

RJ610N

彩色喷墨打印机

COLOR INKJET PRINTER

用户手册

User's Guide



Statement

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Technical Consulting hotline: 010-82879600

Service Website: <http://www.lenovo.com/>

Read this before you go any further

The following symbols are used in this document to highlight warnings, potential hazards, or best practice procedures, and have the following meanings:



Danger – potential risk of personal injury, including electrical shock, burns etc.



Warning – potential risk of damage to printer and/or surroundings.



Important – what you need to know to get the best from your printer.

• Safety



Risk to personal safety

Do not disassemble any part of your printer. Electrical shock hazard.

There are no user-repairable parts inside your printer. Disassembly of any part of your printer will void all warranties.

Keep your printer well away from all heat sources and flammable substances. Fire hazard.

Switch your printer off immediately and unplug the power cord from the wall socket if:

- you see smoke rising from your printer.
- you notice an acrid smell coming from your printer.
- you see any sparks being emitted from your printer.

Contact your supplier as soon as possible.



Risk of damage to printer or surroundings

Install your printer on a flat, level surface

Your printer must remain level at all times. Tilting the printer may cause undue leakage of ink and may damage your printer.

Use the Power On/Off button on your printer to power it down

Removal of power to your printer in any other manner may damage your printer.

Switching off your printer

Do not switch off your printer if any of your ink tanks have been removed. Always ensure all the ink tanks are installed before doing so. Failure to do so may compromise ink delivery in your printer.

Ensure adequate ventilation to your printer

Blocking ventilation openings around the printer may cause your printer to overheat and become damaged.

Keep liquids and heavy objects away from your printer

The outer shell is plastic. Heavy objects may warp it, damaging your printer. Liquids may discolor or damage the skin and, if they penetrate it, may damage your printer beyond repair.

Use only the supplied power cord

Use of any other power cords may damage your printer and void your warranty.

Use only authorised consumables

Use of any printhead other than those authorised Lenovo technology printheads will damage your printer and void your warranty.

Use of unauthorised inks or ink tanks may damage your printer and will void your warranty.

Use only appropriate paper

Inappropriate paper may cause damage to your printer. In particular, you should not use:

- transparencies
- kinked, curled or cockled paper
- paper which is too thick
- paper with any staples or pins in it.

Clear paper jams promptly

To avoid further problems, attend to all paper jams and any other cause of printer failure promptly.

Avoid large temperature variations

Install your printer in a protected location away from direct sunlight, open windows or any other places subject to temperature extremes. If you are moving the printer, allow sufficient time after installation for the temperature and humidity of the internals of your printer to arrive at equilibrium with the surroundings.

Avoid shaking or bumping the printer

Your printer is a complex piece of equipment. Heavy shaking or bumping may damage it.

**Getting the best out of your printer****Turning off power to your printer**

Your printer is best left powered on when you are not using it. However, if the printer will not be used over an extended period of time (e.g. a couple of weeks), it should be turned off using the Power On/Off button. All ink tanks and printhead must be installed before you turn off your printer.

Do not remove consumables unless replacing them

Printheads and ink tanks should remain in the printer once installed. Their removal and re-insertion is not recommended unless replacement is necessary.

Your printer works best on a firm, vibration-free surface

Undue vibration may cause print problems on your documents.

Use paper appropriate to the task

Use plain paper for all documents where possible. Use presentation paper for higher print quality demands.

Store paper appropriately

Paper quality is vital to ensure printout quality. When not in use, store your paper flat, in a clean, dry and shady place. If the paper came in resealable packaging, it is recommended that you store it in that package.

Keep the paper tray clean for optimum printer performance

Paper always sheds particles, and these accumulate in the print tray over time. These particles may get carried under the printhead and cause print quality problems. Regular cleaning of the paper tray and removal of obvious loose particles from paper before loading the paper tray will minimise these problems.

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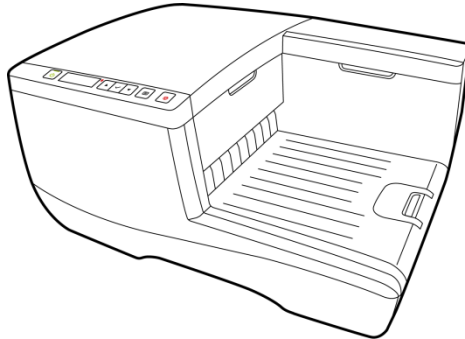
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• Getting to know your printer

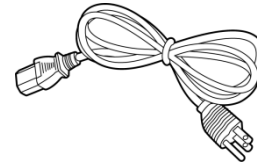
• What is in the box

When you open the box containing your new RJ610N, you will find the following:

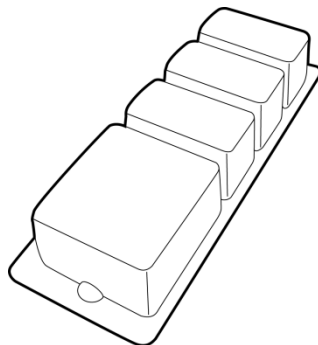
The RJ610N



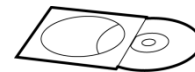
A power cord



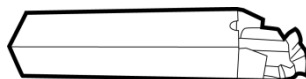
Ink tanks in their blister pack



A software and documentation CD



A Lenovo printhead cartridge



A Quick Start Guide

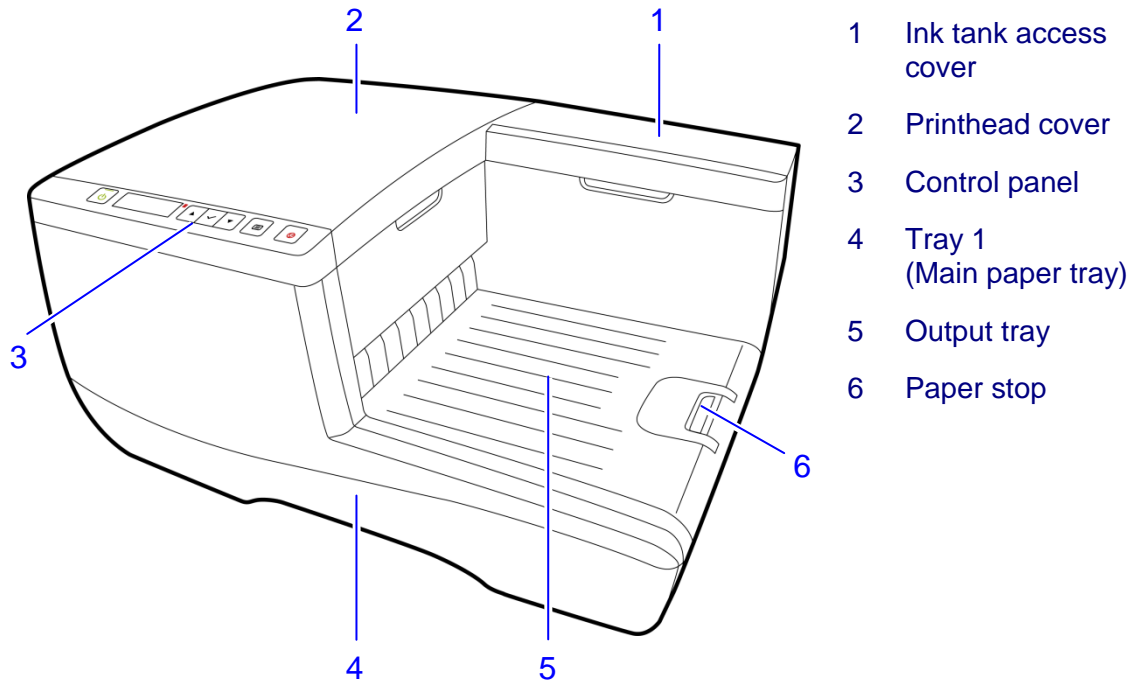


• Main components

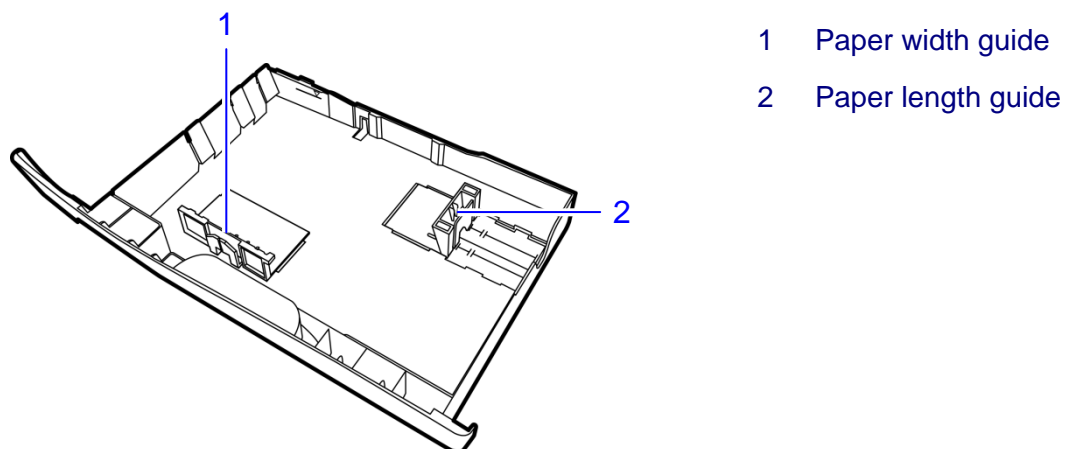
Use this section as a reference when reading this document. It identifies and locates the components that will be mentioned throughout the rest of this document.

