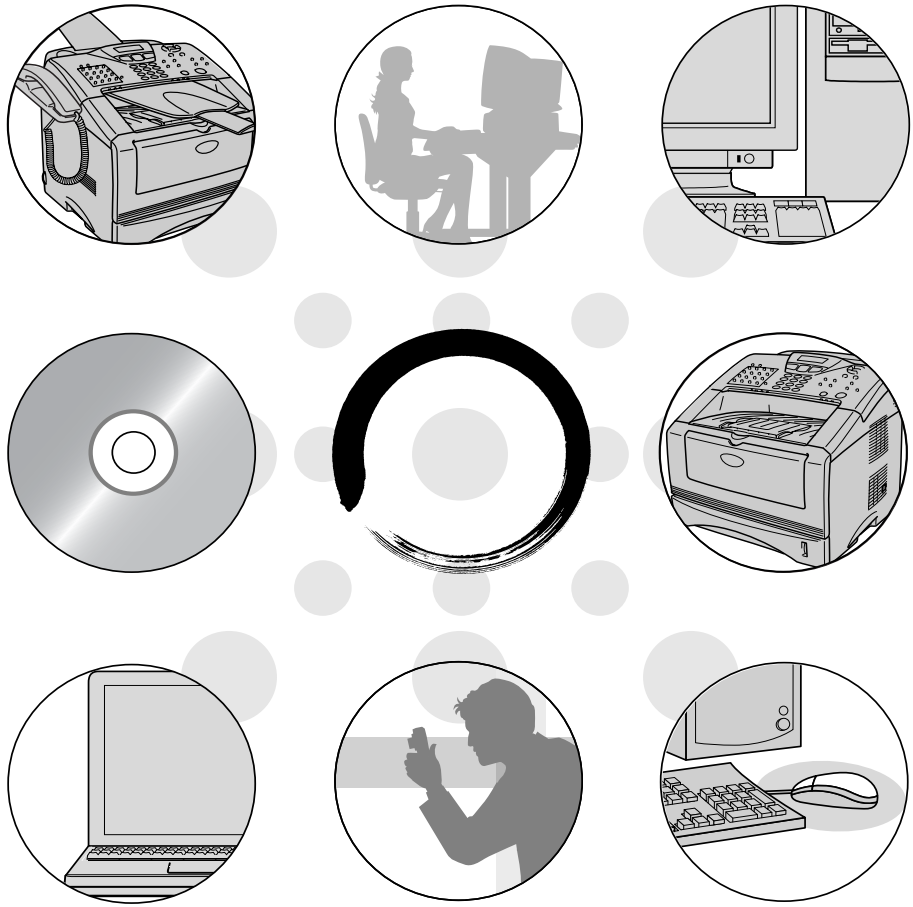
SOFTWARE USER'S GUIDE



M6220

lenovo 联想

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1 Using the machine as a printer

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1.1 Using the printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide.

Windows® Printing

The dedicated printer driver and TrueType™ compatible fonts for Microsoft® Windows® 95/98/98SE/Me/2000 Professional/XP and Windows NT® workstation 4.0 are available on the CD-ROM supplied with your machine. You can install them easily into your Windows® system using our installer program. The driver supports our unique compression mode to enhance printing speed in Windows® applications, and allows you to set various printer settings, including economy printing mode and custom paper size.

Popular Printer Emulation Support

The machine supports HP LaserJet (PCL level 6) and BR-Script (PostScript® 3™ language emulation) printer emulation mode. If you use DOS application software, you can use HP LaserJet (PCL level 6) and BR-Script (PostScript® 3™ language emulation) emulation mode for printer operations.

1.2 How to print your original document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

1. From your application select the Print command.

   If your computer is also connected to any other printers, select **Lenovo M6220** or **Lenovo M6220 (USB) Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing.
2. Your computer sends a print command and data to the machine.
3. The LCD back light will change to orange and the machine starts to print.

You can select the paper size and orientation in your application software.

If your application software does not support your custom paper size, select the next largest paper size.

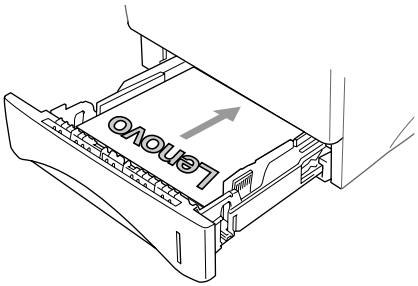
Then adjust the print area by changing the right and left margins in your application software.

Manual Duplex Printing

The machine prints all the even-numbered pages on one side of the paper first.

Then, the Windows® driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or very thick paper is not recommended.

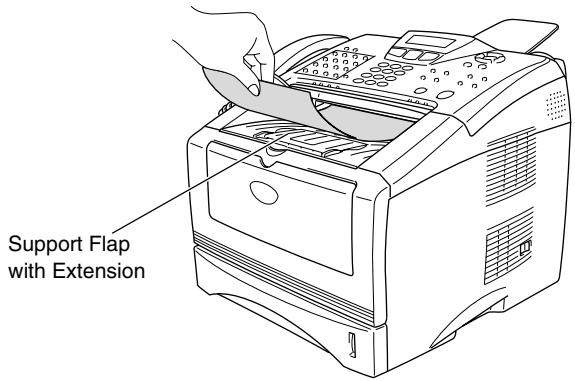
We recommend 75 to 90 gsm paper.



Face-down output tray

The machine ejects paper with printed surfaces *face down* into the output tray in the front of the machine. Unfold the support flap to support the printed pages.

When printing transparencies, remove each one from the support flap after it exits the machine.



Printing on plain paper

The manual feed tray

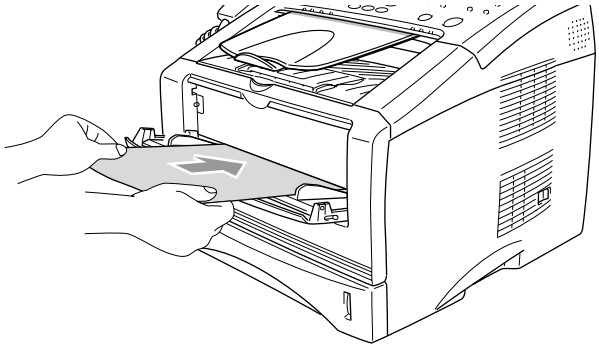
The machine automatically turns on the Manual Feed mode when you put paper in the manual feed tray.

1. Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

   Media Type: Plain Paper

   Paper Source: Manual

2. Open the manual feed tray. Slide the paper guides to fit the paper size.
3. Using both hands put paper in the manual feed tray face up until the front edge of the paper touches the paper feed roller and the machine grips the paper.



- Make sure that the paper is straight and in the proper position on the manual feed tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
- Do not put more than one piece of paper in the manual feed tray at any one time, or it may cause a jam.

4. Send the print data to the machine.
5. After the printed page comes out of the machine, put in the next sheet of paper as in Step 3. Repeat for each page that you want to print.

Printing on thicker paper and card stock

When the back output tray is pulled down, the machine has a straight paper path from the manual feed tray through to the back of the machine. Use this paper feed and output method when you want to print on thicker paper or card stock.

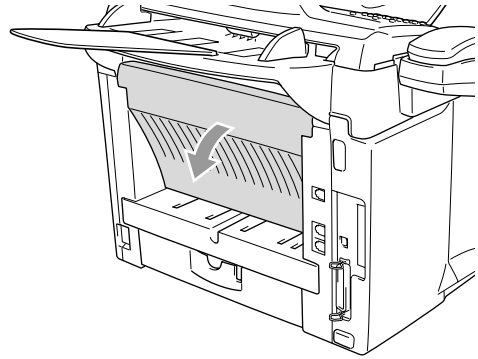
The manual feed tray

1. Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

   Media Type: Thick paper or Thicker paper

   Paper Source: Manual

2. Open the back output tray.



3. Open the manual feed tray. Slide the paper guides to fit the paper size.
4. Using both hands put the paper in the manual feed tray face up until the front edge of the paper touches the paper feed roller and the machine grips the paper.

- Make sure that the paper is straight and in the proper position in the manual feed tray. If it is not, the paper may not be fed properly, resulting in a skewed printout or a paper jam.
- Do not put more than one piece of paper in the manual feed tray at any one time, or it may cause a jam.

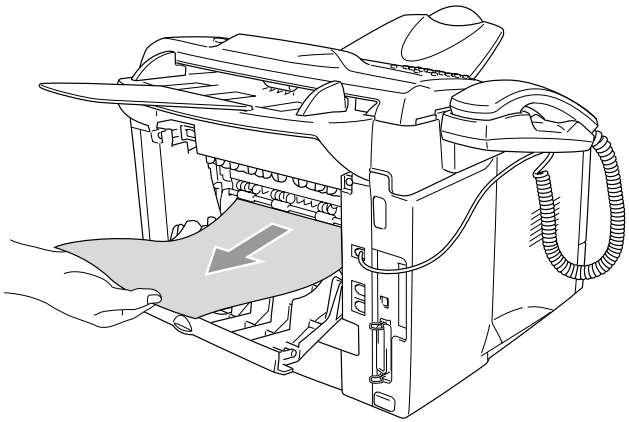
5 Send the print data to the machine.

6 After the printed page comes out of the machine, put in the next sheet of paper as in Step 4. Repeat for each page that you want to print.

7 When you have finished the print job, close the back output tray.

Caution

Remove each sheet immediately after printing. Stacking the sheets may cause a paper jam or the paper to curl.



Printing on envelopes

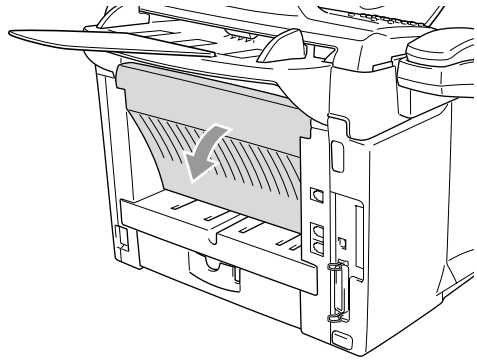
To print on envelopes use manual feed tray

- The machine automatically turns on the Manual Feed mode when you put paper in the manual feed tray.
- All sides should be properly folded without any wrinkles or creases.

1. Select the **Paper Size**, **Media Type**, **Paper Source**, and other settings in the printer driver.

   Media Type: Envelope, Env.Thin or Env.Thick

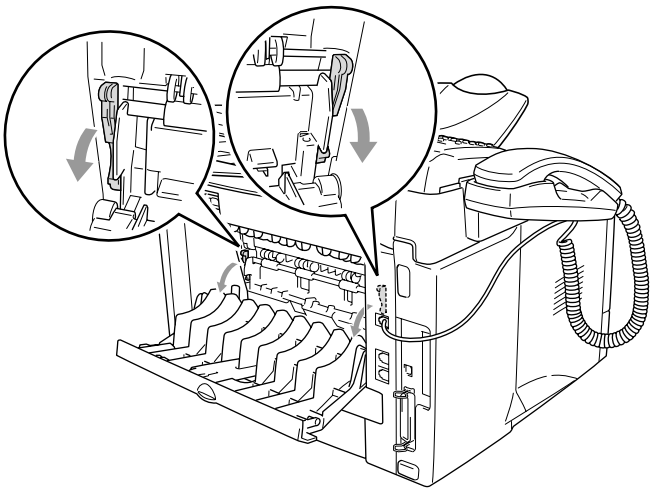
2. Open the back output tray.



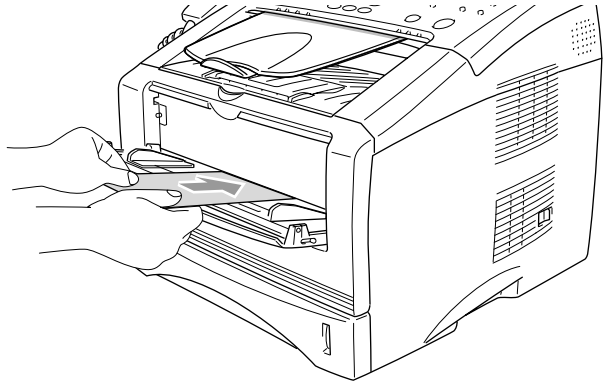
3 Open the manual feed tray. Slide the paper guides to fit the envelope size.

If envelopes are creased after they have been printed:

At the back of the machine, open the back output tray and push down the blue tabs at the left and right hand sides (as shown in the figure on the next page). When you have finished printing your envelopes, close the back output tray to reset the two blue tabs back to their original position.



4 Using both hands put the envelope in the manual feed tray face up until the front edge of the envelope touches the paper feed roller and the machine grips the envelope.



- Make sure the envelope is straight as you insert it in the manual feed tray. If it is not, the envelope may not be fed properly, resulting in a skewed printout or a jam.
- Do not put more than one envelope in the manual feed tray at any one time, or it may cause a jam.
- Put the envelope in the manual feed tray, making sure that the side to be printed on is face up in the tray.

5 Send the print data to the machine.

6 After the printed envelope comes out of the machine, the machine will wait until you put in the next envelope. Repeat Step 4 for each envelope you want to print.

7 After you finish the print job, close the back output tray.



1.3 Simultaneous printing and faxing

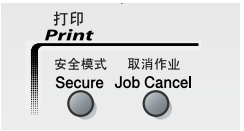
Your machine can print from your computer while sending or receiving a fax, or while scanning an original document into the computer. Fax sending will not be stopped during PC printing.



1.4 Printer operation keys

Job Cancel

You can clear data from the memory by pressing the **Job Cancel** key.



Secure key

Secured data is password protected. Only those people that know the password will be able to print the data. The machine will not print secure data until the password is entered. After the original document is printed, the data will be cleared from the memory. To use this menu setting, you need to set your password in the printer driver dialog box. (See *Device Options* on page 2-14.)

The Secure Key setting is not available when using the M6220 BR-Script (PostScript® 3™ language emulation) driver.

1. Press **Secure**.
2. Press ▲ or ▼ to select the user name.

   Press **Set**. The LCD displays job selections.

```
User?
MIKE                    ▲▼
```

The LCD displays `No Data!` if there is no secured data in the memory.

3 Press  or  to select the job.

Press **Set**. The LCD prompts you to enter your four-digit password.

```
Job?
Text1
```

4 Enter your password using the control panel.

Press **Set**.

```
Text1
Password:XXXX
```

5 Press  or  to select `Print`.

Press **Set**. The machine prints the data.

