

Thank you for purchasing a Lenovo MFP M800/M810 Series.

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Note: Regulatory information can be found in the "Technical information" section of this guide.



Note

It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

- Governmental paper or documents:
 - Passports
 - Immigration papers
 - Selective service papers
 - Identification badges, cards, or insignias
- Governmental stamps:
 - Postage stamps
 - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

safety information

Warning! To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

Warning! Potential shock hazard

- 1 Read and understand all instructions in the quick setup guide.
- 2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
- 3 Observe all warnings and instructions marked on the product.
- 4 Unplug this product from wall outlets before cleaning.
- 5 Do not install or use this product near water or when you are wet.
- 6 Install the product securely on a stable surface.
- 7 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
- 8 If the product does not operate normally, see the online Troubleshooting help.
- 9 No operator-serviceable parts inside. Refer servicing to qualified service personnel.
- 10 Use in a well-ventilated area.

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1

get help

help	description
Quick setup guide	The quick setup guide provides instructions for setting up and configuring your Lenovo M800/M810 Series. Make sure you use the correct guide for your operating system (Windows).
Photo & Imaging Help	The Photo & Imaging Help provides detailed information on using the software for your Lenovo M800/M810 Series. For Windows users: Go to the Lenovo MFP Solution Center , and click Help .
Reference Guide	The Reference Guide contains information on using your Lenovo M800/M810 Series and provides additional troubleshooting assistance for the installation process. The Reference Guide also contains information on accessories, technical specifications, support and warranty information.
Troubleshooting help	To access troubleshooting information: For Windows users: In the Lenovo MFP Solution Center , click Help . Open the Troubleshooting book in the Photo & Imaging Help, then follow the links to general troubleshooting as well as links to Troubleshooting help that is specific to your Lenovo M800/M810 Series. Troubleshooting is also available from the Help button that appears on some error messages.
Internet help and technical support	If you have Internet access, you can get more information from the Lenovo website at: www.Lenovo.com The website also provides answers to frequently-asked questions.
Readme file	After you install your software, you can access the Readme file from either the Lenovo M800/M810 Series CD-ROM or the Lenovo M800/M810 Series program folder. The Readme file contains late-breaking information that does not appear in the Reference Guide or the online help. To access the Readme file, do the following: For Windows: go to the Windows taskbar, click Start , point to Programs or All Programs (XP), point to Lenovo , point to Lenovo M800/M810 , and then choose View the Readme File .
Dialog-box help (Windows only)	For Windows: Clicking Help in a dialog box displays information about options and settings within the dialog box.



2

quick start

2-1 front panel features	2-3
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You can perform many functions using either the front panel or the Lenovo MFP software.

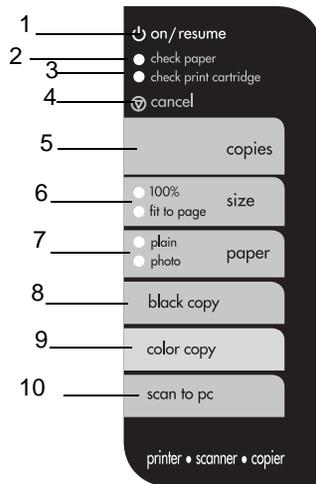
Even if you do not connect your Lenovo M800/M810 Series to a computer, you can use the front panel to copy documents or photos.



2.1

front panel features

Review the illustrations below and identify the location of the buttons on the front panel.



M810

feature	purpose
1	On/Resume: Turns the Lenovo MFP on and off. Also used to resume a copy or print job after a jam or other error. If the Lenovo M800/M810 Series is in an error state, you can turn it off by pressing On/Resume for 3 seconds.
2	Check Paper: A status light that indicates the need to load paper or remove a paper jam.
3	Check Print Cartridge: A status light that indicates the need to reinsert or replace the print cartridge or close the print cartridge access door.
4	Cancel: Use to stop a job or exit button settings.
5	Copies (1-9): Use to change the number of copies for this copy job.

feature	purpose
6	Size: use to change the copy image size to either 100 percent, Fit to Page.
7	Paper Type: Use to change the paper type to plain or photo. For information on the best paper type settings for a particular paper type, see recommended paper-type settings for printing and recommended paper-type settings for copying in the Lenovo M800/M810 Series section of the Photo & Imaging Help.
8	Start Copy, Black: Use to start a black-and-white copy.
9	Start Copy, Color: Use to start a color copy.
10	Scan: Use to start a scan of an original from the glass. If the Lenovo MFP software is installed, the image will be scanned to the scan preview window (Windows), and you can then choose the destination for the scanned image. The default destination is the Photo & Imaging Gallery. On Windows, you can have the image sent directly to the Photo & Imaging Gallery by changing the Scan Picture settings in the Lenovo MFP Solution Center.

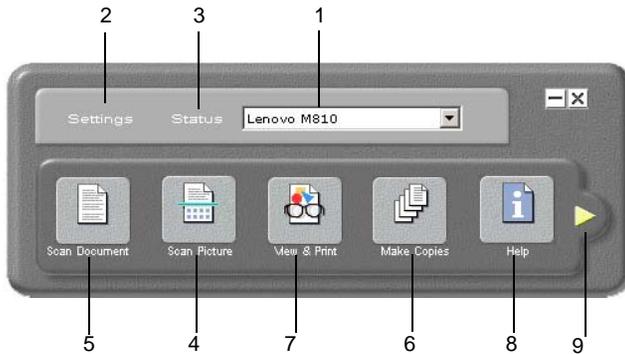


use your Lenovo MFP with a computer

If you installed the Lenovo MFP software on your computer according to the Quick Setup Guide, you can access all the features of the Lenovo M800/M810 Series using the Lenovo MFP Solution Center.

