lenovo

M700 Series 快速入门 (简体中文)

请参阅光盘中的完整的*用户手册* 获取有关以下任务的 详细信息:

安装打印机

了解打印机

装入纸张和文档原件

打印

操作照片

复印

扫描

传真

在网络中使用打印机

维护打印机

- 更换打印墨盒
- 订购耗材

问题解答

- 打印、复印、扫描和传真问题解答
- 卡纸和进纸错误问题解答
- 错误信息问题解答

通告

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打印问题解答.	提高打印质量

声明

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技术咨询热线: 010-82879600

联想网站: http://www.lenovo.com

安装问题解答

现象:	解决方法:
心 指示灯不亮	 从电源插座和打印机上断开电源线。 将电源线的一端完全插入打印机的电源插口中。 将电源线的另一端连接在一个正确接地且其他电子设备使用过的电源插座上。 如果
软件不能安装	当您插入打印机软件光盘后,如果 软件没有自动运行: 1 关闭所有打开的应用程序。 2 暂时关闭所有的防病毒软件。 3 在计算机桌面上双击" 我的电 脑 "图标。
	Windows XP 用户:单击开始

现象:	解决方法:
软件不能安装	 检查 USB 电缆是否有明显的损坏。 将 USB 电缆上较方的一端牢固地插入打印机后面的 USB 插口中。 将 USB 电缆上扁平的一端牢固地插入计算机的 USB 插口中。 USB 插口旁边标记有 ◆◆◆◆ 符号。
	如果打印机通过其他设备连接在计算机上: 1 从其他设备上断开USB电缆(例如 USB集线器或转换盒)。 2 使用电缆直接连接打印机和计算机。
页面不能打印	请确认您的打印机被设置为默认打印机,并且没有被挂起或者被暂停。如果需要帮助,请参阅本手册中的"检查打印机状态"部分。
	请确认撕掉了打印墨盒底部的透明 封条,并且打印墨盒安装正确。

反安装并重新安装软件

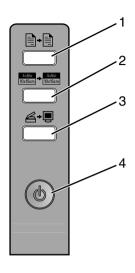
- 1 单击开始 → 程序或所有程序 → Lenovo M700 Series → 反安装程序。
- 2 按照计算机屏幕上的指导反安装打印机软件。
- 3 重新启动计算机。
- 4 在所有的"新硬件"界面中单击"取消"。
- 5 取出并重新插入驱动软件光盘。

如果打印机软件安装界面没有出现:

- **a** 在计算机桌面上双击 "**我的电脑**"图标。 Windows XP 用户: 单击**开始 → 我的电脑**。
- b 双击光盘驱动器图标。如有必要再双击 setup.exe。
- **c** 当打印机软件安装界面出现以后,请单击"安装"或"开始安装"。
- d 按照计算机屏幕上的指导完成安装。

检查打印机状态

- **1** 单击**开始 → 设置 → 打印机和传真**或**打印机**。 *或者*
 - 单击开始 → 控制面板 → 打印机和其他硬件 → 打印机和传真。
- 2 双击 Lenovo M700 Series 图标。
- **3** 单击 "**打印机**"菜单,请确认 "暂停打印" 选项旁边没有选中标记。
- **4** 请确认"设为默认值"或"设置为默认"或 "设为默认打印机"选项旁边有选中标记。

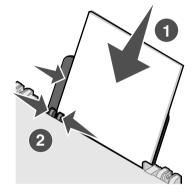


	按此按钮:	您可以:
1	+	进行彩色复印。
2	4x6in 10x15cm → 4x6in 10x15cm	彩色复印 4 x 6 的无边界照片。
3	4	打开多功能一体中心,在计算机屏幕上预览扫描结果。按住此按钮三秒钟,打印机开始扫描式校正。
4	Ф	 打开或关闭打印机的电源。 取消打印作业。 重新启动打印机。 注意:如果电源指示灯闪烁,请参阅<i>用户手册</i>(位于光盘中)中的"错误信息"部分。