—**OR**—

If you want to delete the secured data, press  or  to select `Delete` and press **Set**.



- If you turn the machine power switch off, the secured data saved in memory will be cleared.
- After you print the secured data it will be cleared from memory.

Setting the Emulation Selection

Your machine will receive print commands in a printer job language or Emulation. Different operating systems and applications will send the print commands in different languages. Your machine can receive print commands in a variety of emulation's. This machine has an Automatic Emulation Selection setting. When the machine receives information from the PC, it automatically chooses the emulation mode. This setting has been set at the factory to AUTO.

You can change the default emulation mode manually by using the control panel.

1. Press **Menu**, **4**, **1**.
2. Press ◄ or ► to select `Auto`, `HP LaserJet` or `BR-Script 3`.
   Press **Set**.
3. Press **Stop/Exit**.

```
Printer
1.Emulation
```

We recommend that you set the emulation setting with your application software or network server. If the setting does not work properly, select the required emulation mode manually using the machine panel buttons.

Printing the Internal Font List

You can print a list of the machine's internal (or resident) fonts to see how each font looks before you select it.

1. Press **Menu**, **4**, **2**, **1**.
2. Press **Start**. The machine prints the list.
3. Press **Stop/Exit**.

```
Print Options
1.Internal Font
```

Printing the Print Configuration List

You can print a list of current printer settings.

1. Press **Menu**, **4**, **2**, **2**.
2. Press **Start**. The machine prints the settings.
3. Press **Stop/Exit**.

```
Print Options
2.Configuration
```

Restoring default settings

You can return the machine to the default settings. Fonts and macros in the temporary settings are cleared.

1. Press **Menu**, **4**, **3**.
2. Press **1** to restore the default settings.

   —**OR**—

   Press **2** to exit without making a change.
3. Press **Stop/Exit**.

```
Printer
3.Reset Printer
```

Only the printer settings will be returned to the default settings.

2 Printer driver settings

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How to access the printer driver settings2-3
Features in the Native Driver2-4
Features in the PS (PostScript®)printer driver(For Windows®.....2-22



2.1 Printer driver settings

You can change the following printer settings when you print from your computer:

- **Media Type**
- **Multiple Page**
- **Watermark**[*1*2]
- **Scaling**[*2]
- **Print Date & Time**[*1*2]
- **Quick Print Setup**[*1*2]
- **Secure Print**[*1]

[*1] These settings are not available with the BR-script (PostScript® 3™ language emulation) driver.

[*2] These settings are not available with the Universal printer driver.



2.2 How to access the printer driver settings

1. Select **Print** from the **File** menu in your application software.
2. Select **Lenovo M6220** or **Lenovo M6220 (USB) Printer** as your printer and click **Preferences** for Windows® XP (**Properties** for Windows® 95/98/98SE/Me and 2000, **Document Defaults** for Windows NT® 4.0). The **Printing Preferences** dialog box will appear.

The way you access the printer driver settings depends on your operating system and software applications.

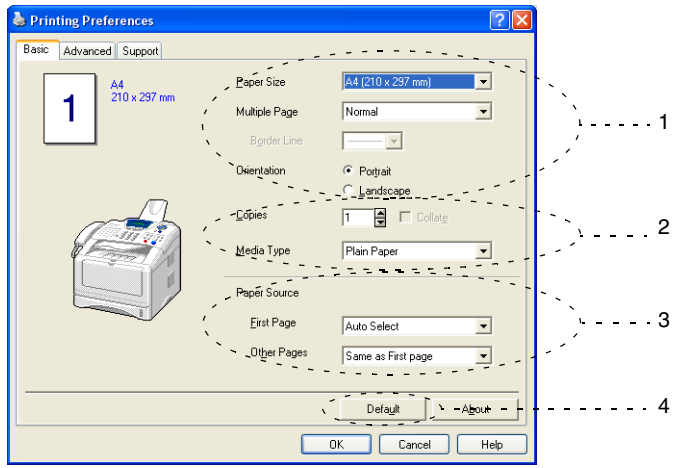
The screens shown in this section are from Windows® XP.

The screens on your computer may vary depending on your Windows® operating system.

2.3 Features in the Native Driver

This driver includes more features than the Microsoft® Windows® Universal printer driver.

Basic tab



1. Select the **Paper Size**, **Multiple Page**, **Border Line** (if any) and **Orientation**.
2. Select number of **Copies** and **Media Type**.
3. Select **Paper Source** (**First Page** and **Other Pages**).

   Auto Select allows the printer driver to select a suitable tray for **Paper Size** automatically.

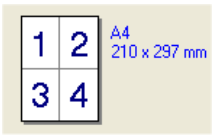
   You can set the paper size for each tray in the Accessories tab. (See *Accessories tab* on page 2-19.)
4. To return to the default settings, click the **Default** button.

Paper Size

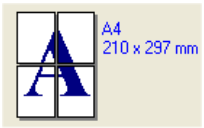
From the drop-down box select the Paper Size you are using.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.



Ex. 4 in 1



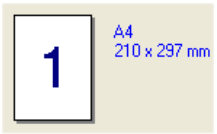
Ex. 1 in 2 × 2 pages

Border Line

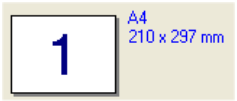
When printing multiple pages on one sheet with the Multiple Page feature you can select to have a solid border, dash border or no border around each page on the sheet.

Orientation

Orientation selects the position of how your original document will be printed (**Portrait** or **Landscape**).



Portrait



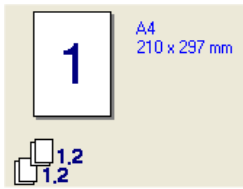
Landscape

Copies

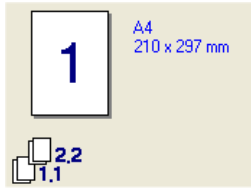
The copies selection sets the number of copies that will be printed.

Collate

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



Collate box checked



Collate box not checked

Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

Plain Paper

Thin Paper

Thick Paper

Thicker Paper

Bond Paper

Transparencies

Envelopes

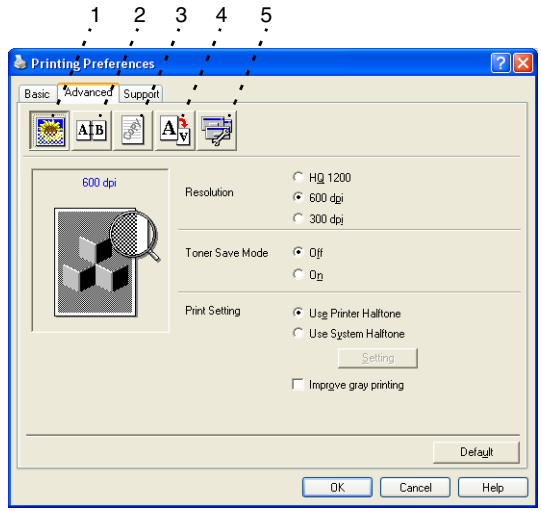
Env. Thick

Env. Thin



- When using ordinary plain paper (70 to 95 gsm), select **Plain Paper**. When using heavier weight paper, envelopes or rough paper select **Thick Paper** or **Thicker Paper**. For bond paper, select **Bond Paper** for OHP transparencies, select **Transparencies**.
- When you use envelopes, select **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, select **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, select **Env. Thin**.

Advanced tab



To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

1 **Print Quality**

2 **Duplex**

3 **Watermark**

4 **Page Setting**

5 **Device Options**

Print Quality

Choosing the **Print Quality** icon displays the Print Quality features available.

Resolution

You can change the resolution as follows:

- HQ 1200
- 600 dpi
- 300 dpi

Toner Save Mode

You can save running costs by turning on the Toner Save Mode, which reduces the print density.

Print Setting

For Windows® 95/98/98SE/Me

Print Setting is used for optimizing your print quality for the type of original document being printed (Photos, Graphics or Scanned Images). When you choose **Auto (Recommended)**, the printer automatically prints with the most suitable print settings.

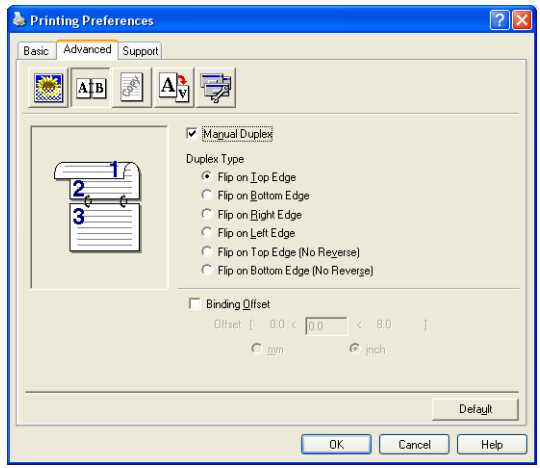
With the Print Setting set to Manual, you can change the Brightness, Contrast and Graphics Quality options manually.

For Windows® 2000/XP/NT® WS 4.0

- Check **Use Printer Halftone** to print using Halftone.
- Check **Use System Halftone** to print using Halftone of the system. To change the setting, press **Setting**.
- If the halftone cannot be printed correctly, check **Improve gray printing**.

Duplex

Duplex printing lets the print job be printed on both sides of the paper which reduces the amount paper used for printing. Choosing the **Duplex** icon displays the Duplex features available.



Manual Duplex

Check the **Manual Duplex** box. In this mode, the machine prints all the even numbered pages first. Then the printer driver stops and shows the instructions required to re-install the paper. When you click OK the odd numbered pages are printed.

Duplex Type

You can select **Duplex Type**. There are six types of duplex directions available for each orientation.

Flip on Left Edge

Flip on Right Edge

Flip on Top Edge

Flip on Bottom Edge

Flip on Top Edge (No Reverse)

Flip on Bottom Edge (No Reverse)

Binding Offset

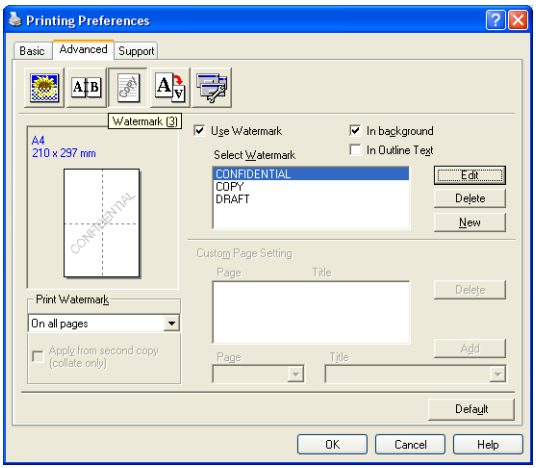
Check the Binding Offset option, you can specify the offset value of the binding side in inches or millimeters (0 - 8 inches) [0 - 203.2 mm].

Watermark

Choosing the **Watermark** icon displays the Watermark features available.

You can place a logo or text into your original document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



In background

Check **In background** to print the watermark image in the background of your original document. If this feature is not checked then the Watermark will be printed on top of your original document.

In Outline Text

(Windows® 2000 Professional/XP/NT® WS 4.0 Only)

Check **In Outline Text** if you only want to print an outline of the watermark.

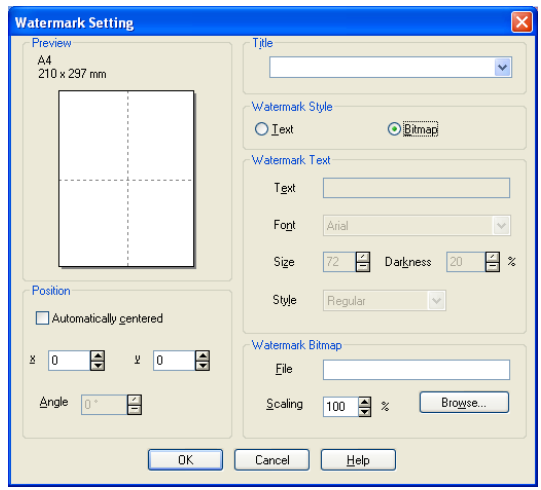
Print Watermark

The **Print Watermark** feature offers the following print choices:

- **On all pages**
- **On first page only**
- **From second page**
- **Custom**
- **Apply from second copy (collate only)**
  (For Windows® 2000 Professional/XP/ Windows NT® 4.0)

Watermark Setting

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.



- **Title**

  You can select **CONFIDENTIAL**, **COPY** or **DRAFT** as the standard title or enter a title you like in the field.

- **Watermark Text**

  Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Darkness** and **Style**.

- **Watermark Bitmap**

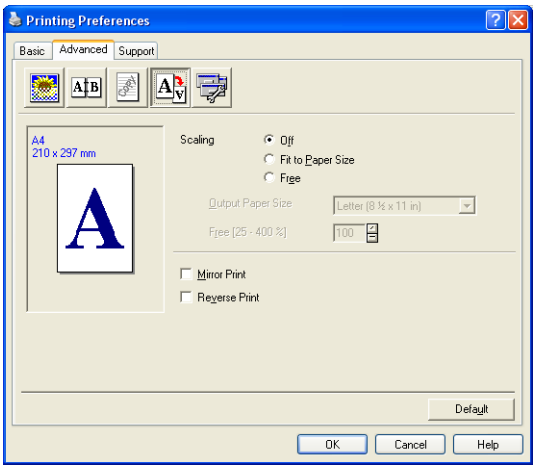
  Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

- **Position**

  This setting offers you the control for where the Watermark is to be positioned on the page.

Page Setting

Choosing the **Page Setting** icon displays the Page Setting features available.



Scaling

You can change the print size of your original document with the Scaling feature.

- **Off**

  Print the original document as it appears on your screen.

- **Fit to Paper Size**

  Check here, if your original document has an unusual size, or if you have only the standard size paper.

- **Free**

  You can manually reduce or enlarge the output.