Invoke the Lenovo MFP Solution Center

- 1 Do one of the following:
 - Double-click the **Lenovo MFP Solution Center** icon on the desktop.
 - In the Windows taskbar, click **Start**, point to **Programs** or **All Programs (XP)**, point to **Lenovo**, point to **Lenovo M800/M810**, then choose **photo & imaging director**.
- 2 In the **Select Device** box, click to see a list of installed Lenovo devices supported by this software.
- 3 Select **Lenovo M800/M810**.
The Lenovo MFP Solution Center displays only the buttons that are appropriate for the selected device.



the photo & imaging director for windows

feature	purpose
1	Select Device: Use this feature to select the product you want to use from the list of installed Lenovo products.
2	Settings: Use this feature to view or change various settings for your Lenovo device, such as print, scan, or copy.

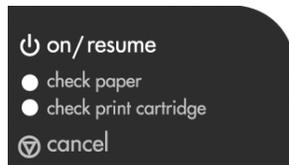
feature	purpose
3	Status: Displays the status window for MFP devices only.
4	Scan Picture: Scans an image to the scan preview window, and you can then choose the destination for the scanned image. The default destination is the Photo & Imaging Gallery. You can have the image sent directly to the Photo & Imaging Gallery by changing the Scan Picture settings in the Lenovo MFP Solution Center.
5	Scan Document: Scans text and displays it in the selected destination text editing software program.
6	Make Copies: Displays the Copy dialog box where you can select the copy quality, the number of copies, the color, the size, and can start a copy.
7	View & Print: Displays the Photo & Imaging Gallery, where you can view and edit images, use Photo Prints, make and print a photo album, e-mail an image, and unload an image to the Web.
8	Help: Provides access to Photo & Imaging Help, which provides software help, a product tour, and troubleshooting information.
9	Click this arrow to access tool tips, which explain each of the Lenovo MFP Solution Center options.



front panel status lights

There are several status lights on the front panel that provide information about tasks that are currently being performed by your Lenovo M800/M810 Series, or about maintenance tasks that need to be performed on the device. For example, these status lights indicate whether the unit is on or off, processing a black-and-white or color copy job, or whether the device is out of paper or there is a paper jam.

All status lights on the front panel are reset to the default display after **two minutes**. Review the table below to become familiar with the front-panel status lights that provide information about tasks that are currently being performed by your Lenovo M800/M810 Series.



On light (green)	Black Copy Area (backlight)	Color Copy Area (backlight)	Explanation	What to do?
The On light is not illuminated.	Light is off.	Light is off.	Your Lenovo M800/M810 Series is turned off.	Press the On button to turn your Lenovo M800/M810 Series on.
The On light is illuminated.	Light is on.	Light is on.	Your Lenovo M800/M810 Series is turned on and is ready for use.	Begin a scan, copy, or print job from the front panel or from the software.
The On light is blinking	Light is on.	Light is on.	Your Lenovo M800/M810 Series is processing a Print, Scan, or Maintenance job.	Wait for your Lenovo M800/M810 Series to finish processing the job.

On light (green)	Black Copy Area (backlight)	Color Copy Area (backlight)	Explanation	What to do?
The On light is blinking	Light is blinking.	Light is on.	Your Lenovo M800/M810 Series is processing a black-and-white copy job that was started from the front panel or the software.	Wait for your Lenovo M800/M810 Series to finish processing the job.
The On light is blinking	Light is on.	Light is blinking.	Your Lenovo M800/M810 Series is processing a color copy job that was started from the front panel or the software.	Wait for your Lenovo M800/M810 Series to finish processing the job.
Blinks faster for 3 seconds and then stays illuminated.	Light is on or blinking.	Light is on or blinking.	Your Lenovo M800/M810 Series is busy doing another task.	Wait for the current job to be completed before starting another job.

In addition to providing information about current tasks, the lights on the front panel may also indicate error conditions, as described in the table below.

If the On light, Check Print Cartridge light, Check Paper light, and Start Copy, Black and Start Copy, Color lights are all flashing, do the following:

- 1 Verify that the front-panel overlay is attached to the Lenovo M800/M810 Series.
- 2 Power cycle your Lenovo M800/M810 Series by disconnecting the power cord and reconnecting.

On Light (green)	Check Paper Light	Check Print Cartridge Light	Explanation	What to do?
Light is blinking	Light is off	Light is off	The Lenovo M800/M810 Series is trying to scan and there is a communication problem.	Verify that your computer is on and is connected to the Lenovo M800/M810 Series. Verify that the Lenovo M800/M810 Series software is installed.
Light is on	Light is blinking	Light is off	The paper tray is empty or the Lenovo M800/M810 Series has a paper jam.	Load paper, or remove the paper jam. Then press Resume to continue.
Light is on	Light is off	Light is blinking	The print cartridge access door may be open, the print cartridges may be missing or not seated properly, the tape may not have been removed from the print cartridges, or there may be a problem with the print cartridge.	Remove the print cartridges and make sure the tape has been removed. Re-insert the print cartridges and make sure they are properly seated. Close the access door. For more information on this condition, click the Status icon in the System Tray. If you are still having problems, refer to the Troubleshooting help for information on checking ink levels and cleaning print cartridges.
Light is blinking	Light is off	Light is blinking	There may be a problem with the print cartridge.	Click the Status icon in the System Tray for more information.

On Light (green)	Check Paper Light	Check Print Cartridge Light	Explanation	What to do?
Light is off	Light is blinking	Light is blinking	The print carriage is stalled.	Open the print cartridge access door and make sure the carriage is not obstructed.
Light is blinking	Light is blinking	Light is blinking	The Lenovo M800/M810 Series had a fatal error.	Turn the Lenovo M800/M810 Series off and then on again. Restart your computer. If the problem is not corrected, unplug the Lenovo M800/M810 Series and plug it in again. If the problem persists, contact Lenovo.
			A paper jam occurred while scanning.	Turn the Lenovo M800/M810 Series off, then on again, and try to scan again.

3

load originals and load paper

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You can make copies from originals loaded on the glass. You can also print and copy onto a variety of paper types, weights, and sizes. It is important, however, that you choose the right paper and make sure that it is loaded correctly and not damaged.