• Printer

Front view

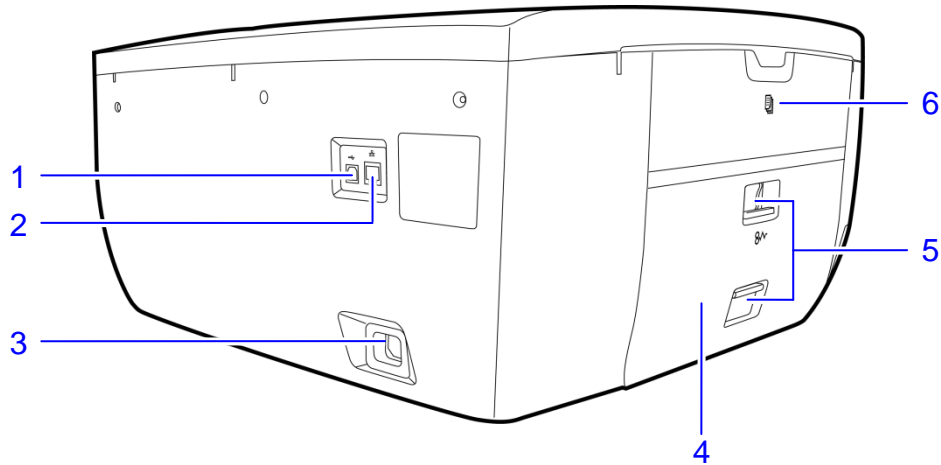


Tray 1



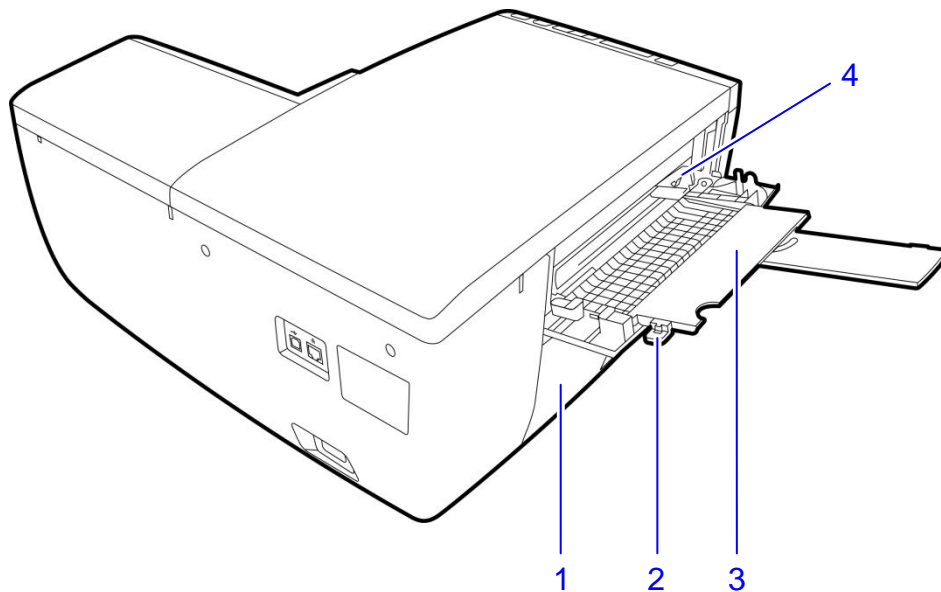
Rear view/Side view

Tray 2 (Multi-purpose tray) closed



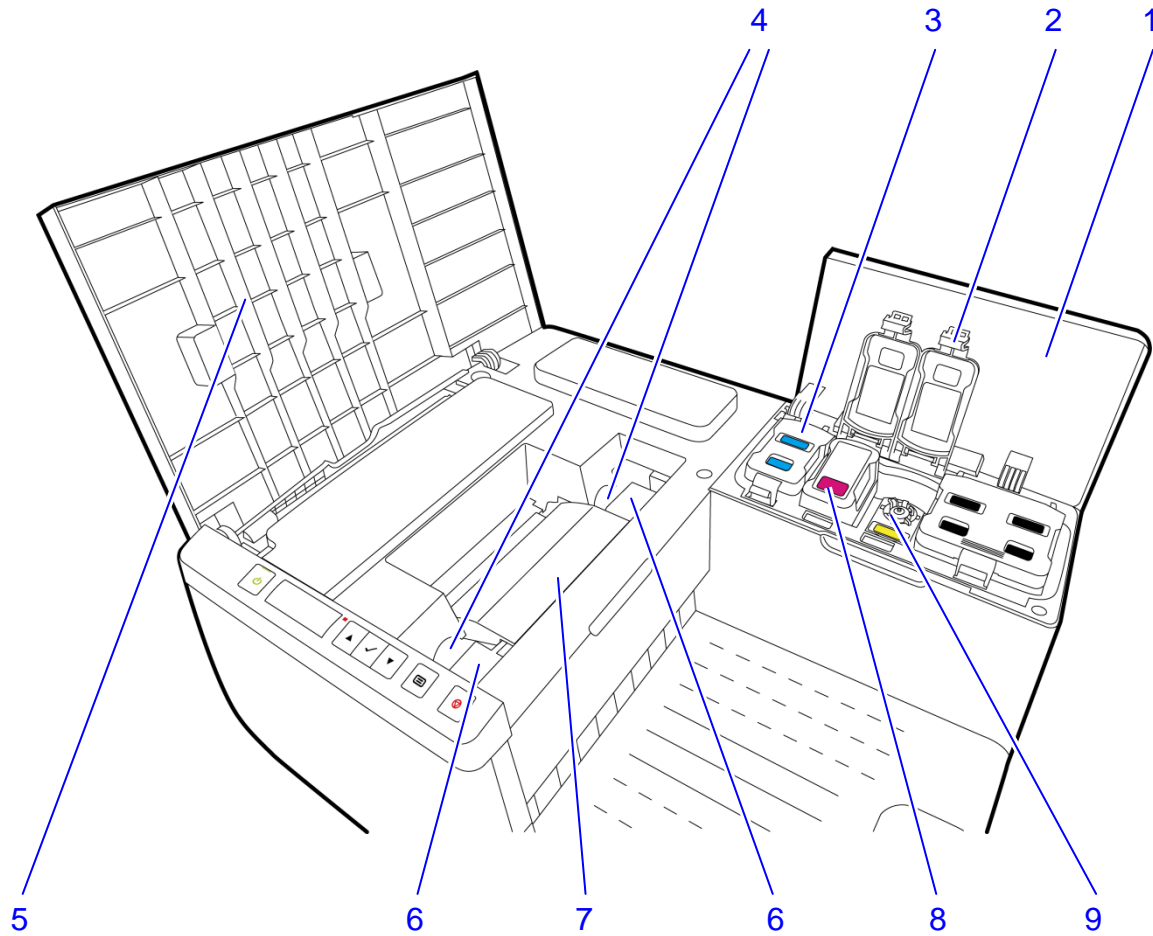
- | | |
|-----------------|-------------------------------|
| 1 USB port | 4 Side access door |
| 2 Ethernet port | 5 Side access door latch |
| 3 Power socket | 6 Tray 2 (Multi-purpose tray) |