打印

打印文档

1 装入纸张。



- 2 打开文档,从应用程序中单击文件 → 打印。
- **3** 单击 "**属性**"、"**首选项**"、"**选项**" 或 "**设** 置"。
- 4 根据您的需要调整设置。
- 5 单击"确定"。
- **6** 单击 "确定"或"打印"。

打印其他项目

"我希望"菜单为您提供了一些项目向导,包括: 打印照片、打印信封、打印横幅、制作海报、打印 手册或者打印贺卡。

- 1 打开文档,从应用程序中单击**文件 → 打印**。
- **2** 如要定制打印设置,请单击 "**属性**"、"**首选** 项"、"选项"或"设置"。

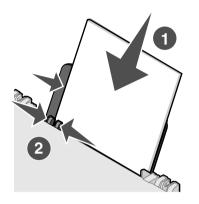
打印属性界面将会出现,同时"我希望"菜单打开。

- **3** 选择适当的项目向导,或者单击"**了解更多的 打印方案**"。
- 4 按照计算机屏幕上的指导完成您的项目。

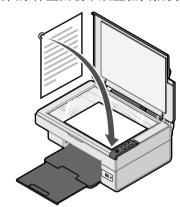
复印

进行复印

1 装入纸张。



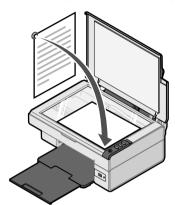
2 将文档原件正面朝下放置在扫描仪玻璃上。



3 按 🚉 按钮。

扫描物体

- **1** 请确认打印机连接在计算机上,并且打印机和 计算机的电源都已打开。
- 2 将文档原件正面朝下放置在扫描仪玻璃上。



3 按 ▲→ ● 按钮。

多功能一体中心的"扫描和复印"页面将会出现在计算机屏幕上,同时显示扫描预览图像。

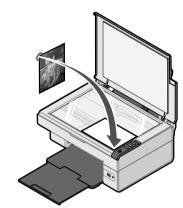
- **4** 如果您希望只扫描文档的一个区域,请使用鼠标在预览图像中单击并拖动一个方框,选择要扫描的区域。
- **5** 从"将扫描的图像发送到"下拉列表中选择您希望将扫描的图像发送到哪个应用程序。
- **6** 单击 "开始扫描"。

操作照片

有关操作照片的更多帮助信息,请参阅完整的*用户 手册*(位于光盘中)。

复印4x6照片

1 将 4 x 6 照片正面朝下放置在扫描仪玻璃上。



2 装入 4 x 6 照片纸。



3 按 4x8in → 4x8in 按钮。

使用 PictBridge 兼容数码相机打印 照片

您可以将PictBridge兼容数码相机连接在您的打印机上,然后使用数码相机上的按钮选择并打印您的照片。请参阅*用户手册*和随同您的数码相机一起的说明文档获取更多的信息。

了解打印机软件

使用多功能一体中心

使用多功能一体中心可以完成创造性项目,例如: 将一个图像在一页纸上复制多个、放大或缩小图 像、将一个图像打印成多页的海报、使用计算机调 制解调器发送传真、使用照片编辑器编辑图像等。 您可以通过以下几种方法打开多功能一体中心:

方法 1: 方法 2:

按 禹→■ 按钮。

- 1 单击开始 → 程序或所有程序 → Lenovo M700 Series。
- 2 单击"多功能一体中心"。

使用解决方案中心

解决方案中心可以为您提供帮助,以及打印机状态和墨水量等方面的信息。

您可以通过以下几种方法打开解决方案中心:

方法 1: 方法 2:

在计算机桌面上双击"影像工作室" 图标,然后单击 "维护/问题解答" 按钮。

- 1 单击开始 → 程序或所有程序 → Lenovo M700 Series。
- 2 单击"解决方案中心"。

使用打印属性

当您的打印机连接在计算机上时,打印属性可以控制您的打印机的打印功能。您可以根据所创建项目的类型,在打印属性中改变相关的设置。您差不多可以从任何应用程序中打开打印属性:

- 1 打开文档,从应用程序中单击**文件 → 打印**。
- **2** 在"打印"对话框中,单击"**属性**"、"**首选** 项"、"选项"或"设置"。

使用照片编辑器

使用照片编辑器可以编辑图像或照片。

在照片编辑器中,您可以去除红眼、剪裁照片、调整照片大小、调节亮度和对比度、以及使用其他的工具。

- 1 单击开始 → 程序或所有程序 → Lenovo M700 Series。
- 2 单击"照片编辑器"。
- **3** 单击**文件 → 打开**,然后选择您希望编辑的图像。
- 4 使用可用的工具编辑您的图像。
- 5 单击文件 → 另存为。
- 6 输入文件名和文件类型, 然后单击"保存"。

打印问题解答

现象: 解决方法: 杳看墨水量。如有必要, 请更换新 文字或图像的质 的打印墨盒。 量非常差,包括 以下几种情况: 请参阅本手册中的"提高打印质 • 空白页 量"部分。 • 颜色不正确 • 缺少字符 为了避免出现污迹, 请随时移开打 • 打印结果较 印机送出的打印页, 等墨水完全干 燥后再讲行叠放。 浅 • 打印结果较 透明胶片可能需要 15 分钟才能完 全干燥。 深 • 直线不平滑 请尝试使用不同品牌的纸张。不同 污迹 品牌的纸张吸收墨水的能力不同, 条纹 打印出来的颜色也会有细微的差 • 意想不到的 别。如果您要打印照片或其他高质 字符 量的图像, 请使用 Lenovo 优质照 • 白色直线 片纸。 请只使用新的且没有皱褶的纸张。 打印页边缘处的 除非您使用无边界功能, 否则请使 用以下的最小打印边距设置: 打印质量非常差 • 左边距和右边距: - 除 A4 以外的所有其他纸张: 6.35 毫米 (0.25 英寸) - A4 尺寸的纸张: 3.175 毫米 (0.125 英寸) • 上边距: 1.7 毫米 (0.067 英寸) • 下边距: 19 毫米 (0.75 英寸) 打印页边缘处的 选择无边界打印功能。 打印质量非常差 1 打开文档,从应用程序中单击文 件 🔿 打印。 2 单击 "属性"、"首选项"、 "选项"或"设置"。 3 单击"打印样式"选项卡。 4 选择 "无边界"。

提高打印质量

如果您对文档的打印质量不满意,请确认:

- 根据打印文档的类型使用适当的纸张。例如,如果您要打印照片或其他高质量的图像,请使用优质照片纸。
- 使用比较厚重、比较亮白、或者带有涂层的纸 张。
- 选择较高的打印质量设置。

如果文档的打印质量仍然不能令您满意,请校正打印墨盒。

使用计算机校正打印墨盒

有关不连接计算机校正打印墨盒的帮助信息,请参阅*安装指南*。

- 1 装入纸张。
- 2 在计算机桌面上双击"影像工作室"图标。
- 3 单击"维护/问题解答"。
- **4** 单击 "维护" 选项卡。
- 5 单击"进行校正以消除模糊边界"。
- 6 单击"打印"。

打印机将会打印出一张校正测试页。

7 按照计算机屏幕上的指导进行操作。

清洗打印墨盒喷头

- **1** 装入纸张。
- 2 在计算机桌面上双击"影像工作室"图标。
- 3 单击"维护/问题解答"。
- **4** 单击 "维护" 选项卡。
- 5 单击"进行清洗以消除水平条纹"。
- 6 单击"打印"。

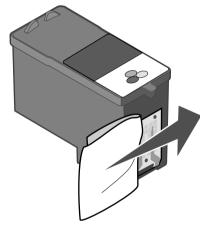
打印机将会打印出一张喷头测试图, 使墨水快速通过打印喷头, 从而清洗堵塞的喷头。