3.1

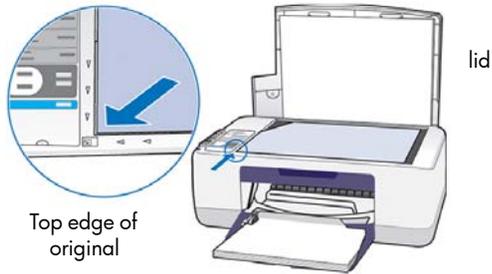
load originals

You can copy or scan any original by placing it on the glass.

Note: Some copy options, such as **Fit to Page**, will not work correctly if the glass and lid backing are not clean. For more information, see **clean the glass** and load postcards, 4-by-6 inch photo paper on page 3-3.

- 1 Lift the lid and place the original face down on the glass in the front-left corner with the sides of the original touching the left and bottom edges.

It is important to use the front-left corner when using the copy feature.



- 2 Close the lid.

3.2

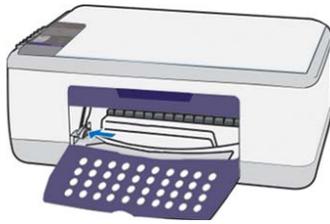
load letter or A4 size paper

Following is the basic procedure for loading paper. There are specific considerations for loading certain types of paper, postcards, and envelopes. After you review this procedure, see load postcards, 4-by-6 inch photo paper on page 3-3, load postcards, 4-by-6 inch photo paper on page 3-3, and load postcards, 4-by-6 inch photo paper on page 3-3.

For best results, adjust the paper settings each time you change paper types or paper sizes. For more information, see load postcards, 4-by-6 inch photo paper on page 3-4.

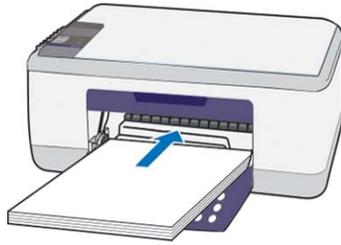
to load the paper tray

- 1 Lower the paper tray, and if necessary, slide the paper-width guide to the outermost position.

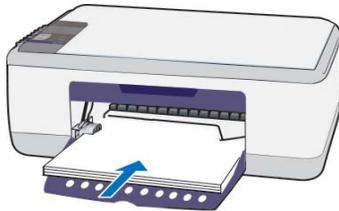


- 2 Tap the stack on a flat surface to align the edges of the paper, and then check the paper for the following:
 - Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
 - Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.
- 3 Insert paper into the paper tray print-side down until it stops. To avoid bending the paper, make sure you do not push the paper in too far, or push too hard. If you are using letterhead, insert the top of the page first.

Do not use too much paper. Check that the stack of paper contains several sheets but is no higher than the top of the paper-width guide.



- 4 Slide the paper-width guide in until it stops at the edge of the paper. Make sure that the paper stack lies flat in the paper tray and fits under the tab of the paper-width guide.



3.3

load envelopes

Use the print feature of your software to print to envelopes with your Lenovo M800/M810 Series. Do *not* use shiny or embossed envelopes, or envelopes that have clasps or windows. You can load the paper tray with one or multiple envelopes.

- 1 Remove all paper from the paper tray.
- 2 Slide an envelope into the tray, with the envelope flap up and to the left (print-side down), until it stops.



- 3 Adjust the paper-width guide against the envelope.
Be careful not to bend the envelope.
If you are loading multiple envelopes, make sure the envelopes fit within the tray (do not overload it).
Consult the help files in your word processing software for details on how to format text for printing on envelopes.



load postcards, 4-by-6 inch photo paper

Following is the procedure for loading postcards, h 4-by-6 inch photo paper.

- 1 Remove all paper from the paper tray, and then slide a stack of cards or 4-by-6 inch photo paper into the tray until it stops.
Make sure the print-side faces down.

Note: If you are using photo paper with perforated tabs, load the photo paper so that the tabs are closest to you.



- 2 Adjust the paper-width guide against the cards or photo paper until it stops.
Make sure the cards or photo paper fit within the tray (do not overload it).



3.5

recommended papers

If you want the best print quality, we recommend Lenovo Inkjet papers. Using paper that is too thin, paper that has a slick texture, or paper that stretches easily can cause paper jams. Using paper that has a heavy texture or does not accept ink can cause printed images to smear, bleed, or not be filled in completely.

Following is a list of Lenovo papers you can use for copying. For more information, see load postcards, 4-by-6 inch photo paper on page 3-4.

- Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage, with no show-through, which makes it ideal for newsletters, reports, and flyers.
- Premium Photo Paper, Lenovo Colorfast Photo Paper, and Premium Plus Photo Paper are high-quality, glossy-finish or matte-finish, photo-based papers. They look and feel like photographs and can be mounted under glass or in an album.
- Inkjet T-Shirt Transfer Iron-On can be used to transfer your designs or photos onto T-shirts, sweatshirts, and fabric crafts.
- Everyday Photo Paper, Semi-Gloss or Matte, is coated on both sides for two-sided copying. It is perfect for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
- Premium Inkjet Paper is the ultimate coated paper for high-resolution usage. A smooth, matte finish makes it ideal for your special documents.
- Professional Brochure & Flyer paper is matte-coated or glossy-coated on both sides for two-sided use. It is the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
- 16 to 36 lb. (60 to 135 gsm) copier paper or letterhead.

Following is a list of Lenovo papers you can use for printing.

- Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage, with no show-through, which makes it ideal for newsletters, reports, and flyers.
- Premium Photo Paper, Lenovo Colorfast Photo Paper, and Premium Plus Photo Paper are high-quality, glossy-finish or matte-finish, photo-based papers. They look and feel like photographs and can be mounted under glass or in an album.
- Premium Plus Photo Paper is available in 4" x 6" photo-card size for printing photos from your Lenovo M800/M810 Series.
- Premium Inkjet Transparency Film makes your color presentations vivid and even more impressive. This film is easy to use and handle and dries quickly without smudging.
- Everyday Photo Paper, Semi-Gloss or Matte, is coated on both sides for two-sided copying. It is perfect for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
- Premium Inkjet Paper is the ultimate coated paper for high-resolution usage. A smooth, matte finish makes it ideal for your special documents.
- Matte Greeting Cards, 0 Glossy Greeting Cards, and Lenovo Felt-Textured Greeting Cards allow you to make your own greeting cards. Matte Greeting Cards are available in quarter-fold, and Glossy Greeting Cards are available in half-fold.
- Professional Brochure & Flyer paper is matte-coated or glossy-coated on both sides for two-sided use. It is the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
- 16 to 36 lb. (60 to 135 gsm) copier paper or letterhead.
- Letter or A4-size label sheets designed for use with Lenovo Inkjet products.