Tray 2 (Multi-purpose tray) open



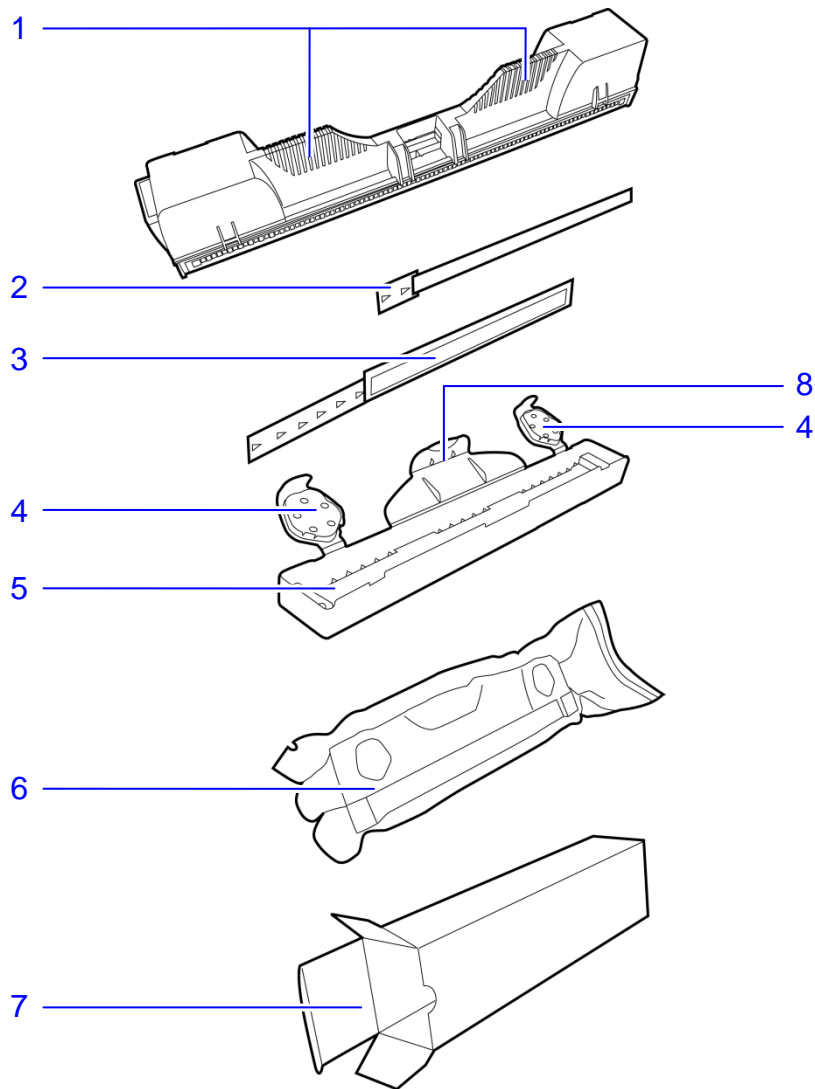
- | | |
|-----------------------|-------------------------------|
| 1 Side access door | 3 Tray 2 (Multi-purpose tray) |
| 2 Paper feed open tab | 4 Paper guide |

Internal view



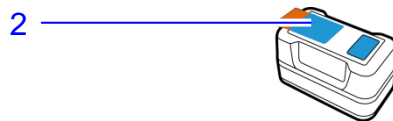
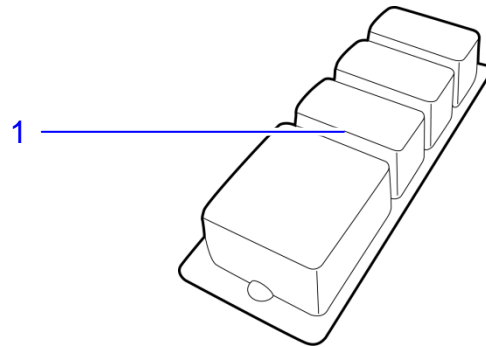
- | | |
|---------------------------|----------------------|
| 1 Ink tank access cover | 6 Printhead |
| 2 Ink tank cover (open) | 7 Printhead latch |
| 3 Ink tank cover (closed) | 8 Ink tank (in slot) |
| 4 Fluidic couplings | 9 Ink tank coupling |
| 5 Printhead cover | |

• Printhead cartridge



- | | | | |
|---|--------------------------|---|-----------------------|
| 1 | Printhead handles | 5 | Protective cover |
| 2 | Electrical contacts tape | 6 | Foil vacuum bag |
| 3 | Nozzles protective tape | 7 | Cardboard packing box |
| 4 | Protective cover flaps | 8 | Cover retaining clip |