Mirror Print

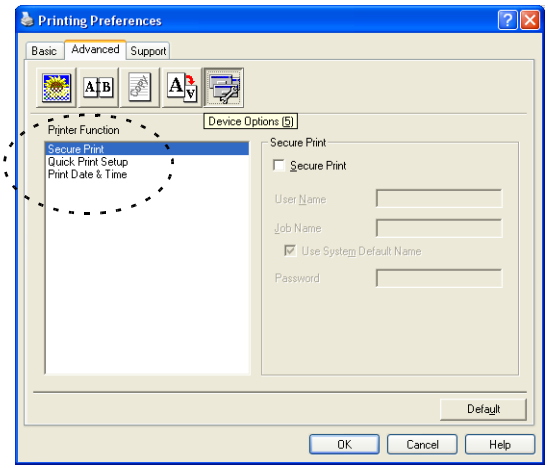
Reverses the data left to right and prints.

Reverse Print

Rotates the data by 180 degrees and prints.

Device Options

Lets you set the following Printer Functions:



Secure Print

Secured original documents are original documents that are password protected when they are sent to the machine. Only the people who know the password will be able to print them. Since the original documents are secured at the machine, you must use the control panel of the machine (with the password) to print them.

To send a secured original documents:

1. Select **Secure Print** from **Printer Function** and check **Secure Print**.
2. Enter your password, user name and job name and click OK.
3. You must print the secured original documents from the control panel of the machine. (See *Secure key* on page 1-12.)

To delete a secure original document:

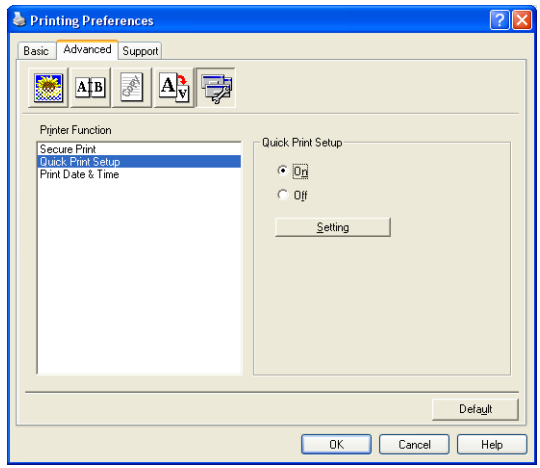
You need to use the control panel of the machine to delete a secured original documents. (See *Secure key* on page 1-12.)


You can store up to 8 MB of secured data in the machine's memory.

Quick Print Setup

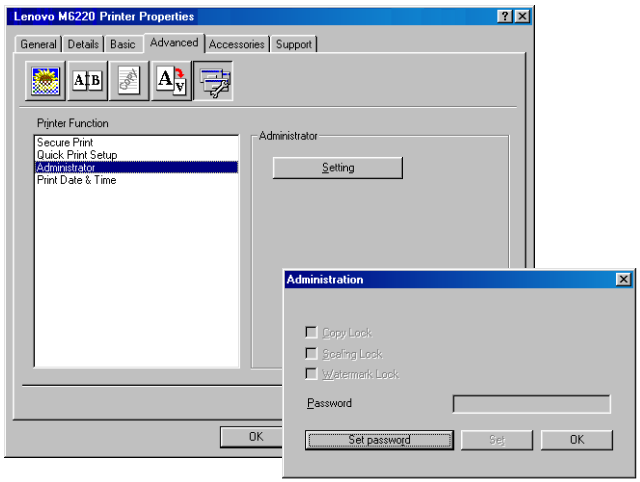
The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to ON or OFF from the Device Options section.

The default setting is OFF.



Administrator (For Windows® 95/98/98SE/Me Users Only)

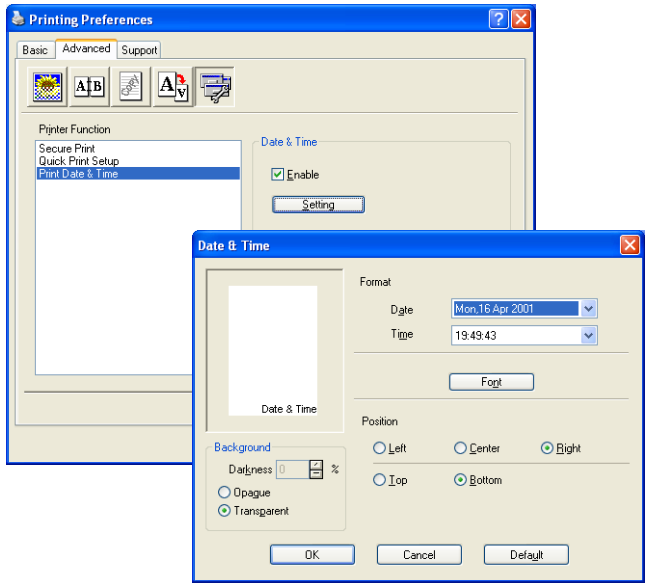
The administrator selection permits the Copy, Scaling and Watermark features to be locked and password protected.



Record your password and keep it in a safe place for future reference. If you forget your password these settings can not be accessed.

Print Date & Time

When enabled the **Print Date & Time** feature will automatically print the date and time from your computers system clock on your original documents.



Click the **Setting** button to change the **Date** and **Time** Format. You can change the Font by clicking the **Font** button or the **Position**. To include a background with the **Date** and **Time** select **Opaque**. When **Opaque** is selected you can set the **Darkness** of the **Date** and **Time** background by changing the percentage.

The Date and Time indicated in the selection box represents the format that will be printed. The actual Date and Time printed on your original documents is automatically retrieved from the settings of your computer.

Accessories tab

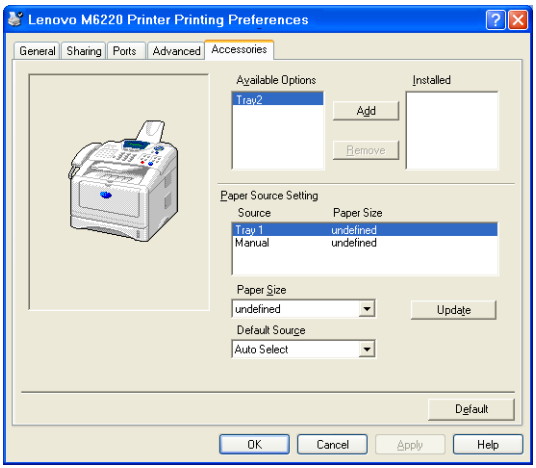
The **Accessories** tab includes the settings for configuring the printer driver for the size of paper loaded in each paper source. This tab also installs any additional options into the driver settings.

Paper Source Setting

To configure the paper size for each paper source, highlight the source in the **Paper Source Setting** list. Select the **Paper Size** from the pull-down box and click **Update**. When Auto Select (default Paper Source) is set in the Basic tab of the printer driver (See *Basic tab* on page 2-4), the printer driver will automatically use the **Paper Source setting** to select a tray which matches the **Paper Size** setting in the printer driver.

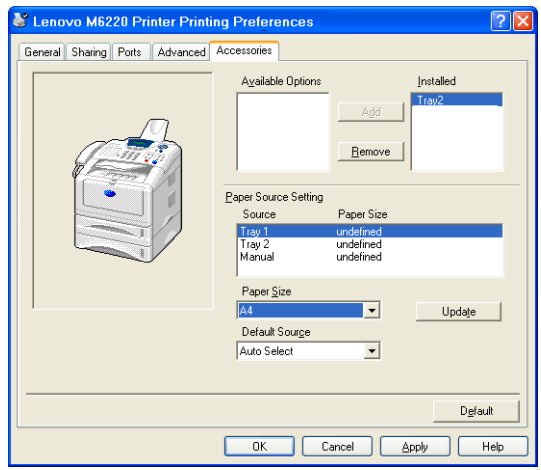
Default Source

The **Default Source** allows you to choose the paper source that will be used when the paper size of the original documents being sent does not match the Paper Source settings.



Available Options

In order to access the optional lower tray the option must be installed in the driver. Highlight the model number from the **Available Options** list and click **Add**. The optional tray will then be listed in the **Installed** box, **Paper Source Setting** list and the screen illustration will display the optional lower tray.



Support tab

The **Support** tab provides driver version and setting information. In addition there are links to the **Legend Support Website** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:





2.4 Features in the PS (PostScript®) printer driver (For Windows®)

The Windows® 95/98/98SE/Me/2000 Professional/XP and Windows NT® 4.0 utilizes BR-Script (PostScript® 3™ language emulation) driver.

To install the PS driver

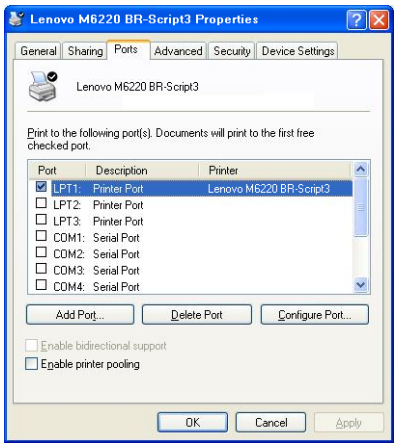
If you have already installed the printer driver following the instruction in the Quick Setup Guide, insert the CD-ROM into the CD-ROM drive on your PC and click **Install Software**. Choose **Multi-Function Suite** and follow the on-screen instructions. When the **Select Components** screen appears, check **PS Printer Driver**, and then continue following the on-screen instructions.

If you have not previously installed the driver and software, insert the CD-ROM into the CD-ROM drive on your PC and click **Install Software**. Choose **Multi - Function Suite** and follow the on-screen instructions. When the **Setup Type** screen appears, select **Custom** and check the **PS Printer Driver**. Then continue following on-screen instructions.

The screens in this section are from Windows® XP.
The screens on your PC will vary depending on your operating system.

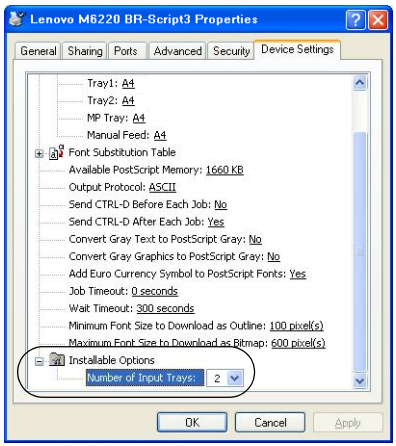
Ports tab

Select the port where your printer is connected or the path to the network printer you are using.



Device Settings tab

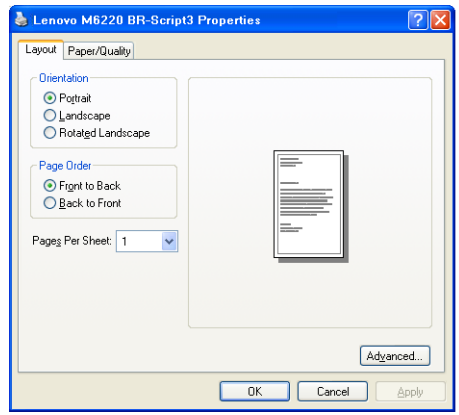
Select the options you installed to configure any additional accessories you have installed.



Layout tab

If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Layout** tab by clicking **Printing Preferences** in the **General** tab of the **Lenovo M6220 BR-Script3 Properties** screen.

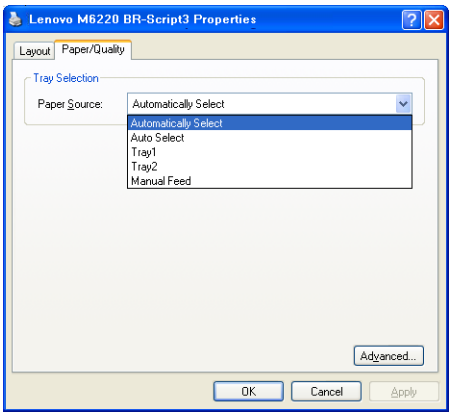
The **Layout** tab enables you to change various layout settings such as **Orientation**, **Page Order** and **Pages Per Sheet**.



Paper / Quality tab

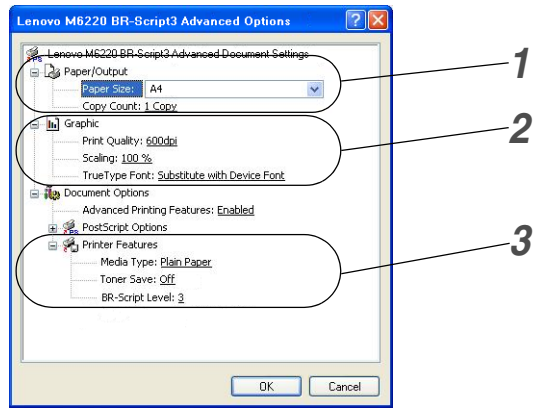
If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Paper/Quality** tab by clicking **Printing Preferences** in the **General** tab of the **Lenovo M6220 BR-Script3 Properties** screen.

Select the **Paper Source**.



Advanced Options

If you are using Windows NT® 4.0, Windows® 2000 or XP, you can access the **Lenovo M6220 BR-Script3 Advanced Options** tab by clicking the **Advanced** button in the **Layout** tab or the **Paper/Quality** tab.



1. Select the **Paper Size** and **Copy Count**.
2. Set the **Print Quality**, **Scaling** and **TrueType Font** setting.
3. You can change settings by selecting the setting in the Printer Features list:
   - Media Type
   - Toner Save
   - BR-Script Level

3 How to scan using Windows®

The scanning operations and drivers will be different depending on your operating system.

For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® Workstation 4.0

The machine uses a TWAIN Compliant driver for scanning original documents from your applications. (See *Scanning an original document* on page 3-2.)

For Windows® XP

The machine uses Windows® Imaging Acquisition (WIA) for scanning original documents. (See *Scanning an original document (For Windows® XP only)* on page 3-11.)

Scanning an original document 3-2
Scanning an original document (For Windows® XP only) 3-11
Using the Scan key (For USB or Parallel interface cable users)....3-19



3.1 Scanning an original document

TWAIN compliant

The Multi-Function Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that you can scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, Adobe® PageMaker®, CorelDraw® and many more.

How to access the Scanner

1 Open the software application to scan an original document.

- The instructions for scanning in this guide are for when you use Imaging.
- Select **Lenovo M6220** from the **Select Device** of **File** menu.