擦洗打印墨盒的喷头和触点

- 1 取出打印墨盒。
- 2 用水将一块干净且不掉毛的软布润湿。
- **3** 用这块湿布靠住打印喷头区域大约三秒钟,然后沿着图示的方向轻轻地擦去污点并擦干。



4 用这块湿布的其他干净部分靠住触点区域大约 三秒钟,然后沿着图示的方向轻轻地擦去污点 并擦干。



- **5** 用这块湿布的其他干净部分重复步骤 **3** 和步骤 **4**。
- 6 等待喷头和触点完全干燥。
- 7 重新安装打印墨盒。
- 8 重新打印您的文档。

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M700 Series Getting Started

See the complete *User's Guide* on the CD for more detailed information about the following tasks:

Setting up the printer

Learning about the printer

Loading paper and original documents

Printing

Working with photos

Copying

Scanning

Faxing

Networking the printer

Maintaining the printer

- Changing a print cartridge
- Ordering supplies

Troubleshooting

- Print, copy, scan, and fax troubleshooting
- Jams and misfeeds troubleshooting
- Error messages troubleshooting

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Statement

Welcome to Lenovo products.

Please read carefully all the materials accompanying the machine before installing and using this product for the first time. It will help you make better use of the product. If you fail to operate the product in accordance with the instructions and requirements provided in this manual or mishandle the product due to misunderstanding or other causes, Lenovo (Beijing) Limited shall not be responsible for any losses arising thereof, except for the loss resulting from improper installation or caused during the process of operation by professional maintenance personnel from Lenovo.

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If you find any inconsistency between the product and this manual during operation or would like to obtain the latest information or have any problems or suggestions, contact or log on to:

Consulting hotline: 010-82879600

Service Web site: http://www.lenovo.com

Setup troubleshooting

Symptom	Solution
The (b) light is not lit	 Disconnect the power cord from the wall outlet and then from the printer. Plug the cord all the way into the power supply on the printer. Plug the cord into an electrical outlet that other electrical devices have been using. If the light is not on, press light.
Software does not install	If the software does not launch automatically when you insert the CD: 1 Close all open software applications.
	Temporarily disable any anti-virus programs.
	3 Double-click the My Computer icon.
	In Windows XP, click Start to access the My Computer icon.
	4 Double-click the CD-ROM drive icon. If necessary, double-click setup.exe.
	5 Follow the instructions on the computer screen to install the software.
	Note: After installing the software, be sure to re-enable your anti-virus software.

Symptom	Solution
Software does not install	 Check the USB cable for any obvious damage. Firmly plug the square end of the USB cable into the back of the printer. Firmly plug the rectangular end of the USB cable into the USB port of the computer. The USB port is marked with
	If the printer is connected to the computer through another device: 1 Disconnect the USB cable from any other device such as a USB hub or switch box. 2 Directly connect the cable to the printer and the computer.
Page does not print	Make sure the printer is set as the default printer and is not on hold or paused. For more information, see "Checking the printer status" in this booklet.
	Make sure the tape has been removed from the print cartridge and that the print cartridge has been installed properly.

Removing and reinstalling the software

- 1 From the desktop, click Start → Programs → Lenovo M700 Series → Uninstall.
- **2** Follow the instructions on the computer screen to remove the printer software.
- **3** Restart the computer.
- **4** Click **Cancel** on any Add New Hardware screens.
- **5** Eject and reinsert the software CD.

If the printer software installation screen does not appear:

- a From the desktop, double-clickMy Computer.
 - In Windows XP, click **Start** to access the My Computer icon.
- **b** Double-click the **CD-ROM drive** icon. If necessary, double-click **setup.exe**.
- **c** When the printer software installation screen appears, click **Install** or **Install Now**.
- **d** Follow the instructions on the computer screen to complete the installation.