- Ink tanks



1 Ink tank blister pack

2 Pull tab

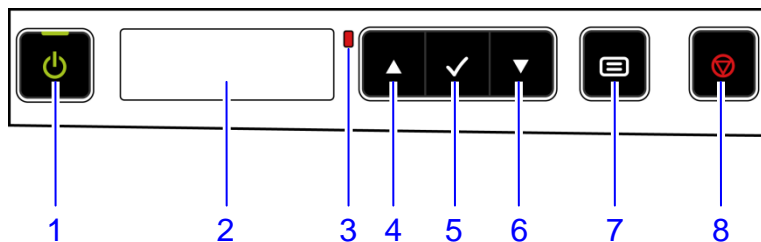
• Features

The features of the printer that you will use most frequently are highlighted in this section.

• Control Panel

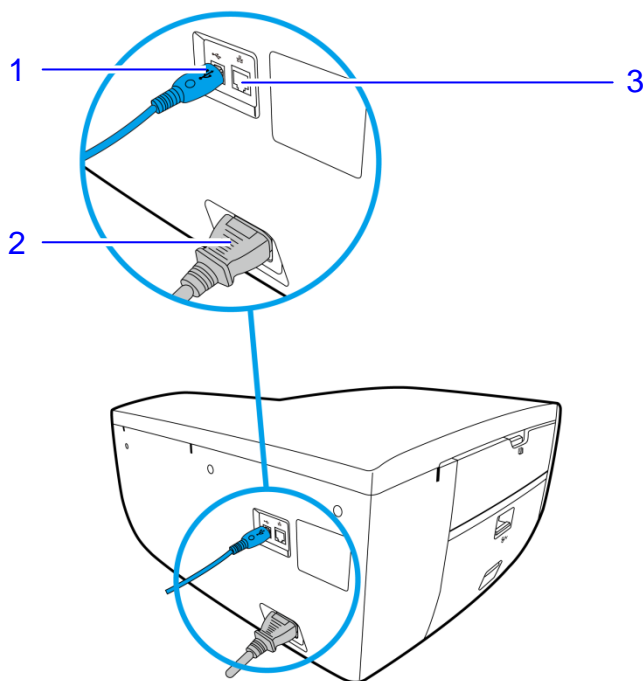
The Control Panel has six control buttons along with one LCD screen and one attention lamp to communicate printer status information.

The Power On/Off button is also backlit, as shown below.



- | | | | |
|---|--|---|--------------------|
| 1 | Power On/Off button
(with power lamp) | 5 | OK/Resume button |
| 2 | LCD screen | 6 | Down button |
| 3 | Attention lamp | 7 | Menu button |
| 4 | Up button | 8 | Stop/Cancel button |

• Connector bays



- | | |
|---|--------------------------------|
| 1 | USB port and USB
cable |
| 2 | Power socket and
power cord |
| 3 | Ethernet port |

• Setting up your printer


Printer installation consists of:

- [Removing your printer from its packaging.](#)
- [Installing your printer on a desktop](#) (see page 18).
- [Powering up your printer](#) (see page 20).
- [Installing the ink tanks](#) (see page 18).
- [Installing the printhead](#) (see page 24).
- [Loading paper in the front paper tray](#) (see page 21).
- [Installing the printer driver](#) (see page 28).

The included Quick Start Guide provides a quick reference to the process described here. Refer to that document for a pictorial overview.


• Unpacking your new printer

Take care when unpacking your new printer and try not to damage the packaging materials.


 The packaging materials should be retained in case you ever need to transport your printer to a remote location. See [Remote relocation](#) on page 104.

To unpack your new printer:

1. Ensure the printer box is upright and on a level surface.
2. Open the box and identify the Shipping Checklist (see page 9).
3. Carefully extract all the contents of the box and check the contents against those shown in the Shipping Checklist. See [Unpacking your printer](#) in the Appendices on page 106.

 If there is any variation between what has been delivered and what is described in the Shipping Checklist, contact your supplier before proceeding.

4. Check for any physical damage to the packaging or any of its contents prior to installation.

 DO NOT use any damaged components – bring them to the attention of your supplier.

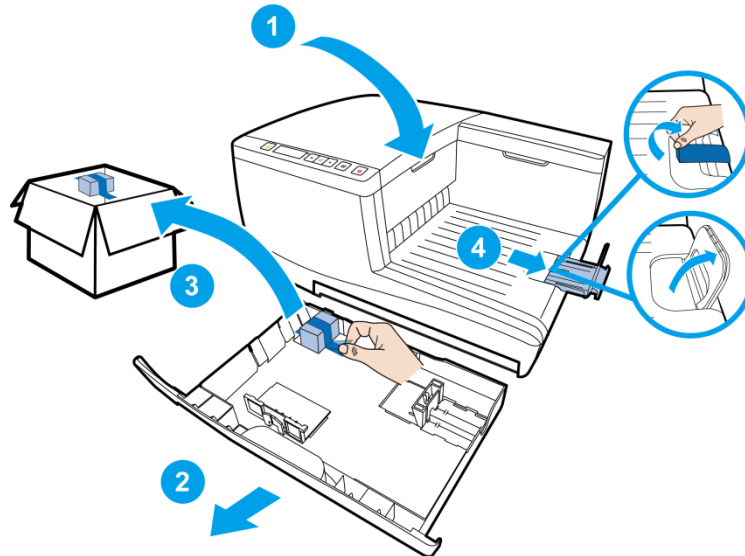
5. Remove any obvious packing materials in or around the printer and any external transport stays or tapes on the components.