If the machine is connected via:

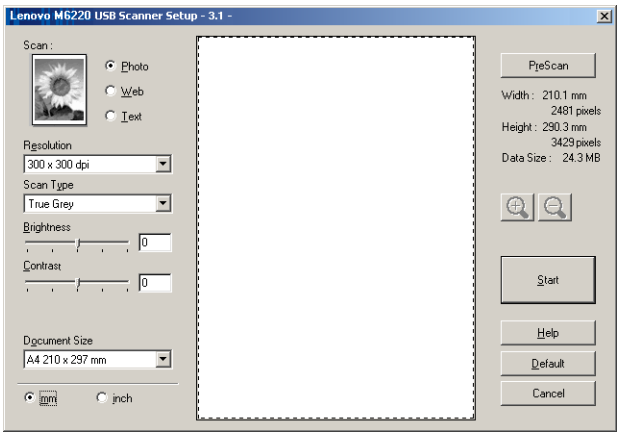
Parallel - use **Lenovo M6220**

USB - use **Lenovo M6220 USB**

LAN - use **Lenovo M6220 LAN**(if the optional NC-9100h is installed)

2 Select **Acquire image** from the **File** drop-down menu or select the **Scan New** icon.

The **Lenovo M6220 Scanner Setup** dialog box will appear:



Scanning an original document into the PC

You can scan a whole page

—**OR**—

Scan a portion of the page after prescanning the original document.

Scanning a whole page

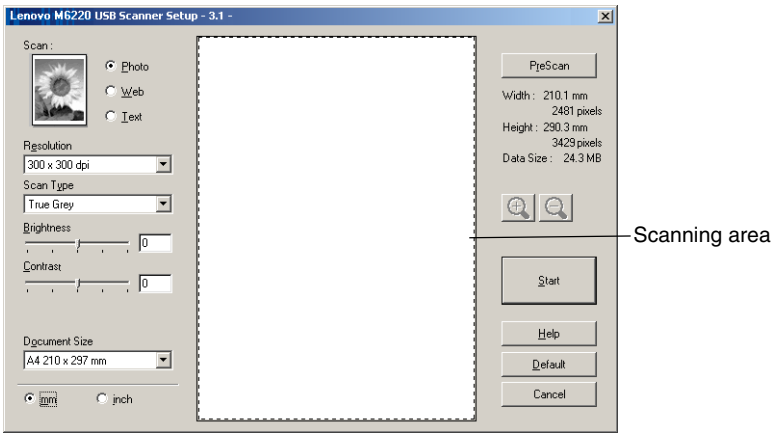
1. Place the original document face down in the ADF.
2. Adjust the following settings, if required, in the Scanner window:
   - **Scan**
   - **Resolution**
   - **Scan Type**
   - **Brightness**
   - **Contrast**
   - **Document Size**

   After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Settings in the Scanner window* on page 3-7.)
3. Click the **Start** button in the scanner window.

Prescanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

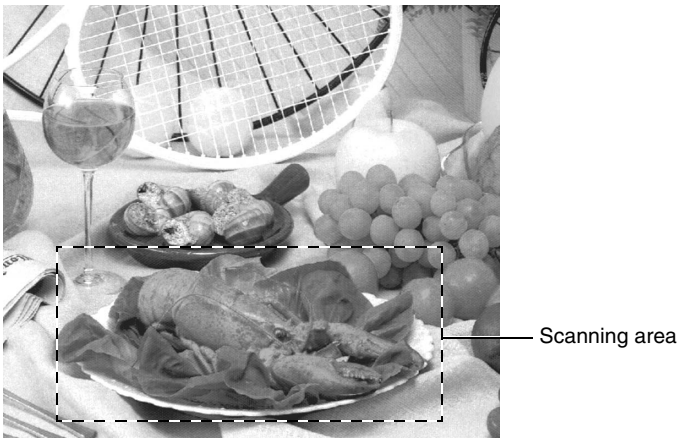
1 Place the original document face down in the ADF.



2 Select the settings for **Scan**, **Resolution**, **Scan Type**, **Brightness** and **Contrast**, as needed.

3 In the **Lenovo M6220 Scanner Setup** dialog box, click the **PreScan** button.

The entire original document will be scanned into the PC and will appear in the Scanning Area.



4 Select the portion you want to scan by clicking the left mouse button and dragging it.

You can enlarge the portion you selected by pressing  to check it. If you want to select a different portion, use  to undo the image.

5 Place the original document face down in the ADF again.

6 Click **Start**.

This time only the selected area of the original document will appear in the Imaging window (or your software application window).

7 In the Imaging window, use the options available to refine the image.

Settings in the Scanner window

Image Type

Select the image type of output from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	300 x 300 dpi	True Gray
Web	Select for attaching the scanned image to web pages.	100 x 100 dpi	True Gray
Text	Select for scanning text original documents.	200 x 200 dpi	Black & White

Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. You can choose Black & White/Gray (Error Diffusion) and True Gray. The following shows the resolution you can choose.

- 100 × 100 dpi
- 150 × 150 dpi
- 200 × 200 dpi
- 300 × 300 dpi
- 400 × 400 dpi
- 600 × 600 dpi
- 1200 × 1200 dpi
- 2400 × 2400 dpi
- 4800 × 4800 dpi
- 9600 × 9600 dpi

Scan Type

Black & White: Set the Scan Type to **Black & White** for text or line art.

Gray Scale: Set the Scan Type to Gray or True Gray for photographic images.

Brightness

Adjust the settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the original document again. If the image is too dark, set a higher brightness value and scan the original document again.

Contrast

This setting is adjustable only when you have selected one of the gray scale settings. It is not available when **Black & White** settings are selected as the **Scan Type**.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in gray areas. You can also type a value in the box for the setting.

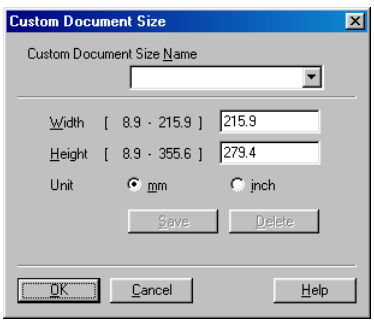
Document Size

Set the Size to one of the following:

- Letter (8 1/2 × 11 in.)
- A4 (210 × 297 mm)
- Legal (8 1/2 × 14 in.)
- A5 (148 × 210 mm)
- B5 (182 × 257 mm)
- Executive (7 1/4 × 10 1/2 in.)
- Photo 3.5 × 5 in. (9 × 13 cm)
- Photo 5 × 7 in. (13 × 18 cm)
- APS C 4 × 6 in. (10 × 15 cm)
- Business Card (60 × 90 mm)
- Custom (User adjustable from 0.35 × 0.35 in. to 8.5 × 14 in. or 8.9 × 8.9 mm to 215.9 × 355.6 mm)

When scanning photographs or other images for use in a word processor or other graphics application. You should try different settings for the contrast and resolution modes to see which best suits your needs.

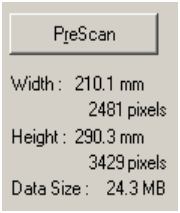
If you selected **Custom** as the size, the **Custom Document Size** dialog box will appear.



Type the **Name**, **Width** and **Height** for the original document.

You can choose “mm” or “inch” as the unit for Width and Height.

You can see the actual paper size you selected on the screen.



- **Width**: shows the width of scanning area
- **Height**: shows the height of scanning area
- **Data Size**: shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

3.2 Scanning an original document (For Windows® XP only)

WIA compliant

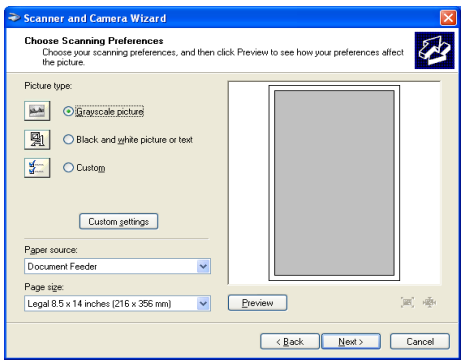
Windows® XP uses Windows Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into any software application that supports WIA or TWAIN scanning.

How to access the scanner

1 Open your software application to scan a document.

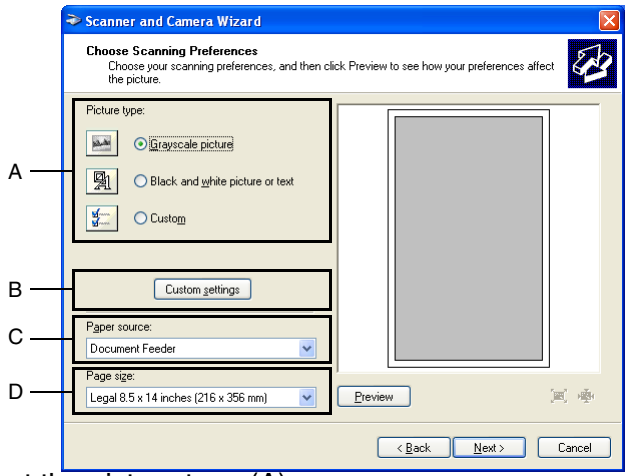
The instructions for scanning in this Guide are for when you use Scanner and Camera Wizard by double-clicked and Lenovo M6220 icon located in the Start/Control Panel/Printers and Other Hardware/Scanners and Camera (or Control Panel/Scanner and Camera). The steps for scanning from another application may vary.

2 Click **Next**.
The Scan dialog box will appear:



Scanning a document into the PC

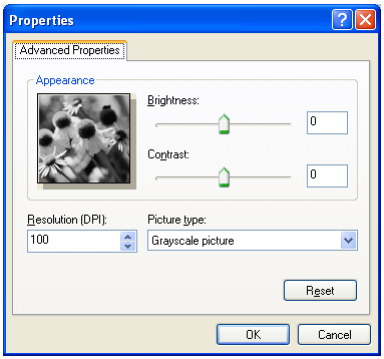
1 Place the original face up in the ADF (automatic document feeder).



2 Select the picture type (A).

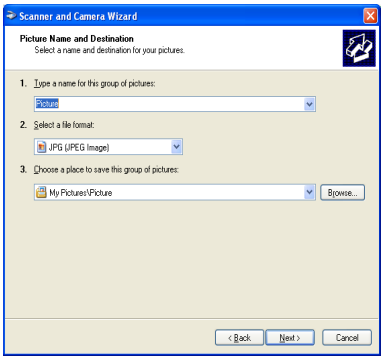
3 Select the **Paper size** from the drop-down list box (D).

4 If you require advanced settings, click **Custom Settings** . You can select **Brightness**, **Contrast**, **Resolution** and **Picture type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.

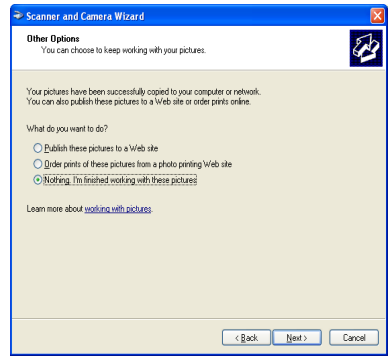


- The scanner resolution you can select is up to 1200 × 1200 dpi.
- For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 3-15.)

5 Select a name and destination for your pictures and click **Next**.



6 You can choose the keep working with your pictures and click **Next** and then **Finish**.

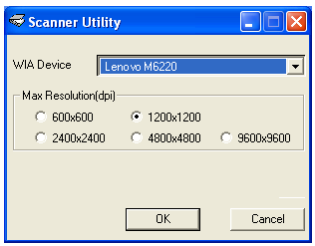


Scanner Utility

The Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200 dpi. You must restart your PC for the new settings to take effect.

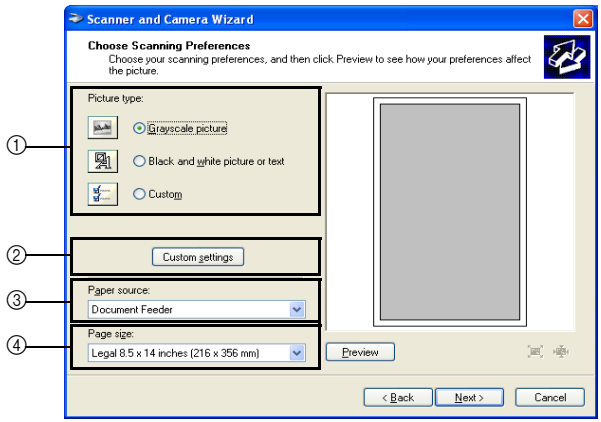
To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start/All Programs/Lenovo/M6220** menu.



Scanning at resolutions greater than 1200 dpi may cause problems with some scanning applications.

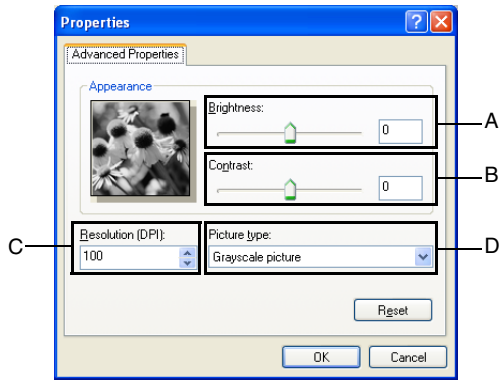
Setting in the WIA dialog box (For Windows® XP)



① Type of picture

you can select the type of picture you want to scan from , **Grayscale picture**, **Black and white picture or text**.

② Custom Settings



A Brightness

Adjust this setting (-50 to 50) to obtain the best image. The default value is 0, representing an ‘average’.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the document again. If the image is too dark, set a higher brightness value and scan the document again.

B Contrast

This setting is adjustable only when you have selected one of the gray scale settings. It is not available when **Black and white picture or text** settings are selected as the **Picture type**.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in gray areas. You can also type a value in the box for the setting.

C Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image.

You can select [100], [150], [200], [300], [400], [500], [600] or [1200].

D Picture type

Black & White: **Black and White white picture or text** for text or line art.

Gray Scale: Select **Grayscale picture** for photographic images.

③ **Paper Source**

④ **Select the paper size from drop-down list.**

3.3 Using the Scan key (For USB or Parallel interface cable users)

You can use the **Scan** key only with Chinese version.

You can use  (**Scan**) on the control panel to scan original documents into your word processing, graphics or E-mail applications or your computer folder. The advantage of using  (**Scan**) is that you avoid the mouse clicks required to scan from your computer.



For Scan to E-mail, Scan to Image, Scan to OCR and Scan to File

Before you can use  (**Scan**) on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate drivers for your version of Windows®.