3.6

papers to avoid

We do not recommend the following papers for printing:

- Lenovo Photo Paper and Lenovo Photo Paper, Glossy, 4-by-6, are not recommended for printing with your Lenovo M800/M810 Series. To print photos, use Lenovo Everyday Photo Paper. For your best photo printing needs, use Lenovo Premium Plus Photo Paper.
- Highly textured stock, such as linen. It may not print evenly, and the ink can bleed into these papers.
- Extremely smooth, shiny, or coated papers not specifically designed for your unit. They can jam the unit or actually *repel* ink.
- Multi-part forms (such as duplicate and triplicate forms). They can wrinkle or get stuck. The ink is also more likely to smear.

We do not recommend the following papers for copying:

- Any size paper other than letter, A4, 4-by-6 inch photo paper, or Lenovo greeting cards
- Paper heavier than 36 lb. (135 gsm) or lighter than 16 lb. (60 gsm)
- Paper with cutouts or perforations (other than 4-by-6 inch photo paper)
- Envelopes
- Transparency film
- Multiple-part forms or label stock



3.7

tips for loading other types of paper in the paper tray

The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper settings each time you change paper types and paper sizes. For more information, see load post-cards, 4-by-6 inch photo paper on page 3-3.

Note: Some paper types may not be available in your country/region.

Note: Photo paper may curl when you remove it from the box. If this occurs, curl the paper the opposite way to flatten it before inserting it into the Lenovo M800/M810 Series.

paper	tips
Inkjet papers	<ul style="list-style-type: none">• Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert paper with the arrow side facing up.• Premium Photo Paper, Premium Plus Photo Paper, or Everyday Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the paper tray first, and then place the photo paper on top of the regular paper.• Premium Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the logo) is on top and is going into the tray first.• Inkjet T-Shirt Transfer Iron-On: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up).• Matte Greeting Cards, Glossy Greeting Cards, or Felt-Textured Greeting Cards: Insert a small stack of greeting-card paper, with the print-side down into the paper tray until it stops.

paper	tips
Labels (works only with printing)	<ul style="list-style-type: none"> • Always use letter-size or A4-size label sheets designed for use with inkjet products , and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the paper tray, print-side down. Do <i>not</i> insert labels one sheet at a time.
Postcards cards	<p>Insert a stack of postcards cards with the print-side down into the paper tray until it stops. Line the postcards up on the right side of the paper tray, and slide the paper-width guide up against the left side of the cards until it stops.</p>
4-by-6 inch photo paper	<p>Insert the photo paper with the print-side down into the paper tray until it stops. Place the long edge of the photo paper against the right side of the paper tray, and slide the paper-width guide up against the long edge of the photo paper until it stops. If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.</p>



3.8

set the paper type

If you want to use a different type of paper, such as photo paper, transparency film, t-shirt transfer paper, or brochures, simply load that paper in the paper tray. You should then change the paper type settings to ensure the best print quality.

Lenovo recommends paper type settings according to the type of paper you are using.

This setting refers to copy options only. If you want to set the paper type for printing, set the properties from the Print dialog box.

- ▶ Press the **Paper Type** button to select **Plain** or **Photo**.

3.9

recommended paper-type settings for printing

Select the **Paper Type** setting for the paper or transparency film you are using. Use only the paper type settings listed for best print quality.

paper	paper type setting
Copier paper or letterhead	Plain/Inkjet
Other plain paper	Plain/Inkjet
Labels	Plain/Inkjet
Premium Inkjet Paper	Plain/Inkjet
Premium Inkjet Heavyweight Paper	Plain/Inkjet
Bright White Inkjet Paper	Plain/Inkjet
Restickables Large Square Inkjet Stickers	Plain/Inkjet
Restickables Large Round Inkjet Stickers	Plain/Inkjet
Premium Plus Photo Paper, Glossy	Photo Paper
Premium Plus Photo Paper, Matte	Photo Paper
Premium Plus Photo Paper, Glossy (4-by-6 inch format)	Photo Paper
Colorfast Photo Paper	Photo Paper
Premium Photo Paper	Photo Paper
Everyday Photo Paper, Glossy	Photo Paper
Other photo paper ¹	Photo Paper
Premium Inkjet Transparency Film	Transparency
Other transparency paper	Transparency
Special Papers	Plain/Inkjet
Matte Greeting Cards, Quarter-fold	Plain/Inkjet
Glossy Greeting Cards, Half-fold	Plain/Inkjet
Felt-Textured Greeting Cards	Plain/Inkjet
Inkjet T-Shirt Transfer Iron-On	Plain/Inkjet
Professional Brochure & Flyer Paper, Glossy	Photo Paper
Professional Brochure & Flyer Paper, Matte	Plain/Inkjet

¹ Not all photo papers are compatible. For more information, please see load post-cards, 4-by-6 inch photo paper on page 3-3.



3.10

recommended paper-type settings for copying

You can choose these settings using the **Copy** button on the front panel.

paper	front panel setting
Copier paper or letterhead	Plain
Other plain paper	Plain
Premium Inkjet Paper	Plain
Premium Inkjet Heavyweight Paper	Plain
Bright White Inkjet Paper	Plain
Other Inkjet papers	Plain
Restickables Large Square Inkjet Stickers	Plain
Restickables Large Round Inkjet Stickers	Plain
Premium Plus Photo Paper, Glossy	Photo
Premium Plus Photo Paper, Matte	Photo
Premium Plus Photo Paper, Glossy (4-by-6 inch format)	Photo
Colorfast Photo Paper	Photo
Premium Photo Paper	Photo
Everyday Photo Paper, Glossy	Photo
Other photo paper ¹	Photo
Special Papers	Plain
Matte Greeting Cards, Quarter-fold	Plain
Glossy Greeting Cards, Half-fold	Plain
Felt-Textured Greeting Cards	Plain
Inkjet T-Shirt Transfer Iron-On	Plain
Professional Brochure & Flyer Paper, Glossy	Photo
Professional Brochure & Flyer Paper, Matte	Plain

¹ Not all photo papers are compatible. For more information, please see load post-cards, 4-by-6 inch photo paper on page 3-3.