Removing the paper picker stay

Before loading any paper into the paper tray for the first time, remove the packing material used to lock the paper picker during transport. (Also remove the tape from the paper stop.)

⚠ DO NOT dispose of this packing material. Should you need to repackage the printer for transportation to a remote site, you will need to re-use this to avoid damage to the paper picker.

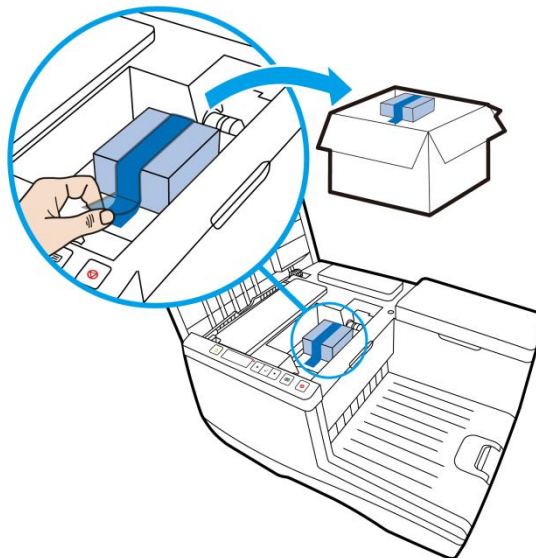
Figure 1 Tray 1 and packaging material



Removing the printhead latch stay

Before you can open the printhead latch, you will need to remove the printhead latch stay, used to ensure the printhead latch remains closed during transport.

⚠ DO NOT dispose of this packing material. Should you need to repackage the printer for transportation to a remote site, you will need to re-use this to ensure the printhead latch remains closed during transport.

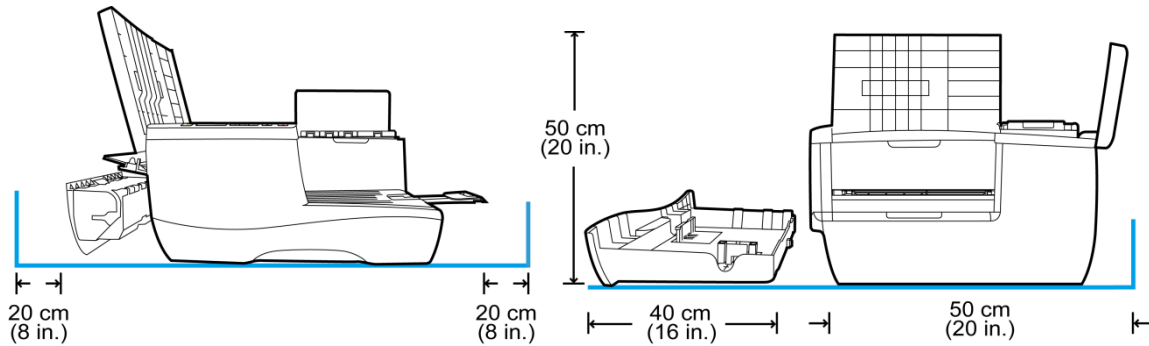


• Locating your printer

⚠ Your printer must be located on a firm, flat level surface. Failure to do so may cause leaking of ink in the printer and onto surroundings, possibly resulting in a damaged and unusable printer.

Space requirements

To ensure proper access to the printer and adequate ventilation during use, refer to the figure below for the various clearances required on each side of the printer.



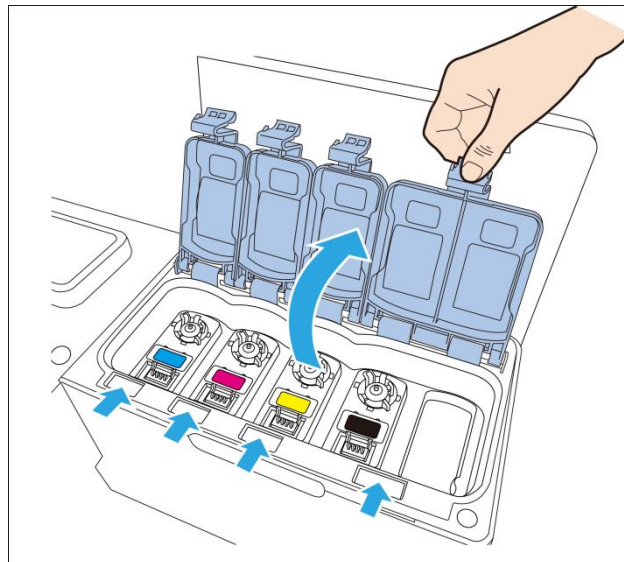
• Installing the ink tanks

Original ink tanks are supplied in a blister pack as shown in the [Ink tanks](#) section on page 14.

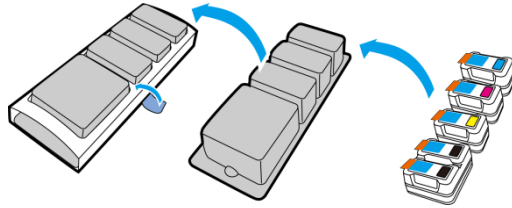
⚠ When installing a new RJ610N, use **ONLY** the ink tanks provided in the packaging. Specifically, **DO NOT** install a **USED** ink tank.