- If the Presto!® PageManager® does not open automatically, you can set invent of property located in Start/Control Panel/Printers and other Hardware/Scanners and Camera(or Control Panel/Scanner and Camera).
- If the scanning does not start after pressing scan button, click the annulment of TWAIN User Interface located in File/Setting of Scan button in PageManager®.
- If your machine is connected with both a USB and a Parallel cable, you need to select USB or Parallel as the destination in each step.

Scan to E-mail

You can scan a black and white original document into your E-mail application as a file attachment.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).

   ```
   Select ▲▼ & Set
   Scan to E-mail
   ```

3. Press ▲ or ▼ to select `Scan to E-mail`.

   Press **Set**.

   The machine will scan the original document, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan to Image

You can scan a picture into your graphics application for viewing and editing.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).

   ```
   Select ▲▼ & Set
   Scan to Image
   ```

3. Press ▲ or ▼ to select `Scan to Image`.

   Press **Set**.

   The machine will start the scanning process and launch Presto!® PageManager®, you can manage the file data with Presto!® PageManager® utility.

Scan to OCR

If your original document is text, you can have it converted by Lenovo OCR to an editable text file and then have the result displayed in your word processing application for viewing and editing.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).

   ```
   Select ▲▼ & Set
   Scan to OCR
   ```

3. Press  or  to select `Scan to OCR`.

   Press **Set**.

   The machine will start the scanning process, and launch lenovo OCR, you can edit and change the text data.

Scan to File

You can scan a black and white original document into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Presto!® PageManager®.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).

   ```
   Select ▲▼ & Set
   Scan to File
   ```

3. Press  or  to select `Scan to File`.

   Press **Set**.

   The machine will start the scanning process.



The default setting is below.

- saving folder : My Documents of Log - in User.
- file format : JPG.
- file name : yyyy - mm - dd - xxxx(e.g. 2004 - 1 - 15 - 0001, 2004 - 1 - 15 - 0002)

How to change the default setting.

1 Start the Presto!® PageManager® .
2 Right - click on 
3 Click **Properties**.
4 Change the path or file format in the window.
5 Chick **OK.**

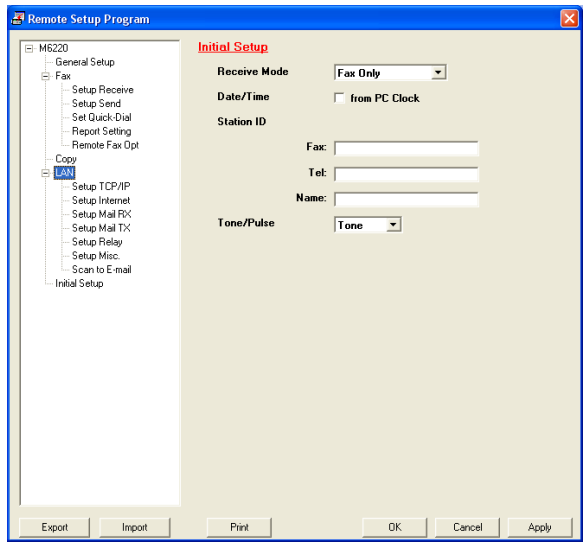
4 Using the Remote Setup

Remote Setup 4-2

4.1 Remote Setup

The Remote Setup application enables you to configure your machine using an intuitive graphical user interface (GUI) on your PC. When you access this application, the settings on your machine will be downloaded to your PC and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.

You can't use the Remote Setup application if your machine is only connected to a Network with the optional Network LAN board (NC-9100h). (See Web Based Management in the NC-9100h User's Guide.)



OK button

When you click **OK**, the process of uploading the data to the machine begins. The Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

Cancel button

The **Cancel** button clears your changes and exits the Remote Setup application without uploading any data to the machine.

Apply button

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

Print button

The **Print** button prints the selected items on the machine. You cannot print the machine Remote Setup changes until you click the **Apply** button to upload the new data to the machine. You can then click the **Print** button to get an up-to-date printout.

Export button

Click the **Export** button to save your current settings to a file.

Import button

Click the **Import** button to read the settings from your saved file into the Remote Setup screen.



You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.

5 Using the PC-FAX software

PC-FAX sending.....5-2
Speed-Dial Setup 5-7
Setting up PC-FAX receiving.....5-20
Receiving a fax into the PC.....5-22



5.1 PC-FAX sending

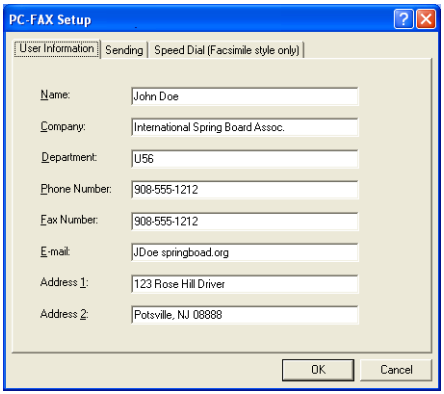
The PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book or simply enter the destination address or fax number into the User Interface. You can use the Address Book Search feature to quickly find members to send your fax.

- PC-FAX is available in Black & White only.
- If you are using Windows® XP, Windows NT® 4.0 or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

Setting up user information

You can access the User Information from the FAX Sending dialog box by clicking .

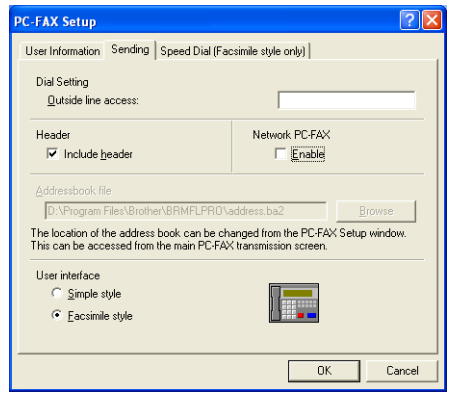
(See *Sending a file as a PC-FAX using the Facsimile style* on page 5-17.)



1. From the **Start** menu, select All **Programs** (**Programs**), **lenovo**, **M6220**, and then select **PC-FAX Setup**.
   The **PC-FAX Setup** dialog box will appear:
2. You must enter this information to create the Fax Header and Cover Page.
3. Click **OK** to save the **User Information**.

Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.



The include header option adds header information to the top of the fax you send.

The user has the choice of two user interfaces: Simple style or Facsimile style. To change the user interface select the interface setting you want: Simple style or Facsimile style. (See *User interface* on page 5-6.)

Outside line access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example if you must dial 9 to get an outside line in your office).

Include header

To add header information to the top of the fax pages you send, check the Include header box.

Address Book file

You can select more than one database file to use with the Address Book. To select you must enter the path and file name of the database file.

—**OR**—

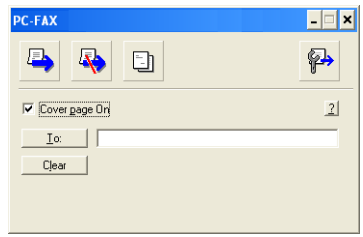
Use the **Browse** button to find the database to select.

User interface

In the **Sending** tab, select user interface.

You can choose the **Simple Style** or the **Facsimile Style**.

Simple style

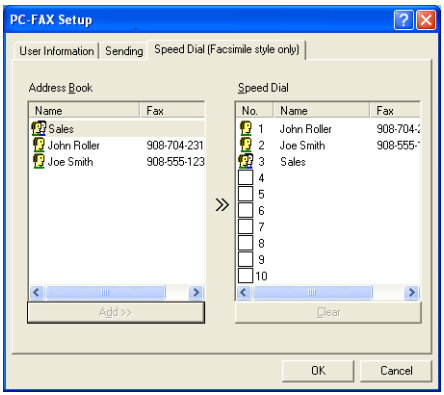


Facsimile style



5.2 Speed-Dial setup

From the **PC-FAX Setup** dialog box, click the **Speed Dial** tab. (To use this feature you must select the **Facsimile Style** user interface.)



You can register a Member or Group on each of the ten Speed-Dial buttons.

To register an address in a Speed-Dial button:

1. Click the Speed-Dial button you want to program.
2. Click the Member or Group you want to store on the Speed-Dial button.
3. Click **Add >>** to save it.

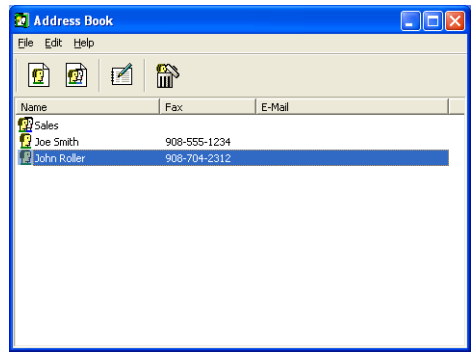
To clear a Speed-Dial button:

1. Click the Speed-Dial button you want to clear.
2. Click **Clear** to erase it.

The Address Book

From the **Start** menu, select **All Programs**, **Lenovo**, **M6220**, and then click **PC-FAX Address Book**.

The **Address Book** dialog box will appear:

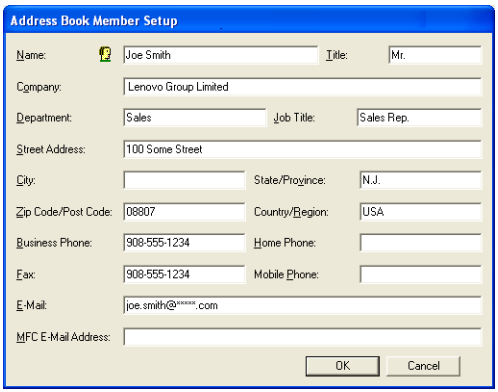


Setting up a Member in the Address Book

In the **Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

1. In the Address Book dialog box, click the icon to add a Member.

   The **Address Book Member Setup** dialog box will appear:



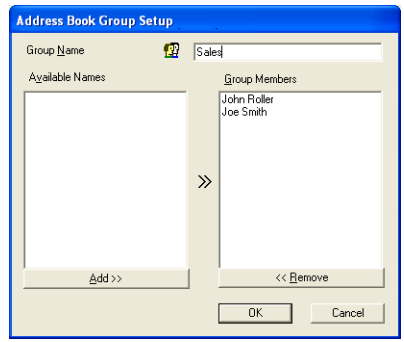
2. In the Member Setup dialog box, type the Member's information. **Name** is a required field. Click **OK** to save the information.

Setting up a Group for Broadcasting

If you often send the same PC-FAX to several Members, you can combine them in a Group.

1. In the **Address Book** dialog box, click the icon to create a Group.

   The Group Setup dialog box appears:



2. Type the name of the new Group in the **Group Name** field.
3. In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.

   Members you add to the Group will be added to the **Group Members** box.
4. After all the members you want have been added, click **OK**.

Editing Member information

1. Select the Member or Group you want to edit.
2. Click the edit icon.
3. Change the Member or Group information.
4. Click **OK** to save your changes.

Deleting a Member or Group

1. Select the Member or Group you want to delete.
2. Click the delete icon.
3. When the **Confirm Item Delete** dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

To export the whole current Address book:

If you are creating a Vcard, you must first select the member.
If you select Vcard in Step 1, **Save as type**: will be **Vcard (*.vcf)**.

1. From the Address Book select **File**, point to **Export**, and then click **Text**.

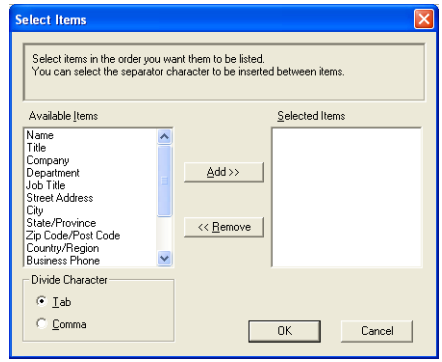
   —**OR**—

   Click **Vcard** and go to Step 5.
2. From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

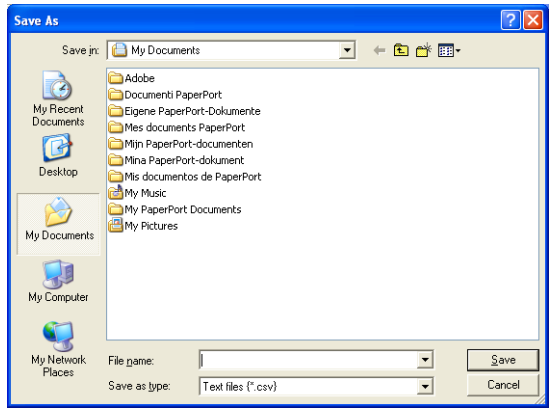
Select the items in the order you want them listed.

3 If you are exporting to an ASCII file, select the **Divide Character** - **Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.

4 Select **OK** to save the data.



5 Type the name of the file, and then select **Save**.



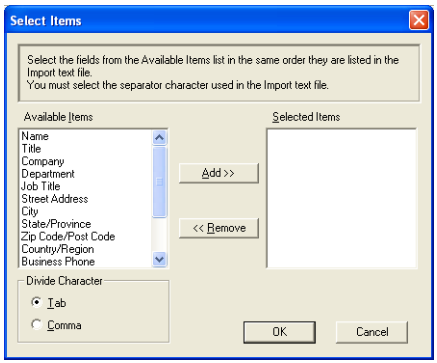
Importing to the Address Book

You can import ASCII text files (*.csv) or Vcards (electronic business cards) into your Address Book.

1 From the Address Book select **File**, point to **Import**, and then click **Text**.

—**OR**—

Click **Vcard** and go to Step 5.



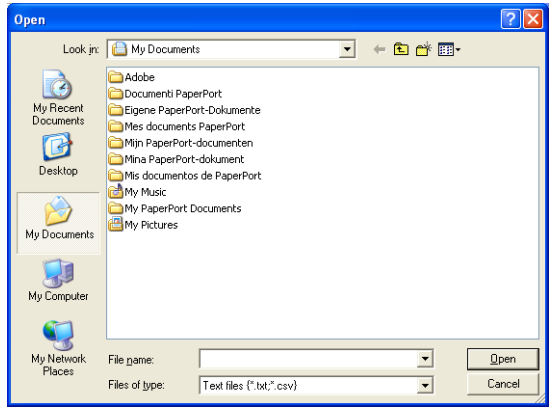
2 From the **Available Items** column select the data fields you want to Import, and click **Add >>**.

From the Available Items list select the fields in the same order they are listed in the Import text file.

