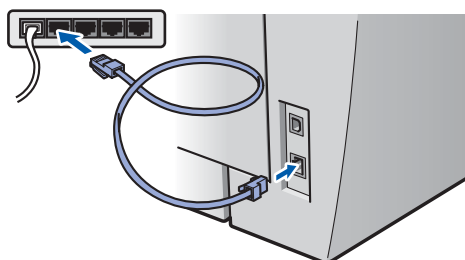
#### Important

Make sure that you have finished the instructions from step 1 *Setting Up the Machine* on pages 4 through 11.

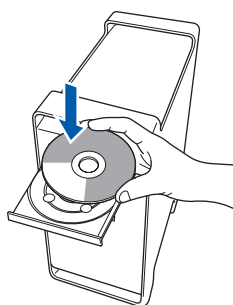
- 1 Plug the AC power cord into an AC outlet. Turn the power switch on.



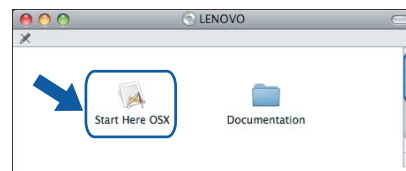
- 2 Connect the network interface cable to the machine, and then connect it to your network.



- 3 Turn on your Macintosh®.
- 4 Put the supplied CD-ROM into your CD-ROM drive.



- 5 Double-click the **Start Here OSX** icon to install.

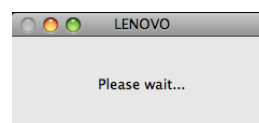


- 6 Follow the on-screen instructions. Then, restart your Macintosh®.

For Mac OS® X 10.2.4 to 10.2.8 users:  
Go to step 9.

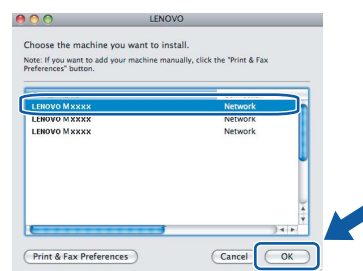
For Mac OS® X 10.3 or greater users:  
Go to step 7.

- 7 The software will search for the Lenovo device. During this time the following screen will appear.



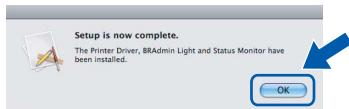
#### Note

If the machine is configured for your network, choose the machine from the list, and then click **OK**. This window will not appear if there is only one machine connected on the network, it will be chosen automatically. Go to step 8.



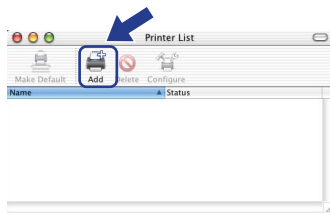


- 8** When this screen appears, click **OK**.

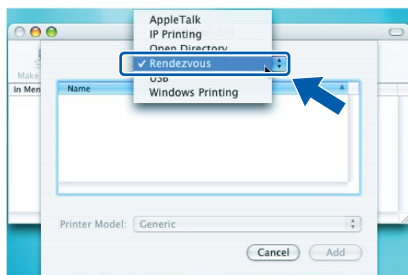


- OK!** For Mac OS® X 10.3.x or greater users:  
The driver has been installed and the installation is now complete.

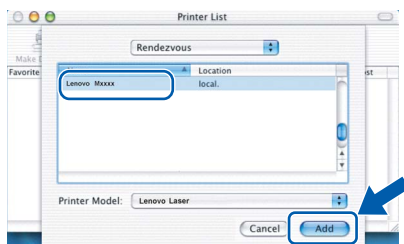
- 9** For Mac OS® X 10.2.4 to 10.2.8 users:  
Click **Add**.



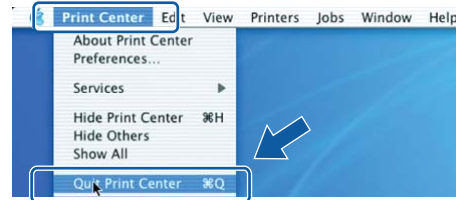
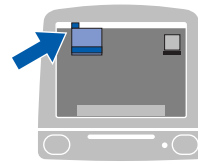
- 10** For Mac OS® X 10.2.4 to 10.2.8 users:  
Make the selection shown below.



- 11** Choose your model name, and then click **Add**.