To install the ink tanks in your printer:

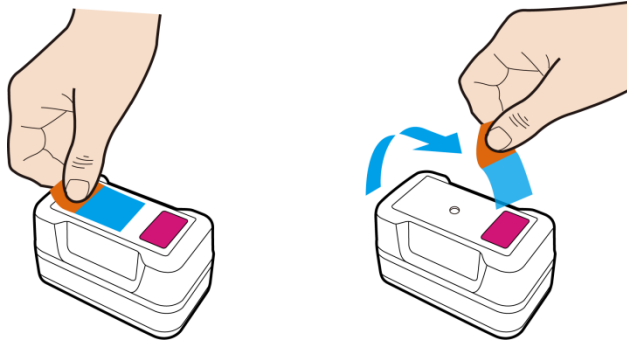
1. Lift the ink tank access cover and the four ink tank covers to reveal the ink tank slots.



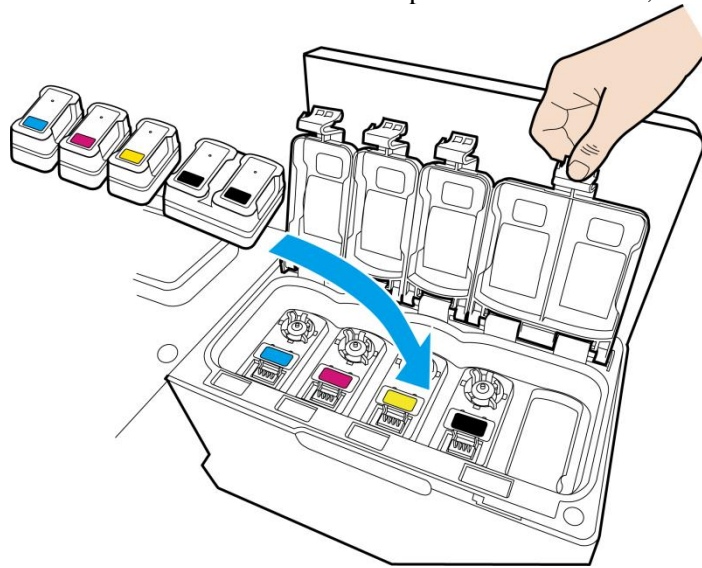
2. Carefully remove the ink tanks from the blister pack, ensuring you do not drop or otherwise damage them.



3. Remove the upper and lower pull tabs attached to each ink tank (see the [Ink tanks](#) section on page 14) before inserting it into its slot on the printer.



4. There is a specific ink tank slot for each color. Check the color coding on the ink tank and the slot, and insert each ink tank into its respective ink tank slot, as shown.

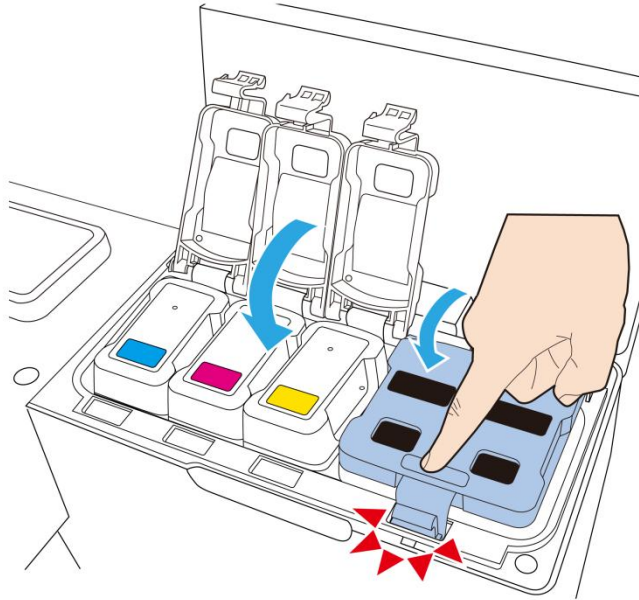


Note the double black ink tank fits into the rightmost slot.




DO NOT apply excessive force when inserting each ink tank in its slot. There is a mechanical key on each ink tank that prevents it being inserted into the wrong slot in the printer. Each slot is color-coded. If you have any difficulty inserting any ink tank, check its color and try another slot.

5. Close the ink tank covers, ensuring they snap down firmly.



6. Close the printer cover and allow at least two minutes for the ink to fill the ink channels in the printer.

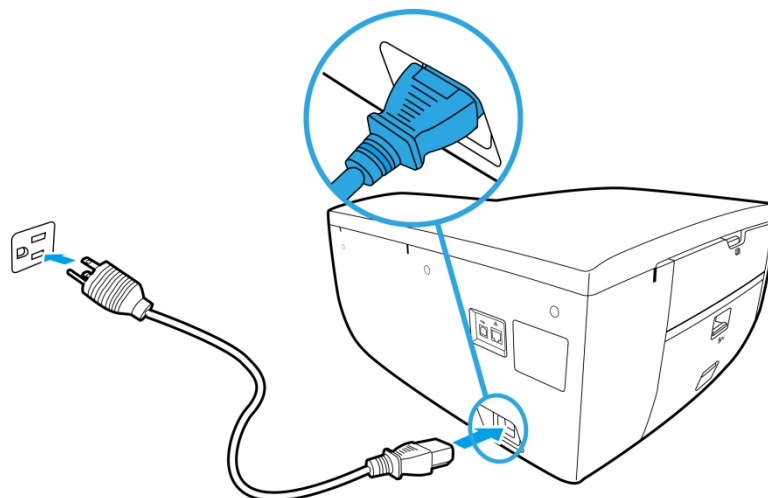
 The power lamp on the control panel will continue to blink throughout this process. This is normal.