3 Select the **Divide Character** - **Tab** or **Comma** based on the file format you are importing.

4 To import the data click **OK**.

5 Type the name of the file, and then select **Open**.

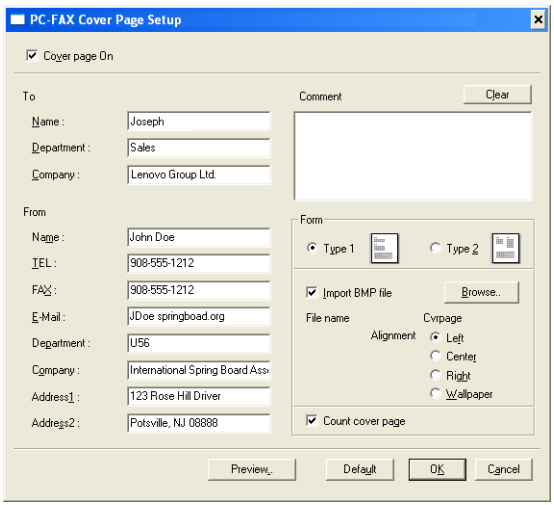


If you selected a text file in Step 1, the **Files of type**: will be **Text file (*.csv)**.

Setting up a Cover Page

From the PC-FAX dialog box click  to access the PC-Fax Cover page setup screen. (See *Sending a file as a PC-FAX using the Facsimile style* on page 5-17.)

The **PC-FAX Cover Page Setup** dialog box will appear:



You can enter information in each field

If you are sending a fax to more than one recipient, the recipient information will not be printed on the Cover Page.

To

From

Comment

Type the comment you want to add to the cover page.

Select Cover Page Form

Select the cover page format you want to use.

Import BMP file

You can insert a bitmap file, such as your company logo, in the cover page.

Use the browse button to select the BMP file, and then select the alignment style.

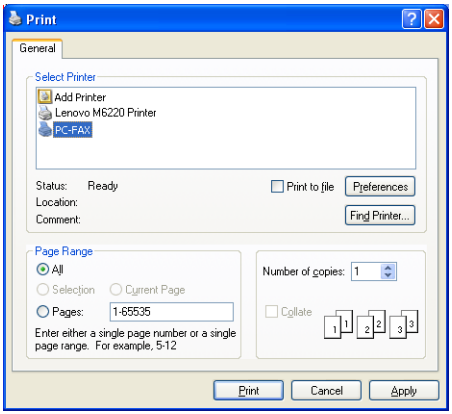
Count Cover Page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Sending a file as a PC-FAX using the Facsimile style

1. Create a file in Word, Excel, Paint, Draw or any other application on your PC.
2. From the **File** menu, select **Print**.

   The **Print** dialog box will appear:



3. Select **PC-FAX** as your printer, and then click **OK**.

   The Fax Sending dialog box will appear.



4 Enter the fax number using any of the following methods:

- Using the dial pad enter the number.
- Click any of the 10 **Speed-Dial** buttons.
- Click the **Address Book** button, and then select a Member or Group from the Address Book.

If you make a mistake you can click **Clear** to delete all the entries.

5 To include a Cover Page, click **Cover Page On**, and then click the Cover Page icon to enter or edit the Cover Page information.

6 Click **Start** to send the fax.

If you want to cancel the fax, click **Stop**.

Redial

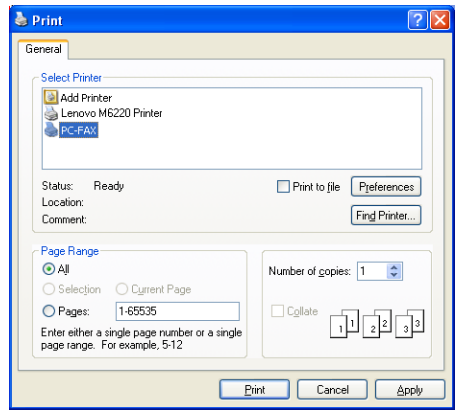
If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

Sending a file as a PC-FAX using the Simple style

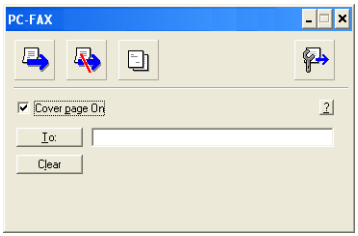
1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.

2 From the **File** menu, select **Print**.

The **Print** dialog box will appear:



3 Select **PC-FAX** as your printer, and then click **OK**.
The FAX Sending dialog box will appear:



4 In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.

5 To send a Cover Page and note, click the **Cover Page On** check box.

You can also click the icon to create or edit a cover page.

6 When you are ready to send your fax, click the Send icon.

7 If you wish to cancel the fax, click the Cancel icon.

5.3 Setting up PC-FAX receiving

(Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0 only)

For Windows® XP
See *Receiving a fax into the PC (Windows® XP only)* on page 5-22.

PC-FAX receiving is only available when using the USB or parallel connection, not the LAN connection.

Running PC-FAX Receiving

From the **Start** menu, select **Programs**, **lenovo**, **M6220** and then select '**PC-FAX Receiving**'.

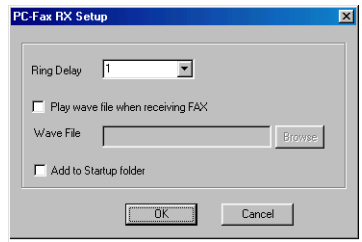
The PC-FAX 

icon will appear on your PC Task bar for this Windows® session.

Setting up your PC

1. Right-click the PC-FAX 

icon on your PC Task Bar, and then click **PC-Fax RX Setup**.
2. The PC-Fax RX Setup dialog box will appear:



3. In **Ring Delay**, select the number of rings before you want your PC to answer incoming calls.
4. If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path.
5. To load PC FAX receiving automatically when you start up Windows®, select the **Add to Startup folder** check box.

Viewing new PC-FAX messages

Each time you start to receive a PC-FAX, the icon will flash  blue and red. Once the fax has been received the icon will remain red. The red icon will change to green once the received fax has been viewed.

1. Run Presto!® Page Manager®.
2. Open the Fax Received folder.
3. Double-click any of the new faxes to open and view them.

The title of your unread PC message will be the date and time until you assign a file name.

For example “Fax 2-20-2002 16:40:21.tif”

5.4 Receiving a fax into the PC (Windows® XP only)

For Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0

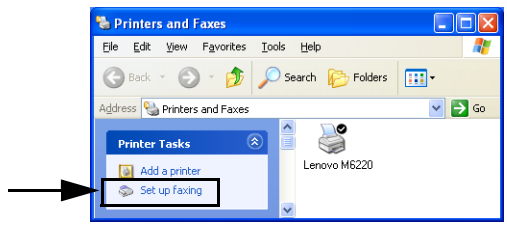
See *Setting up PC-FAX receiving (Windows® 95/98/98SE/Me/2000 Professional and Windows NT® WS 4.0 only)* on page 5-20.

PC-FAX receiving is only available when using the USB or parallel connection, not the LAN connection.

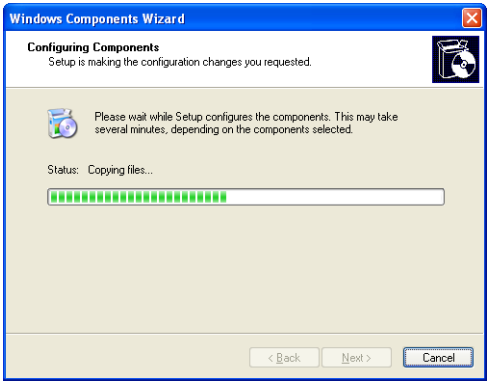
How to receive a fax automatically

Before you can start receiving faxes, please install the appropriate Windows XP driver (Windows XP In-box driver or M6220 Windows XP driver). After the driver is installed, refer to the following information to configure your Windows XP PC for Fax receiving.

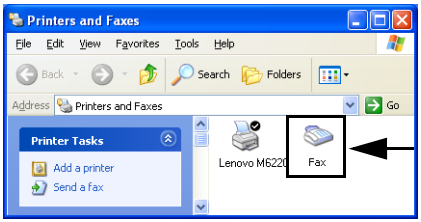
1 To activate Faxing receiving, click **Set up faxing** in the **Printer Tasks** menu.



2 The FAX services will be installed on your PC.



3 A **Fax** icon will then appear in the **Printers and Faxes** folder. If the **Fax** icon does not appear, click **Install a local fax printer** in the **Printer tasks** menu.



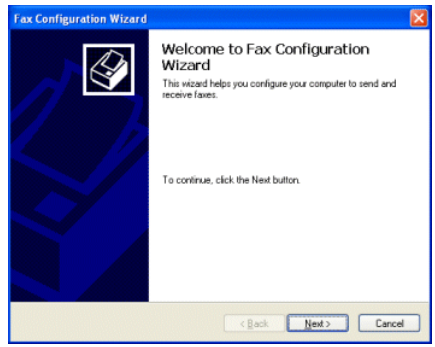
4 Select the **Start**, **All Programs**, **Accessories**, **Communications**, **Fax**, **Fax Console**.

If you have not configured your fax connection, the following screen will be displayed.

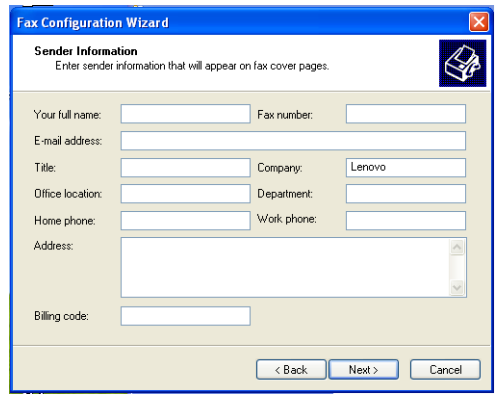
Enter your details, ensuring you specify the outside line access number if necessary and click **OK**.

Select the **My location** radio button if it is not selected and then click **OK**.

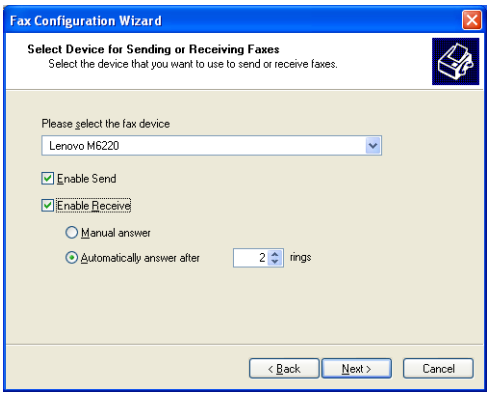
5 The **Fax Configuration Wizard** starts. Click **Next**.



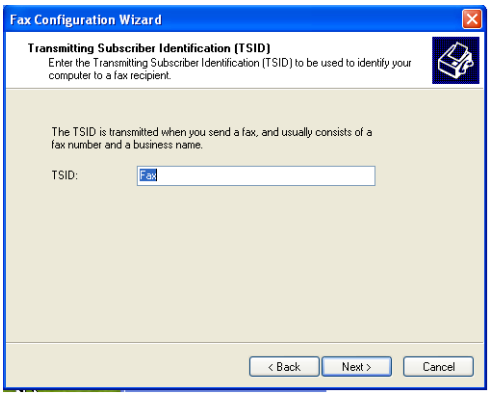
6 Enter the sender information, and then click **Next**.



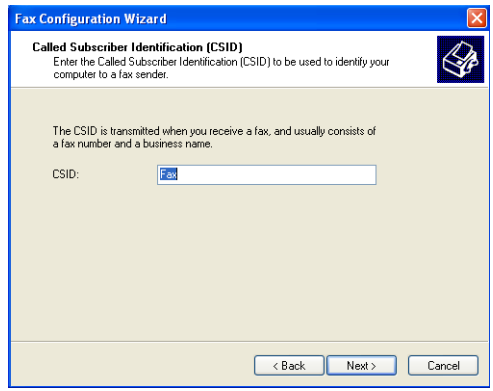
7 Select **Lenovo M6220** in the **Please select the fax device** pull-down list. Click to select the **Enable Receive** check box. Specify the number of rings before your machine will attempt to answer the fax. Click **Next**.



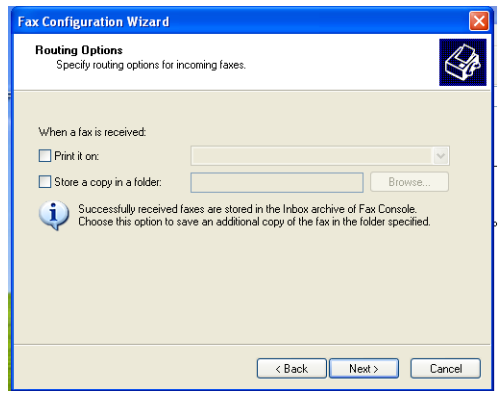
8 Enter the **Transmitting Subscriber Identification (TSID)**, and then click **Next**.



9 Enter the **Called Subscriber Identification (CSID)**, and then click **Next**.



10 Select if you print a received fax or save it in a folder, and then click **Next**.



11 Click **Finish**.



When PC-FAX Receiving is active, you cannot run the Remote Setup utility. To use Remote Setup, check off **Enable Receive** in Step 7.

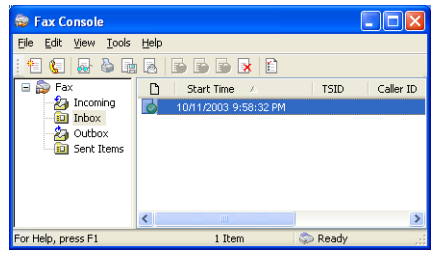
For information on how to use PC-FAX Sending and Receiving, please refer to Help in the **Fax Console**.

The PC-FAX installation is now complete.

How to view the received faxes

Faxes that are received into the PC will appear in the Fax Console.

Click **Start**, point to **All Programs**, **Accessories**, **Communications**, **Fax**, and then click **Fax Console** to open the **Fax Console**. In the left pane, expand the Fax folder (if it is not already expanded).



The Fax folder contains the following folders:

- The Incoming folder contains faxes that are currently being received.
- The Inbox folder contains faxes that have been received.
- The Outbox folder contains faxes that are scheduled to be sent.
- The Sent Items folder contains faxes that have been successfully sent.