- 12** Click **Print Center**, then **Quit Print Center**.



- OK!** The driver have been installed.



## BRAdmin Light utility (For Windows® users)

BRAdmin Light is a utility for initial setup of Lenovo network connected devices. It also can search for Lenovo products on your network, view the status and configure basic network settings, such as IP address.

### Installing the BRAdmin Light configuration utility

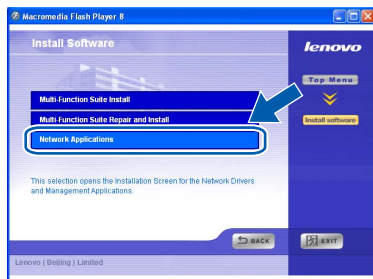
#### Note

The default password for the print server is 'access'. You can use BRAdmin Light to change this password.

- 1 Click **Install Software** on the menu screen.



- 2 Click **Network Applications** on the menu screen.



- 3 Click **BRAdmin Light** and follow the on-screen instructions.

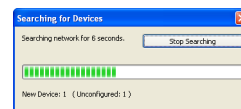


### Setting your IP address, Subnet Mask and Gateway using BRAdmin Light

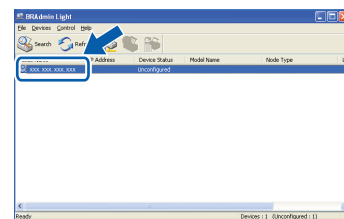
#### Note

If you have a DHCP/BOOTP/RARP server in your network, you don't have to do the following operation. The print server will automatically obtain its own IP address.

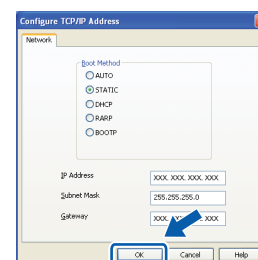
- 1 Start BRAdmin Light. It will search for new devices automatically.



- 2 Double-click the unconfigured device.



- 3 Choose **STATIC** for the **Boot Method**. Enter the **IP Address**, **Subnet Mask** and **Gateway**, and then click **OK**.



- 4 The address information will be saved to the machine.



## BRAdmin Light utility (For Mac OS® X users)

The BRAdmin Light is a utility for initial setup of Lenovo network connected devices. It can also search for Lenovo products on your network, view the status and configure basic network settings, such as IP address from a computer running Mac OS® X 10.2.4 or greater.

The BRAdmin Light software will be installed automatically when you install the printer driver. If you have already installed the printer driver, you don't have to install it again.

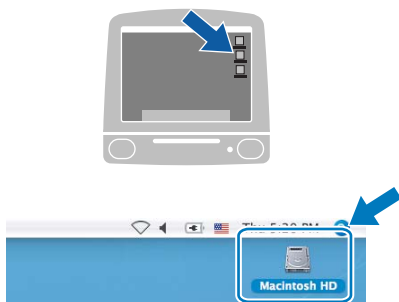
### Setting your IP address, Subnet Mask and Gateway using BRAdmin Light



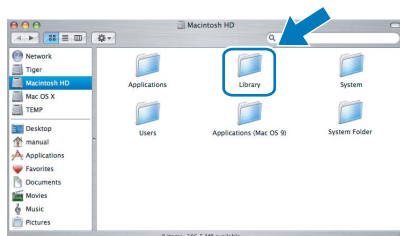
#### Note

- If you have a DHCP/BOOTP/RARP server in your network, you don't have to do the following operation. The print server will automatically obtain its own IP address.
- Make sure that version 1.4.1\_07 or later of Java™ client software is installed on your computer.
- The default password for the print server is 'access'. You can use BRAdmin Light to change this password.

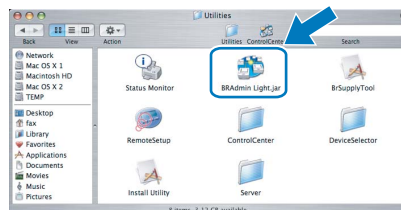
- 1 Double-click the **Macintosh HD** icon on your desktop.



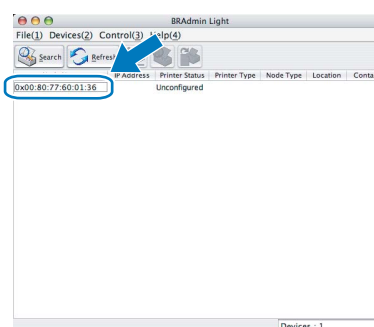
- 2 Choose **Library**, **Printers**, **Lenovo** and then **Utilities**.