3.11

avoid jams

To avoid jams, remove papers from the output tray frequently. The output tray capacity is affected by the type of paper and the amount of ink you are using. For more information about output-tray capacity, see **paper-tray capacities**. For help with clearing a paper jam, see the Troubleshooting Help.



4

use the copy features

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The copy features let you do the following:

- Produce high-quality color and black-and-white copies.
- Make high-quality copies of photos using photo paper.
- Enlarge or reduce the size of an original to fit a specific paper size.



4.1

make copies

You can make copies using the front panel of your Lenovo M800/M810 Series or by using the Lenovo M800/M810 Series software on your computer. Copy features are available using either method. However, the software offers additional copy features that are not available from the front panel. All copy settings that you select on the front panel are reset **two minutes** after the Lenovo M800/M810 Series completes the copy.

make a copy

- 1 Load your original on the glass.
- 2 Press **Start Copy, Black** or **Start Copy, Color**.
You can also use the **Paper Type** button to select either **Plain** or **Photo** paper, or use the **Size** button to select either **100%** (creates an exact copy of the original) or **Fit to Page**. For information on **Fit to Page**, see **stop copying** on page 5.
Note: Before starting a color copy job, make sure that the color print cartridge is installed in your Lenovo M800/M810 Series. If only the black print cartridge is installed, you can make black and white copies to plain paper.

increase copy speed or quality

The Lenovo M800/M810 Series provides two options that affect copy speed and quality.

- **Best** produces the highest quality for all paper. **Best** copies more slowly than the fast setting. **Best** is the default setting for all copies. For instructions, see **make a copy** on page 3.
- **Fast** copies faster than the **Best** setting. The text is of comparable quality to the **Best** setting, but the graphics may be of lower quality.

to make a copy from the front panel using the fast setting

- 1 Load your original on the glass.
- 2 Press the **Paper Type** button to select **Plain**.
Note: When using the **Fast** copy speed setting, you must select **Plain** as the Paper Type.
- 3 Press and hold down the **Scan** button, and then press **Start Copy, Black** or **Start Copy, Color**.



4.2

perform special copy jobs

In addition to supporting standard copying, your Lenovo M800/M810 Series can also copy photos and automatically enlarge or reduce your original to fit a full-size page.

copy a photo

When copying a photo, use the **Paper Type** button to select **Photo**. You may also want to use the **Fit to Page** feature, which will enlarge or reduce the size of the original to fit A4 paper.

- 1 Load the photo on the glass.
- 2 If you are using photo paper, load it in the paper tray.
- 3 Press the **Paper Type** button to select **Photo**.
- 4 Press **Start Copy, Black** or **Start Copy, Color**.

Tip: To enlarge a photo automatically to a full page, press the **Size** button to select **Fit to Page**.



stop copying

- ▶ To stop copying, press **Cancel** on the front panel.



5

use the scan features

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5-2 stop scanning	5-4

Scanning is the process of converting pictures and text into an electronic format for your computer. You can scan just about anything:

- Photos
- Newspaper articles
- Text documents

Because the scanned image or text is in an electronic format, you can bring it into your word processor or graphics program and modify it to suit your needs. You can do the following:

- Scan photos of your kids and e-mail them to relatives, create a photographic inventory of your house or office, or create an electronic scrapbook.
- Scan text from an article into your word processor and quote it in a report, saving you a lot of retyping.

Note: Bright direct sunlight on your Lenovo M800/M810 Series, or halogen desk lamps placed close to your Lenovo M800/M810 Series, may affect the quality of scanned images.

Note: High resolution scanning (600 dpi or higher) requires a large amount hard disk space. If there is not enough hard disk space available, your system may stall.

Tip: To use the scan features, your Lenovo M800/M810 Series and computer must be connected and turned on. The Lenovo M800/M810 Series software must also be installed and running on your computer prior to scanning. To verify that the Lenovo M800/M810 Series software is running on Windows, look for a status icon in the system tray.



5.1

scan an original

You can start a scan from your Lenovo M800/M810 Series or from the Lenovo M800/M810 Series software on your computer.

to scan an original from the front panel to your Windows computer

1 Load your original on the glass.

2 Press **Scan**.

A preview image of the scan appears in the Lenovo M800/M810 Series software on your computer.

Note: In the Lenovo M800/M810 Series software, the default setting is to display a preview image. You can change this default setting if you do not want to see a preview image.

3 When the preview image appears, you can make a few optional adjustments to the scanned image.

4 Click **Accept**.

The Lenovo M800/M810 Series does a final scan of the original and sends the image to the Photo & Imaging Gallery, which automatically opens and displays the image. The Photo & Imaging Gallery has many editing tools that you can use to edit your image and achieve the results that you want.



stop scanning

You can stop a scan by pressing the **Cancel** button located on the front panel.

6

maintain your Lenovo M800/ M810 Series

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6-2 clean the lid backing	6-4
6-3 clean the exterior	6-5
6-4 work with print cartridges	6-6
6-5 self-maintenance sounds	6-10

This section provides instructions for keeping your Lenovo M800/M810 Series in top working condition. Perform these maintenance procedures as necessary.



6.1

clean the glass

Dirty glass, from fingerprints, smudges, hair, and so on, slows down performance and affects the accuracy of features such as Fit to Page and Copy.

- 1 Turn off the unit, unplug the power cord, and raise the lid.
- 2 Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner.

Caution! Do not use abrasives, acetone, benzene, or carbon tetrachloride on the glass; these can damage it. Do not place liquids directly on the glass. They may seep under it and damage the unit.