6 Using your machine with a Macintosh®

Setting up your USB-equipped Apple® Macintosh® 6-2
Using the printer driver with your Apple® Macintosh®
(Mac OS® 8.6-9.2) 6-3
Using the Printer Driver with Your Apple® Macintosh®
(Mac OS® 8.6-9.2) 6-5
Using the PS driver with your Apple® Macintosh® 6-8



6.1 Setting up your USB-equipped Apple® Macintosh®

Before you can connect the machine to your Macintosh®, you must buy a USB cable that is not longer than 1.8 meters.

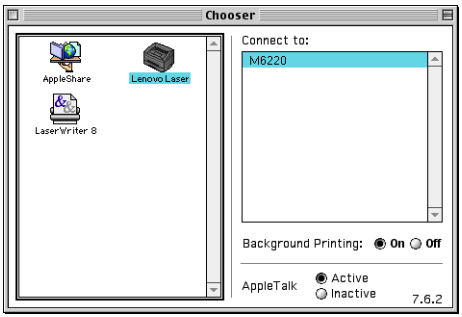
Do not connect the machine to a USB port on a keyboard or a non-powered USB hub.

This machine supports Mac OS® 8.6 to 9.2 and Mac OS® X 10.1/10.2.1 or greater.

6.2 Using the printer driver with your Apple® Macintosh® (Mac OS® 8.6-9.2)

To select a Printer:

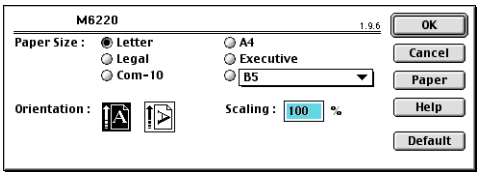
1 Open the **Chooser** from the Apple menu.



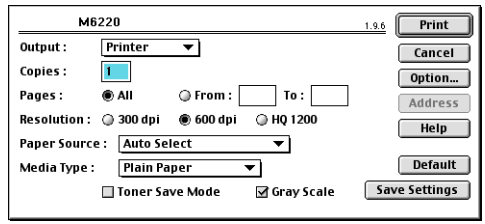
2 Click the **Lenovo Laser** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

To print an original document:

1 From the application software such as Simple Text, click the **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Orientation**, and **Scaling**, and then click **OK**.

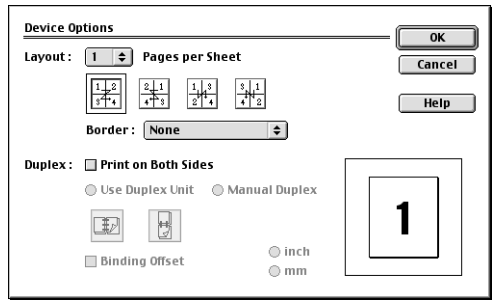


2 From application software such as Simple Text, click **File** menu and select **Print**. Click **Print** to start printing.



If you want to change **Copies**, **Pages**, **Resolution**, **Paper Source** and **Media Type**, select your settings before clicking **Print**.

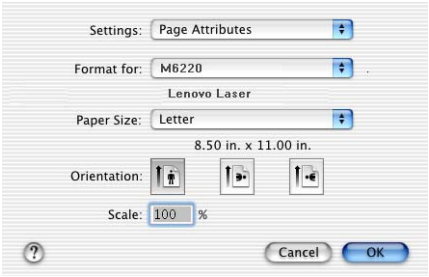
By clicking the **option** button you can select various layout options such as pages per sheet.



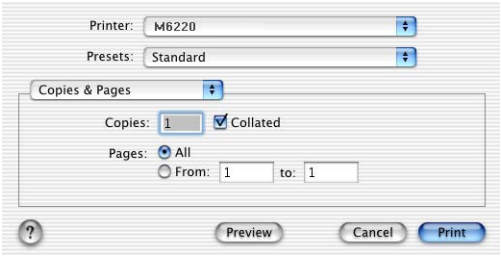
6.3 Using the Printer Driver with Your Apple® Macintosh® (Mac OS ® X)

Choosing page setup options

1 From application software such as Text Edit, click the **File** menu and select **Page Setup**. Make sure *M6220* is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size, Orientation** and **Scaling**, then click **OK**.



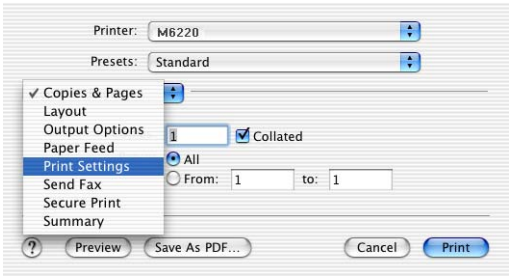
2 From application software such as Text Edit, click the **File** menu and select **Print**. Click **Print** to start printing.



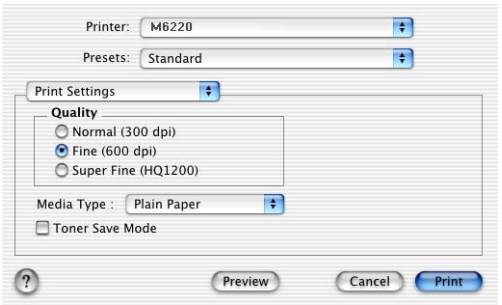
Specific settings

You can set the **Media Type**, **Resolution**, **Toner Save**, and other settings.

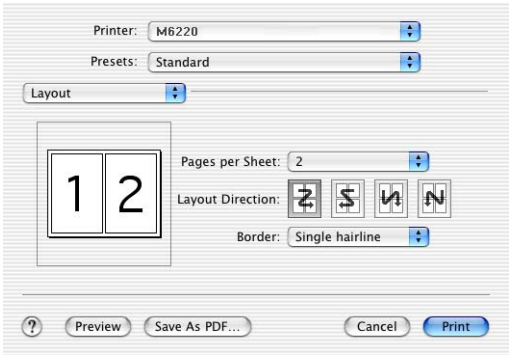
Press **Copies & Pages** dropdown to select settings you want to change.



Print settings



Layout


Printer: M6220
Presets: Standard
Layout
1 2
Pages per Sheet: 2
Layout Direction:
Border: Single hairline
Preview
Save As PDF...
Cancel
Print



6.4 Using the PS driver with your Apple® Macintosh®

To use the PS driver on a Network, see the NC-9100h Network User's Guide on CD-ROM.

To use the PS driver with a USB cable, you need to set the `Emulation` to `BR-Script 3` (**Menu**, **4**, **1**) before connecting the USB cable. (See *Setting the Emulation Selection* on page 1-14.)

The PS driver does not support the following functions:

- HQ 1200
- Secure Print
- PC-Fax Sending

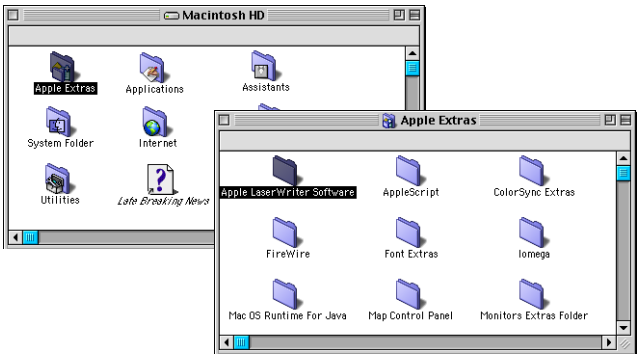
For Mac OS® 8.6 to 9.2 users

1 **For Mac OS® 8.6 to 9.04 Users:**

Open the **Apple Extras** folder. Open the **Apple LaserWriter Software** folder.

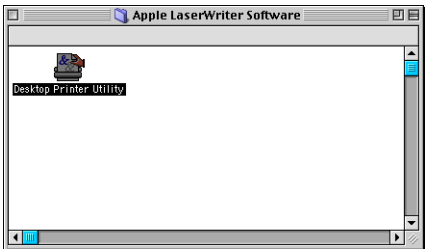
For Mac OS® 9.1 to 9.2 Users:

Open the **Applications** (Mac OS® 9) folder. Open the **Utilities** folder*.

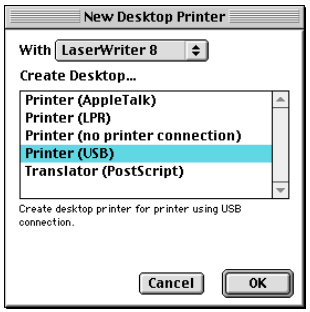


* The screens are based on Mac OS® 9.04.

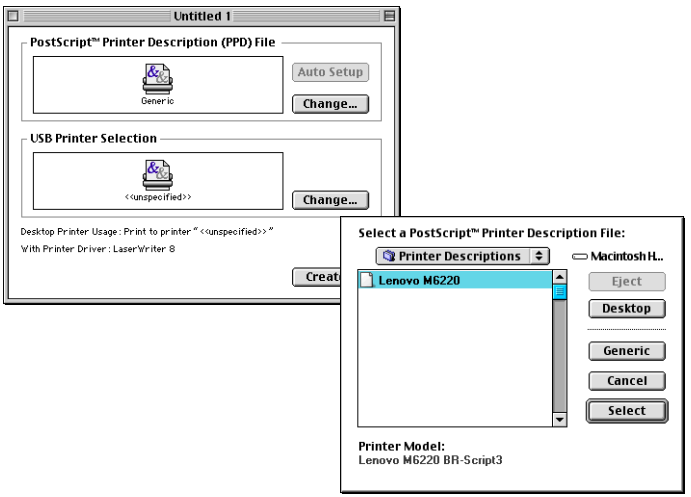
2 Open the **Desktop Printer Utility** icon.



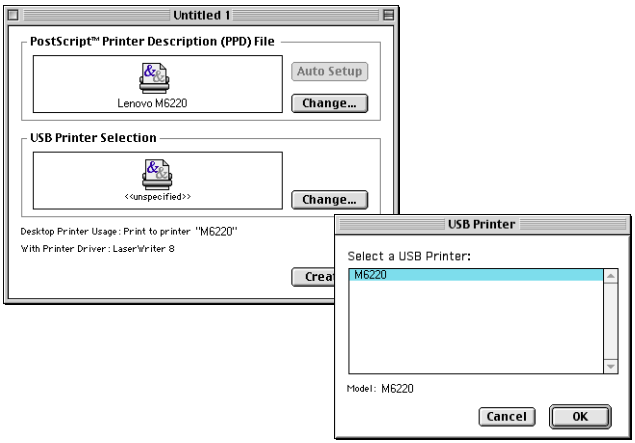
3 Select **Printer (USB)**, and then click **OK**.



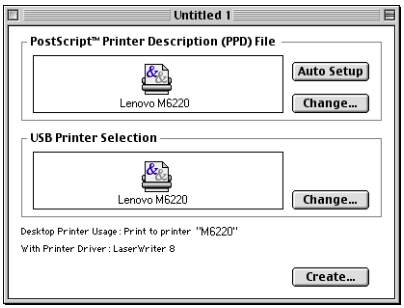
4 Click **Change...** in the PostScript™ Printer Description (PPD) file. Select **Lenovo M6220**, and then click **Select**.



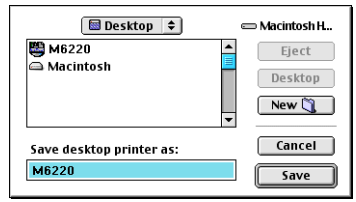
5 Click **Change...** in the **USB Printer Selection**. Select **Lenovo M6220**, and then click **OK**.



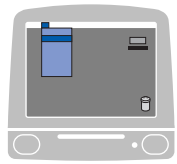
6 Click **Create...**.

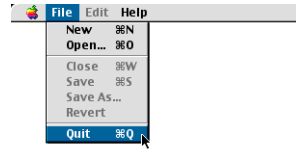


7 Enter your machine name (M6220), and then click **Save**.

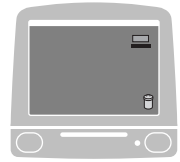


8 Select **Quit** from the **File** menu.



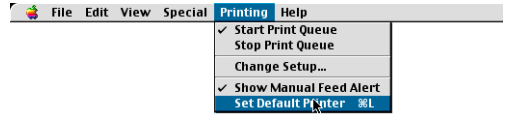


9 Click the **M6220** icon on the Desktop.



10 Select **Set Default Printer** from the **Printing** menu.



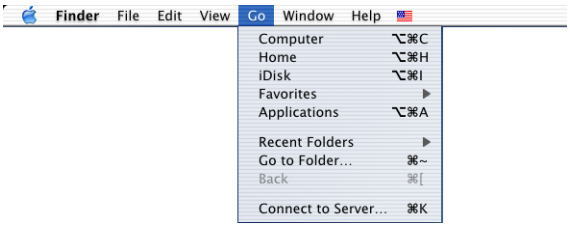


For Mac OS® X users

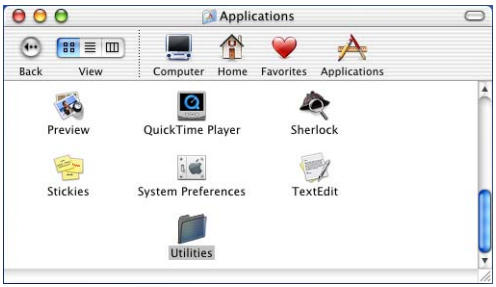
You need to install the PS driver using the following instructions.

- If you use a USB cable and your Macintosh® is “Mac OS® X”, only one printer driver for an machine can be registered in Print Center.
- If a Native Driver (M6220) is already listed in Printer list, you will need to delete it and then install the PS driver.
- To use the PS driver with a USB cable, you need to set the `Emulation` to `BR-Script 3` (**Menu**, **4**, **1**) before connecting the USB cable. (See *Setting the Emulation Selection* on page 1-14.)

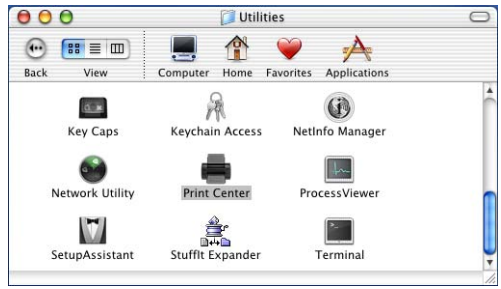
1 Select **Applications** from the **Go** menu.