Checking the printer status

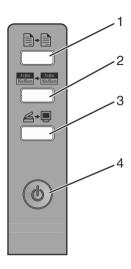
1 Click Start → Settings → Printers and Faxes or Printers.

or

Click Start → Control Panel → Printers and Other Hardware → Printers and Faxes.

- 2 Double-click the Lenovo M700 Series icon.
- **3** Click **Printer**, and make sure no check mark appears next to Pause Printing.
- **4** Make sure a check mark does appear next to Set As Default.

Using the control panel

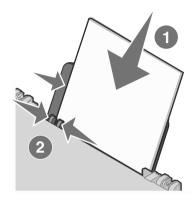


	Use this button	То
1	+	Make a color copy.
2	4x6in 10x15cm 4x6in 10x15cm	Make a 4 x 6 borderless, color copy of a photo.
3	≜ →■	 Open the All-In-One Center to preview the scan on the computer screen. Initiate scan-back alignment if the button is held down for three seconds.
4	Ф	 Turn the printer on or off. Cancel a print job. Reset the printer. Note: If the power light blinks, see "Error messages" in the User's Guide on the CD.

Printing

Printing a document

1 Load paper.



- **2** With the document open, click **File** → **Print**.
- 3 Click Properties, Preferences, Options, or Setup.
- 4 Adjust the settings.
- 5 Click OK.
- 6 Click OK or Print.

Printing other projects

The "I Want To" menu provides wizards for creating projects. You can print a photo, print on an envelope, print a banner, make a poster, create a booklet, or print a greeting card.

- **1** With the document open, click **File** → **Print**.
- 2 Click Properties, Preferences, Options, or Setup to customize print settings.

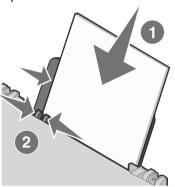
The Print Properties dialog appears along with the "I Want To" menu.

- 3 Select one of the available projects, or click See more printing ideas.
- **4** Follow the instructions on the computer screen to complete the project.

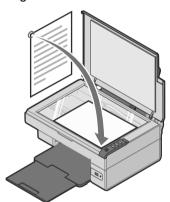
Copying

Making a copy

1 Load paper.



2 Load an original document facedown on the scanner glass.



3 Press □→□

Scanning

Scanning an item

- 1 Make sure the printer is connected to a computer, and both the printer and the computer are on.
- **2** Load an original document facedown on the scanner glass.



3 Press ≜→.

The All-In-One Center appears on the computer screen with a preview of the scan.

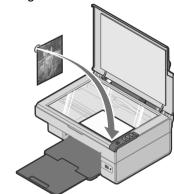
- 4 If you want to scan only a portion of the document, click and drag the dotted line box to select a specific area of the preview image to scan.
- **5** From the "Send scanned image to:" menu, select a program.
- 6 Click Scan Now.

Working with photos

For more information on working with photos, see the complete *User's Guide* on the CD.

Copying 4 x 6 photos

1 Place the 4 x 6 photo facedown on the scanner glass.



2 Load 4 x 6 photo paper.



3 Press 4x6in 10x15cm → 4x6in 10x15cm

Using a PictBridge-enabled camera to print photos

You can connect a PictBridge-enabled camera to the printer and use the buttons on the camera to select and print your photos. See the *User's Guide* and the instructions that came with the camera for more information.

Understanding the software

Using the All-In-One Center

Use the All-In-One Center to perform creative tasks such as repeating an image several times on a page, enlarging or reducing an image, printing an image as a multiple-page poster, faxing using a PC modem, and modifying an image with a photo editor.

To open the All-In-One Center, use one of these methods:

Method 1	Method 2
Press ≜÷.	 Click Start → Programs or All programs → Lenovo M700 Series. Select All-In-One Center.

Using the Solution Center

The Solution Center provides help, as well as information about the printer status and ink level.

To open the Solution Center, use one of these methods:

Method 1	Method 2
From the desktop, double-click the Imaging Studio icon, and then click the Maintain/ Troubleshoot button.	 Click Start → Programs or All programs → Lenovo M700 Series. Select Solution Center.