- 3 Dry the glass with a chamois or cellulose sponge to prevent spotting.



6.2

clean the lid backing

Minor debris can accumulate on the white document-backing located underneath the unit's lid. This can cause problems during scan or copy tasks.

- 1 Turn off the unit, unplug the power cord, and raise the lid.
- 2 Clean the white document-backing with a soft cloth or sponge slightly moistened with a mild soap and warm water.
- 3 Wash the backing gently to loosen debris; do not scrub the backing.
- 4 Dry the backing with a chamois or soft cloth.

Caution! Do not use paper-based wipes as these may scratch the backing.

- 5 If this does not clean the backing well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the backing thoroughly with a damp cloth to remove any residual alcohol.



6.3

clean the exterior

Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off the case. The interior of the unit does not require cleaning. Keep fluids away from the interior of the unit as well as the front panel.

6.4

work with print cartridges

To ensure the best print quality from your Lenovo M800/M810 Series, you will need to perform some simple maintenance procedures.

This section contains the following topics:

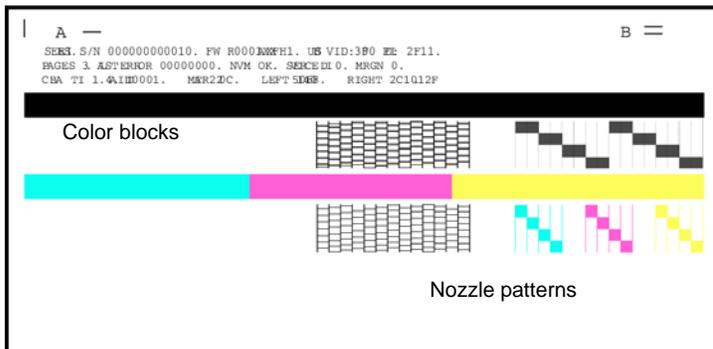
- **print a self-test report**
- **handle print cartridges**
- **replace the print cartridges**
- **align cartridges**

print a self-test report

If you are experiencing problems with printing, before replacing the print cartridges, you should print a Self-Test Report.

- 1 Press and hold down the **Cancel** button.
- 2 Press the **Start Copy - Color** button.

A self-test report is printed for your Lenovo M800/M810 Series, which may indicate the source of any problems you may be having.

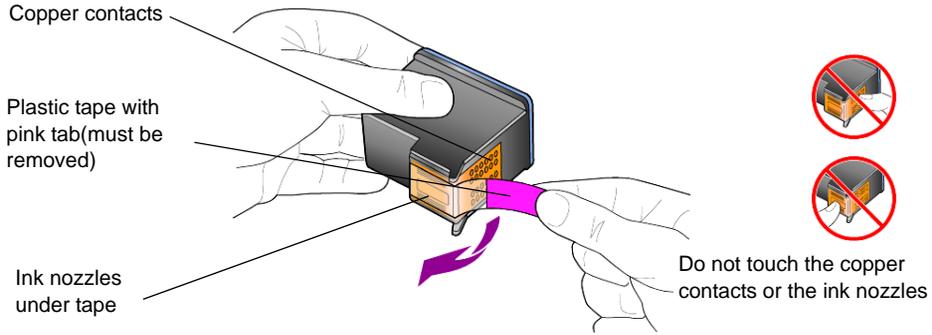


Check the color blocks and nozzle patterns for streaking or white lines.

- Missing color blocks may indicate that the given color pen is out of ink.
- Streaks may indicate clogged nozzles or dirty contacts. Do *not* clean with alcohol.

handle print cartridges

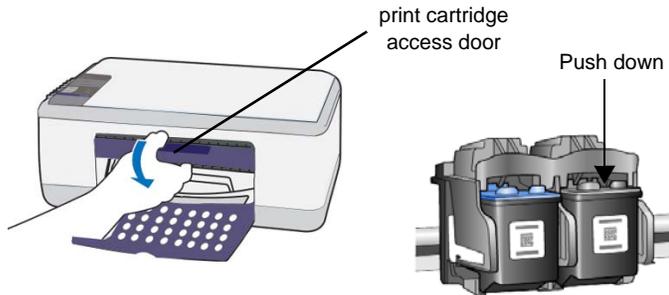
Before you replace a print cartridge, you should know the part names and how to handle the print cartridge.



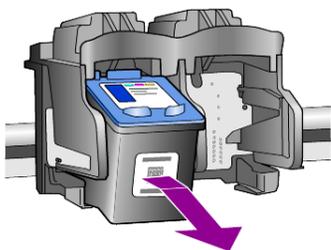
replace the print cartridges

The Lenovo M800/M810 Series notifies you to replace your print cartridges. You may get the information on ordering replacement print cartridges from the lenovo website at: www.lenovo.com

- 1 Turn on the unit, then open the print cartridge access door by lowering the handle.
The print carriage moves to the center of the unit.

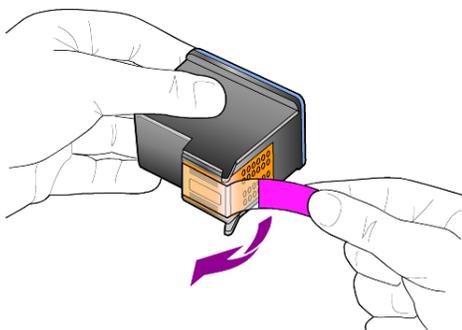


- 2 After the carriage stops moving, push down on the print cartridge to release it, and then toward you out of its slot.



Note: It is normal to see ink build-up in the print cartridge slots.

- 3 Remove the new print cartridge from its packaging and, being careful to touch only the bright pink plastic tab, gently remove the plastic tape to uncover the ink nozzles.

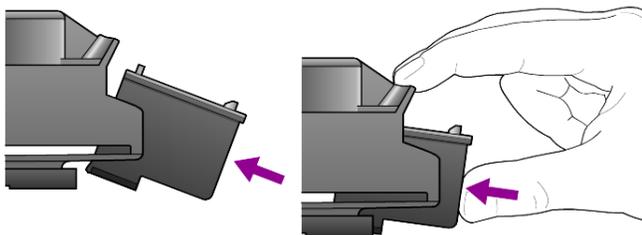


Caution! Do not touch the copper contacts or ink nozzles.