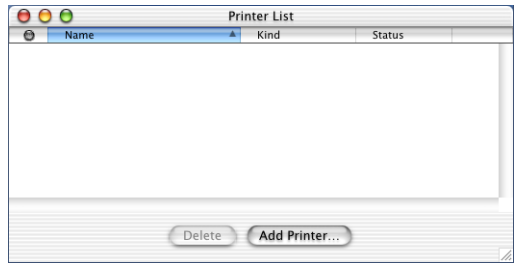
2 Open the **Utilities** folder.



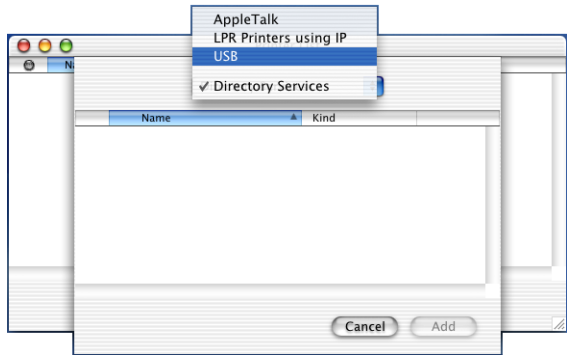
3 Open the **Print Center** icon.



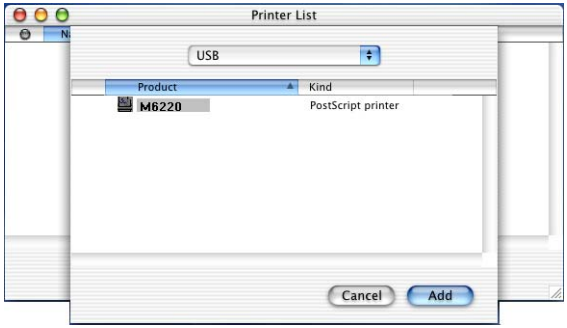
4 Click **Add Printer…**.



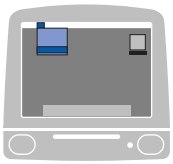
5 Select **USB**.



6 Select **M6220**, and then click **Add**.



7 Select **Quit Printer Center** from the **Print Center** menu.





7 Network Scanning (Windows® 98/98SE/Me/2000 Professional and XP only)

Using the Scan key 7-6

To use the machine as a Network Scanner, the optional NC-9100h Network board must be installed into the machine and configured with TCP/IP and mail server settings if you use Scan to E-mail (E-mail server). You can set or change NC-9100h settings from the control panel or with the BRAdmin Professional utility or Web Management. (Please see the NC-9100h User's Guide on the CD-ROM.)

Registering your PC with the machine

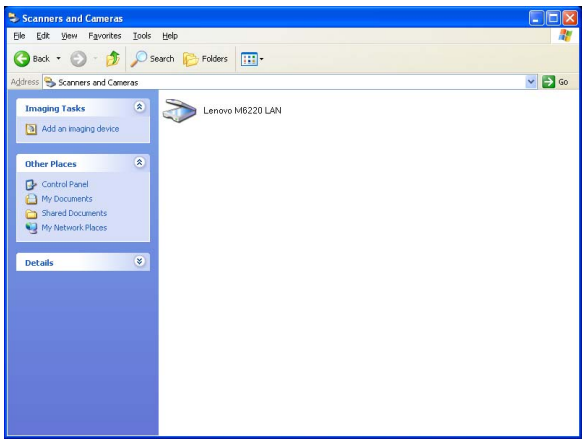
If you need to change the machine that was registered to your PC during the installation of Multi-Function Suite (see Quick Setup Guide), follow the steps below.

1 *For Windows® 98/Me/2000*

From the **Start** menu, select **Control Panel**, **Scanners and Cameras**, and then right-click Scanner Device icon and select **Properties** to view the Network Scanner Properties dialog box.

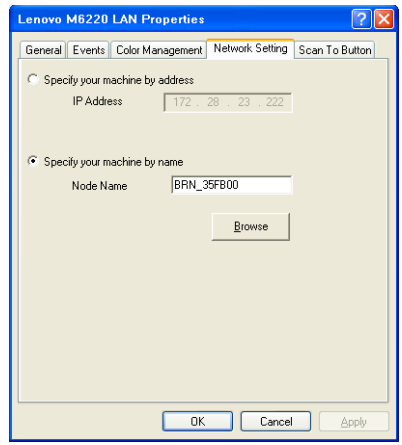
For Windows® XP

From the **Start** menu, select **Control panel**, **Printers and Other Hardware**, **Scanners and Cameras** (or **Control Panel**, **Scanners and Cameras**).



Right-click Scanner Device icon and select Properties to view the Network Scanner Properties dialog box.

2 Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.



Specify your machine by address

Enter the actual IP address of the machine in the IP Address field.

Click **Apply** and then **OK**.

Specify your machine by Name

Enter the machine Node name in the Node Name field.

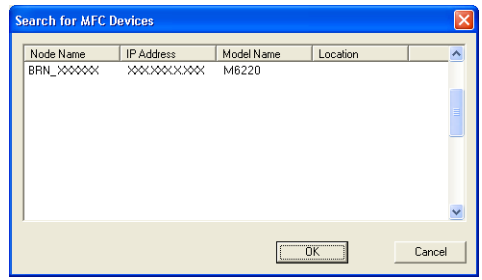
Click **Apply** and then **OK**.

Search from a list of available device

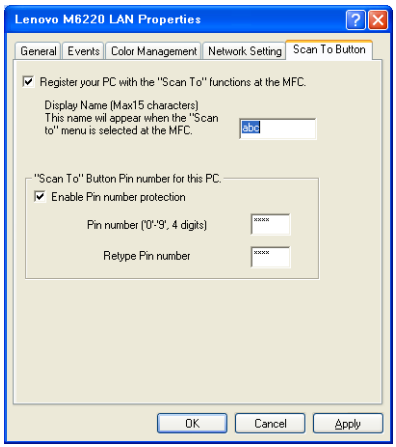
Click **Browse** and select the appropriate device you want to use.

Click **OK**.

Click **Apply** and then **OK**.



3 Click the **Scan To Button** tab in the dialog box and enter your PC Name in the Display Name field. The machine's LCD displays the Name you enter. Default setting is your PC Name. You can enter a name if you like.



4 You can avoid receiving unwanted original documents by setting a 4-digit PIN Number. Enter your PIN Number in the PIN Number and Retype PIN Number field. To send data to a PC protected by a PIN Number, the LCD prompts you to enter the PIN Number before the original document can be scanned and sent to the machine. (See *Using the Scan key* on page 7-6 to 7-10.)



7.1 Using the Scan key

You can use the Scan key only with Chinese version.

Scan to E-mail (PC)

When you select Scan to E-mail (PC) your original document will be scanned and sent directly to the PC you designated on your network. You can scan a black and white original document and it will be sent with the E-mail from the PC as an attachment.

1. Place the original document face down in the ADF.
2. Press (**Scan**).
3. Press or to select Scan to E-mail.

   Press **Set**.

   Scan to E-mail
   PC
4. Press or to select PC.

   Press **Set**.

   —**OR**—

   If there is no other selection, go to Step 5.
5. Press or to select the destination PC you want to use for E-mailing your original documents.

   Press **Set**.

   If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

   Press **Set**.

   The machine will start the scanning process.

Scan to E-mail (E-mail server)

When you select `Scan to E-mail` (`E-mail Server`) you can scan a black and white original document and send it directly to an E-mail address from the machine. Your original document is sent as an E-mail attachment in a TIFF or PDF format.

Scan to E-mail (E-mail Server) requires SMTP/POP3 mail server support. (See NC-9100h User's Guide on the CD-ROM.)

1. Place the original document face down in the ADF.
2. Press  (**Scan**).
3. Press ▲ or ▼ to select `Scan to E-mail`.
   Press **Set**.
4. Press ▲ or ▼ to select `E-mail Server`.
   Press **Set**.

   ```
   Scan to E-mail
   E-mail Server  ▲▼
   ```

   —**OR**—

   If there is no other selection, go to Step 5.
5. Press ▲ or ▼ to select `PDF 200×200dpi`, `PDF 200×100dpi`, `TIFF 200×200dpi` or `TIFF 200×100dpi` and **Set**.
6. The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial key.
7. Press **Start**.
   The machine will start the scanning process.

Scan to Image

When you select `Scan to Image` your original document will be scanned and sent directly to the PC you designated on your network.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).
3. Press ▲ or ▼ to select `Scan to Image`.

   ```
   Select ▲▼ & Set
   Scan to Image  ⬍
   ```

   Press **Set**.
4. Press ▲ or ▼ to select a destination you want to send.

   Press **Set**.

   If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

   Press **Set**.

   The machine will start the scanning process.

Scan to OCR

When you select Scan to OCR your original document will be scanned and sent directly to the PC you designated on your network. Your document is converted into text for viewing and editing from a word processing application on the designated PC.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).
3. Press ▲ or ▼ to select Scan to OCR.

   Press **Set**.

   ```
   Select ▲▼ & Set
   Scan to OCR
   ```
4. Press ▲ or ▼ to select a destination you want to send.

   Press **Set**.

   If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

   Press **Set**.

   The machine will start the scanning process.

Scan to File

When you select `Scan to File` you can scan a black and white original document and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in the Presto!® PageManager® on the designated PC.

1. Place the original document face down in the ADF.
2. Press  (**Scan**).
3. Press ▲ or ▼ to select `Scan to File`.

   ```
   Select ▲▼ & Set
   Scan to File   ⬍
   ```

   Press **Set**.
4. Press ▲ or ▼ to select a destination you want to send.

   Press **Set**.

   If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

   Press **Set**.

   The machine will start the scanning process.

Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD.

8 Network PC-FAX software

To use the machine with Network PC-FAX, the optional NC-9100h Network board must be installed into the machine and configured with a TCP/IP address. If you use PC-FAX to an E-mail address, the mail server settings must also be configured.

Enable Network PC-FAX

To use the machine for Network PC-FAX, see *Using the PC-FAX software* on page 5-1.

The items described in this chapter are specific items relating to the Network version of PC-FAX software that is installed from the Network Applications for Optional NC-9100h on the CD-ROM supplied with your machine.

Network PC-FAX can be configured through PC-FAX Setup, Sending tab.

Sending setup

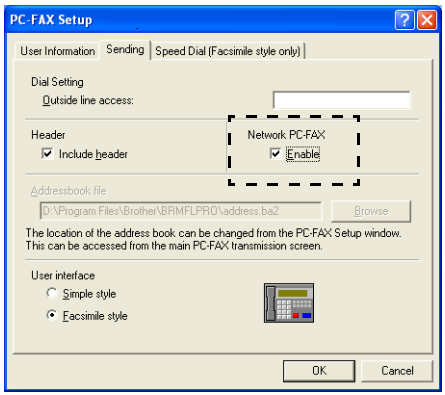
In order to use the full functionality of Network PC-FAX enable the Network PC-FAX Setup option on the Sending tab in PC-FAX Setup.

1. Access the Sending Tab from the PC-FAX dialog box by clicking .

   —**OR**—

   From the **Start** menu, select **All programs**, **Lenovo**, **M6220**, and then select **PC-FAX Setup**.

2. Check **Enable** box.



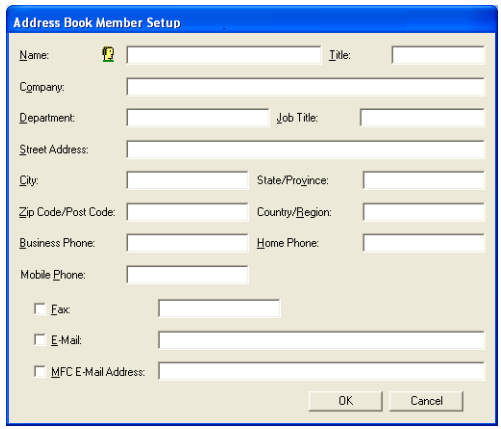
This software can be used in a network environment and with a locally connected machine. It is important that when used in a network environment the Network PC Fax is set to enable.

Extra options in Address Book

When the Enable Network PC-FAX option is selected, three additional options appear in the address book contact window.

1. In the Address Book dialog box, click the icon to add a member.

   The **Address Book Member Setup** dialog box will appear:



2. In the **Address Book Member Setup** dialog box, type the member's information.

   Name is required field. You can also enter an E-mail contact address and machine address for the address book member.

3. It is necessary to specify the preferred method of sending original documents to this contact by checking the **Fax**, **E-mail** or **machine E-mail Address** box.

4. Click the **OK** button to save the member's information.

If you wish to send original documents to this contact by more than one method you must create a second contact and select a different option, Fax, E-Mail or machine Address.

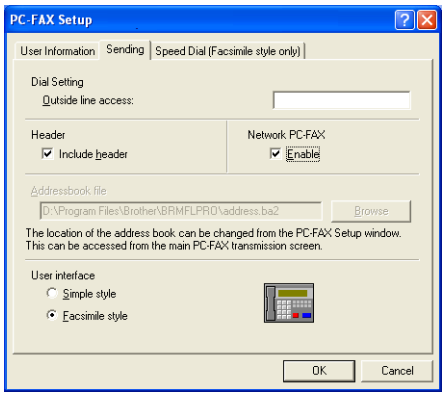
Using the Network PC-FAX software

The Network PC-FAX feature allows you to use your PC to send any application or document file as a standard fax. You can create a file in any application on your PC, and then send it as a Network PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book or simply enter the destination address or fax number into the User Interface. You can use the Address Book Search feature to quickly find members to send your fax.

Quick Tips:

Please see *Enable Network PC-FAX* on page 8-2 before using Network PC-FAX.

1. Ensure that Network PC-FAX is set to “Enable” in the Sending tab of Setup. (See *Enable Network PC-FAX* on page 8-2.)



2 To send an E-mail from Network PC-FAX you can either enter the E-mail address in the To: field or in the display for Facsimile Style using the PC keyboard or select the member from the Address Book. The member must have E-mail selected as the chosen destination for that member.

3 To send an Internet Fax from Network PC-FAX you can either enter the Internet Fax address in the To: field or in the display for Facsimile style using the PC keyboard or select the member from the Address Book. The member must have machine mail address selected as the chosen destination for that member.

4 To send a Network Fax simply select a member from the address book or enter the fax number into the User Interface with the PC keyboard. The member must have Fax selected as the chosen destination for that member.



Sending a Network PC-Fax to an E-mail address or sending an Internet Fax requires SMTP/POP3 mail server support.



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