Using Print Properties

Print Properties is the software that controls the printing function when the printer is connected to a computer. You can change the settings in Print Properties based on the type of project you want to create. You can open Print Properties from almost any program:

- 1 With a document open, click File → Print.
- 2 From the Print dialog, click **Properties**, **Preferences**, **Options**, or **Setup**.

Using the Photo Editor

Use the Photo Editor software to edit graphics or photos.

From the Photo Editor, you can reduce red-eye, crop your photos, resize your photos, adjust brightness and contrast, and use other tools.

- 1 Click Start → Programs or All Programs → Lenovo M700 Series.
- 2 Select Photo Editor.
- 3 Click File → Open to select the image you want to edit.
- **4** Edit the image with the available tools.
- 5 Click File → Save as.
- **6** Enter a file name and file type, and then click **Save**.

Print troubleshooting

Symptom	Solution
Poor text and graphic quality,	Check the ink level, and install a new print cartridge if necessary.
including:Blank pagesIncorrect	See "Improving print quality" in this booklet.
colors Missing characters Faded print Dark print Skewed lines Smudges Streaks Unexpected characters White lines in print	To avoid ink smudging, remove each sheet as it exits, and allow it to dry before stacking. Transparencies may take up to 15 minutes to dry.
	Use a different brand of paper. Each paper brand accepts ink differently. Use Lenovo Premium Glossy Photo Paper if you are printing photos or other high- quality images.
	Use only new, unwrinkled paper.
Poor text and graphic quality at the edges of the page	Unless you are using the borderless feature, use these minimum print margin settings: • Left and right margins: - 6.35 mm (0.25 inches) for all paper except A4 - 3.175 mm (0.125 inches) for A4 size paper • Top margin: 1.7 mm (0.067 inches) • Bottom margin: 19 mm (0.75 inches)
Poor text and graphic quality at the edges of the page	 Select the Borderless print feature. From the software application, click File → Print. Click Properties, Preferences, Options, or Setup. Click Print Layout. Click Borderless.

Improving print quality

If you are not satisfied with the print quality of a document, make sure you:

- Use the appropriate paper for the document.
 Use premium photo paper if you are printing photos or other high-quality images.
- Use a paper that is a heavier weight, bright white, or coated.
- · Select a higher print quality.

If the document still does not have the print quality you want, align the print cartridge.

Aligning the print cartridge using the computer

For instructions on aligning the print cartridge without a computer, see the *Setup* sheet.

- **1** Load paper.
- 2 From the desktop, double-click the **Imaging** Studio icon.
- 3 Click the Maintain/Troubleshoot button.
- 4 Click Maintenance.
- 5 Click Align to fix blurry edges.
- 6 Click Print.

An alignment page prints.

7 Follow the instructions on the computer screen.

Cleaning the print cartridge nozzles

- **1** Load paper.
- **2** From the desktop, double-click the **Imaging Studio** icon.
- 3 Click the Maintain/Troubleshoot button.
- 4 Click Maintenance.
- 5 Click Clean to fix horizontal streaks.
- 6 Click Print.

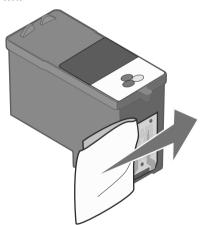
A page prints, forcing ink through the print cartridge nozzles to clean them.

Wiping the print cartridge nozzles and contacts

- 1 Remove the print cartridge.
- 2 Dampen a clean, lint-free cloth with water.
- **3** Gently hold the cloth against the nozzles for about three seconds, and then wipe in the direction shown.



4 Using another clean section of the cloth, gently hold the cloth against the contacts for about three seconds, and then wipe in the direction shown.



- **5** With another clean section of the cloth, repeat steps 3 and 4.
- **6** Let the nozzles and contacts dry completely.
- 7 Reinsert the print cartridge.
- **8** Print the document again.