Once you have removed the plastic tape, install the print cartridge immediately to prevent the ink from drying in the nozzles.

- 4 Push the new print cartridge into the appropriate slot at a slight angle until it clicks into place.

Caution! Do not attempt to push the cartridge straight into the slot. It must slide in at a slight angle.



The tri-color print cartridge goes on the left and the black cartridge goes on the right.



- 5 Close the print cartridge access door.

align cartridges

After you install or replace a print cartridge, the Lenovo M800/M810 Series automatically prints a print cartridge alignment sheet. This may take a few moments. Aligning the cartridges ensures high-quality output.

- ▶ Place the print cartridge alignment sheet on the glass, then press the **Scan** button. The cartridges are aligned correctly.

Note: During alignment the button LED will blink until the procedure completes, which takes about 30 seconds.



6.5

self-maintenance sounds

During the life of your product you may hear various mechanical sounds. This is a normal part of your unit's self-maintenance.

7

additional setup information

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7-2 remove and reinstall your Lenovo MFP software	7-4
7-3 additional troubleshooting help	7-5

During the installation of the Lenovo MFP software, a number of windows are displayed. You should see the following:

- Installing
- Copying files
- A request to plug in the Lenovo M800/M810 Series
- Green OK and check mark
- Request to restart your computer (may not occur in all cases)
- Registration

If you did not see all of these windows, there may be a problem with the installation. Verify the following:

- The Lenovo MFP Solution Center contains five icons (double-click the Lenovo MFP Solution Center icon on the desktop)
- The Lenovo M800/M810 Series is listed in the Printers dialog box
- There is an icon for the Lenovo M800/M810 Series in the System Tray that indicates the Lenovo MFP is ready.

If the Lenovo MFP Solution Center does not show five icons, you may need to wait a few minutes for the Lenovo M800/M810 Series to connect to your computer.



7.1

possible installation problems

If nothing appears on your computer screen after you insert the Lenovo M800/M810 Series CD-ROM into your computer's CD-ROM drive

- 1 From the **Start** menu, choose **Run**.
- 2 In the Run dialog box, enter **d:\setup.exe** (if your CD-ROM drive is not assigned to drive letter d, use the appropriate drive letter), then click **OK**.

If the Lenovo MFP Solution Center does not contain five icons, do the following:

- Verify that the front-panel overlay is attached, then unplug the Lenovo M800/M810 Series and plug it in again.
- Verify that the USB and power cables are plugged in.
 - Unplug the USB cable and plug it in again.
 - Do not attach the USB cable to a keyboard or nonpowered hub.
 - Verify that the USB cable is 3 meters or less in length
 - If you have several USB devices attached to your computer, you may want to unplug the others during the installation.
- Unplug the Lenovo MFP from the wall and plug it in again.
- Restart your computer.

On Windows, check the System Tray for applications that are running in the background and close them before restarting your computer.

7.2

remove and reinstall your Lenovo MFP software

If five icons do not appear in the Lenovo MFP Solution Center, you may need to uninstall and re-install the software. Do *not* simply delete the Lenovo M800/M810 Series program files from your hard drive. Be sure to remove them properly using the uninstall utility provided in the Lenovo MFP program group.

to uninstall from a Windows computer

- 1 Disconnect your Lenovo M800/M810 Series from your computer.
- 2 On the Windows taskbar, click **Start**, choose **Programs** or **All Programs** (XP), choose **Lenovo**, choose **Lenovo M800/M810**, then choose **uninstall software**.
- 3 Follow the directions on the screen.
Be sure to disconnect your Lenovo M800/M810 Series.
- 4 If you are asked whether you would like to remove shared files, click **No**.
Other programs that use these files may not work properly if the files are deleted.
- 5 After the program finishes removing the software, disconnect your Lenovo M800/M810 Series, and restart your computer.
Note: It is important that you disconnect your Lenovo M800/M810 Series before restarting your computer.
- 6 To reinstall the software, insert the Lenovo M800/M810 CD-ROM into your computer's CD-ROM drive, and follow the instructions that appear.
- 7 After the software is installed, connect and turn on your Lenovo M800/M810 Series, following the onscreen instructions and the instructions in your Quick Setup Guide.
After connecting and turning on your Lenovo M800/M810 Series, you may have to wait several minutes for all of the Plug and Play events to complete.
When the software installation is complete, you will see a Status Monitor icon in the System Tray.
- 8 To verify that the software is properly installed, double-click on the Lenovo MFP Solution Center icon on the desktop. If the Lenovo MFP Solution Center shows five icons, the software has been properly installed.





7.3

additional troubleshooting help

You may want to refer to the readme file for more information on possible installation problems. On Windows, you can access the readme file from the Start button on the taskbar; select **Programs, Lenovo, Lenovo M800/M810 Series, View the Readme File**.

The readme file provides more information, including

- Using the Re-install utility after a failed installation to return your PC to a state that will allow the Lenovo M800/M810 Series to be re-installed.
- Using the Re-install utility on Windows 98 to recover from a Composite USB System Driver missing error.

This error may occur if the hardware is installed prior to installing the software. After running the Re-install utility, reboot your PC, and install the Lenovo M800/M810 Series software before connecting the Lenovo M800/M810 Series to your computer.