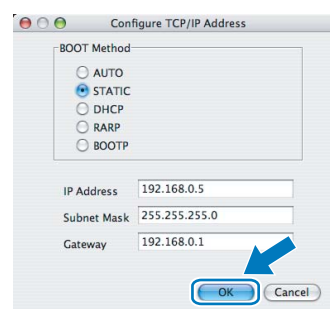
- 3 Double click the file **BRAdmin Light.jar** and run the software. BRAdmin Light will then search for new devices automatically.



- 4 Double-click the unconfigured device.



- 5 Choose **STATIC** for the **BOOT Method**. Enter the **IP Address**, **Subnet Mask** and **Gateway**, and then click **OK**.



- 6 The address information will be saved to the printer.



## Web Based Management (web browser)

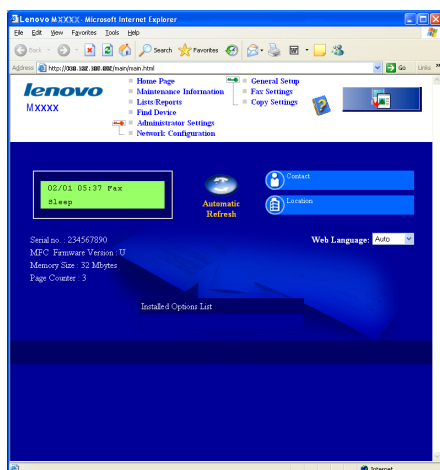
The Lenovo print server is equipped with a web server that allows you to monitor its status or change some of its configuration settings, using HTTP (Hyper Text Transfer Protocol).



### Note

- The User Name is '**admin**' and the default password is '**access**'. You can use a web browser to change this password.
- We recommend Microsoft Internet Explorer 6.0<sup>®</sup> (or higher) or Firefox<sup>®</sup> 1.0 (or higher) for Windows<sup>®</sup> and Safari<sup>™</sup> 1.0 for Macintosh<sup>®</sup>. Please also make sure that JavaScript and Cookies are always enabled in whichever browser you use. We recommend you upgrade to Safari<sup>™</sup> 1.2 or higher to enable JavaScript. To use a web browser, you will need to know the IP address of the print server.

- 1 Open your browser.
- 2 Type `http:// printer_ip_address /` into your browser (Where "printer\_ip\_address" is the IP address of the printer or the print server name).
  - For example `http://192.168.1.2/`



See Chapter 2 of the Network User's Guide.

## Restoring the network settings to factory default

To restore all network settings of the internal Print/Scan server to factory default, please follow the steps below.

- 1 Make sure the machine is not in use, then disconnect all the cables from the machine (except power cable).
- 2 Press **Menu**, **5**, **0**.
- 3 Press **1** to select **Reset**.
- 4 Press **1** to select **Yes**.
- 5 The machine will restart. Re-connect cables once this is complete.

## Print the Network Configuration List

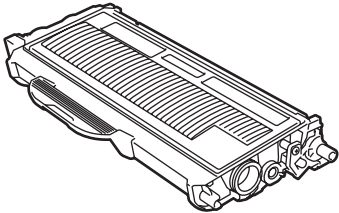
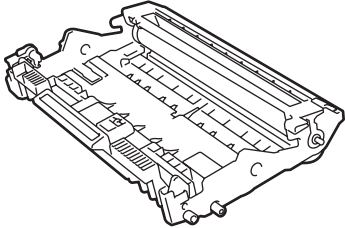
You can print the Network Configuration List to confirm the current network settings. To print the Network Configuration List:

- 1 Make sure that the front cover is closed and the power cord is plugged in.
- 2 Turn on the machine and wait until the machine is in the Ready state.
- 3 Press **Menu**, **4**, **6** and **Start**. The machine will print the current network settings.



## Consumables

When the time comes to replace consumable items, an error message will be indicated on the LCD. For more information about the consumables for your machine, visit us at <http://www.lenovo.com> or contact your local Lenovo reseller.

| Toner Cartridge   | Drum Unit  |
|---|--|
| LT2922/LT2922H  | LD2922   |
|  |  |







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***lenovo***