You can also find more information on this website

www.Lenovo.com



8

technical information

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8.1

system requirements

The following specifications are subject to change without notice.

pc requirements		
item	minimum	recommended
Processor Windows 98 Windows 98SE Windows 2000 Professional Windows Millennium Edition Windows XP	Any Intel Pentium II, Celeron, or compatible processor	Intel Pentium III or higher
RAM	64 MB	128 MB or more
Disk space needed for installation	300 MB	
Additional disk space needed for scanned images	50 MB	
Video	800 x 600 with 16-bit color	
Media	CD-ROM drive	
I/O	Available USB port	
Internet access		Recommended
Sound card		Recommended
Other	I.E. 5.0 or higher Adobe Acrobat 4 or higher	



8.2

paper specifications

paper-tray capacities

type	paper weight	input tray ¹	output tray ²
Plain paper	20 to 24 lb. (75 to 90 gsm)	100	25 black, 20 color
Legal paper	20 to 24 lb. (75 to 90 gsm)	100	25 black, 20 color
Cards	110 lb. index max (200 gsm)	30	30
Envelopes	20 to 24 lb. (75 to 90 gsm)	10	10
Transparency film	N/A	30	30 or less
Labels	N/A	20	20
4x6 Photo	145 lb. (236 gsm)	30	30

1 Maximum capacity

2 Output tray capacity is affected by the type of paper and the amount of ink you are using. Lenovo recommends emptying the tray frequently.

paper sizes

3 x 5 in. up to 8.5 x 14 in. (76.2 x 127 mm up to 216 x 356 mm)



8.3

print specifications

- Method: Drop-on-demand thermal inkjet
- Print speeds vary according to the complexity of the document.



8.4

print margin specifications

	top (leading edge)	bottom (trailing edge) ¹	left	right
sheet paper or transparency film				
U.S. (Letter, Legal, Executive)	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
ISO (A4, A5) and JIS (B5)	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
envelopes	.13 in. (3.2 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
cards	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)

- 1 The writing area is offset from center by .21 inches (5.4 mm), which causes asymmetric top and bottom margins.



8.5

copy specifications

- Digital image processing
- Fit to page or Fit
- Copy speeds vary according to the complexity of the document



8.6

scan specifications

- Scan speeds vary according to the complexity of the document



8.7

power specifications

- Power consumption: 75W maximum
- Source (Input Voltage): 220 to 240 VAC, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1A maximum



8.8

environmental specifications

- Recommended Operating Temperature Range: 15° to 32° C (59° to 90° F)
- Allowable Operating Temperature Range: 5° to 40° C (41° to 104° F)
- Humidity: 15% to 85% RH non-condensing
- Non-operating (Storage) Temperature Range: -40° to 60° C (-40° to 140° F)
- In the presence of high electromagnetic fields it is possible the output from the Lenovo M800/M810 Series may be slightly distorted



9

get Lenovo support

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9-3 prepare your unit for shipment	9-5

This section explains the service information provided by Lenovo.

If you are unable to find the answer you need in the printed or onscreen documentation supplied with your product, you can contact one of the Lenovo support services listed in the following pages, you may also contact your nearest authorized Lenovo dealer for help.



9.1

get support and other information from the internet

If you have Internet access, you can get more information from the Lenovo website at:

www.lenovo.com

The website offers technical support, drivers and ordering information.



9.2

Lenovo customer support

Software programs from other companies may be included with your Lenovo M800/M810 Series. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact Lenovo Customer Support, do the following before you call.

- 1 Make sure that:
 - a. Your unit is plugged in and turned on.
 - b. The specified print cartridges are installed correctly.
 - c. The recommended paper is properly loaded in the input tray.
- 2 Reset your unit:
 - a. Turn off the unit using the **On** button located on the unit's front panel.
 - b. Unplug the power cord from the back of the unit.
 - c. Plug the power cord back into the unit.
 - d. Turn on the unit using the **On** button.
- 3 For more information, see the Lenovo website at:
www.lenovo.com
- 4 If you are still experiencing problems and need to speak with an Lenovo Customer Support Representative:
 - Have your serial number ready.
 - Be prepared to describe your problem in detail.
- 5 Call Lenovo Customer Support. Be near your unit when you call.
Lenovo Technical Hotline: 400-810-1234. If number 400 is not accessible in your area, please call 010-82879600 from your mobile phone.



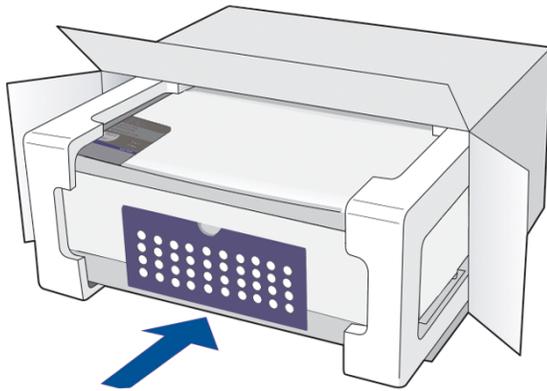
9.3

prepare your unit for shipment

If after contacting Lenovo Customer Service Center or returning to the point of purchase, you are requested to send your unit in for service, please follow the power off and rebox steps below to avoid further damage to the Lenovo product.

Note: When transporting your Lenovo MFP, make sure that the pens have been removed, the Lenovo MFP has been properly shut down by pressing the power button, and you have allowed time for the carriage to return to the service station and for the scanner to return to its parked position.

- 1 Turn on the unit.
Disregard steps 1 through 5, if your unit will not turn on and the print carriage is in the home position. You will not be able to remove the print cartridges. Proceed to step 6.
- 2 Open the print-carriage access door.
The print carriage moves to the center of the unit.
Caution! Remove both print cartridges. Failure to do so may damage your unit.
See **replace the print cartridges** on page 7 for information on removing the print cartridges.
- 3 Place the print cartridges in an airtight bag so they will not dry out, and put them aside (do not send them with the unit, unless instructed to by the Lenovo Customer Service Center call agent).
- 4 Close the print cartridge access door.
- 5 Wait for the print cartridge to park (stop moving). This may take a few seconds.
- 6 Turn off the unit.
- 7 If available, pack the unit for shipment using the original packing materials or the packaging materials that come with your exchange unit.



If you do not have the original packaging materials, please use other adequate packaging materials. Shipping damage caused by improper packaging and/or improper transportation is not covered under the warranty.

- 8** Place the return shipping label on the outside of the box.
- 9** Include the following items in the box:
 - A brief description of symptoms for service personnel (samples of print quality problems are helpful).
 - A copy of the sales slip or other proof of purchase to establish the warranty coverage period.
 - Your name, address, and a phone number where you can be reached during the day.

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