You can now proceed with the installation of the printhead cartridge.


• Powering up your printer

To power up your printer:

1. Connect one end of the supplied power cord to the power socket on your printer.



2. Connect the other end of the power cord to the mains power.
Your RJ610N power supply is auto-sensing, there is nothing to adjust. For specifications see page 103.
3. Press the Power On/Off button until your printer is powered up. When first installing your new printer, the power lamp will be blinking.

 DO NOT connect the USB cable provided with the printer now. You will be asked to do so when you install the printer drivers. See [Installing a USB driver](#) point 1 on page 28.

• Loading paper


Your RJ610N has a main paper tray called Tray 1, which may be removed from the main body of the printer as shown in Figure 1 on page 17.


Tray 1 is designed to hold only the following paper sizes:

- ISO A4 (210mm × 297mm)
- US Letter (8½" × 11")
- US Legal (8½" × 14").

Do not feed any other paper sizes from Tray 1.

Intermediate size paper, such as Executive (7¼" × 10½") and Statement (5½" × 8½") should be fed into the printer from Tray 2.

 Some paper may be single-sided. This means the manufacturer applies special processing to one side of such paper, to achieve best results. When loading such paper into the paper tray, remember to always **load it with the recommended print side facing down**.

 For information on use of the Tray 2 to print intermediate size paper, see [Using Tray 2](#) on page 67.

• Loading A4/Letter size paper

Tray 1 has been designed to hold up to 250 sheets of A4/US Letter paper (at 70 gsm/19 lb). If you use heavier paper you may need to reduce the number of sheets.

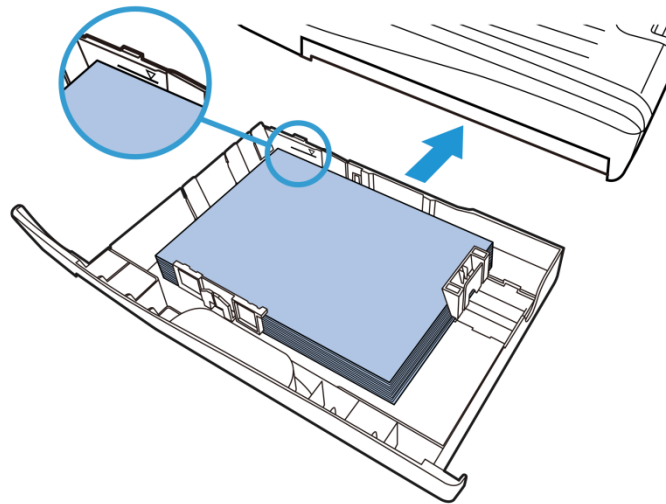
Tray 1 has two adjustable guides, one for length and one for width, as shown in the [Tray 1](#) picture on page 10.

To load the paper:

1. Use recommended paper types.
2. Remove Tray 1 from the printer, ensuring that any packing material has been removed (see Figure 1).
3. Move the Paper Width and Paper Length guides to make space for the paper size you have chosen.

4. Prepare a stack of up to 250 sheets of paper (all of the same size) for insertion into Tray 1 as follows:
 - Flex the sheets back and forth to loosen them, then fan them a few times (do not crease the paper).
 - Remove any obvious loose paper dust from the surface or edges of the paper.
 - Align the edges of the sheets on a level surface.
5. Load the paper stack into the Tray 1, **with the recommended print side facing down.**
6. Ensure the maximum number of sheets in Tray 1 does not reach any higher than the indicator line as shown below.

Figure 2 Tray 1 loaded to its maximum capacity

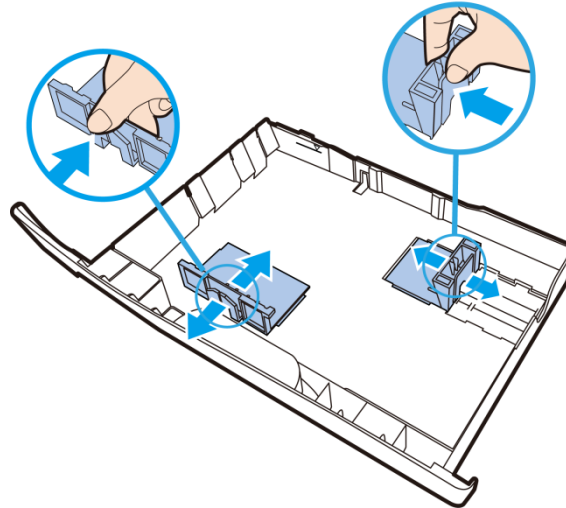


7. Grip the top of the Paper Length guide with thumb and forefinger and squeeze the two tabs together to unlock it.
8. Slide the guide until it rests gently against the edge of the paper stack, ensuring that it is aligned with the A4 or Letter mark on the label on the bottom of Tray 1 (depending on the length of the paper you are loading).
9. Gently push the Paper Width guide in until it pushes the paper stack against the opposite side of Tray 1.
10. Re-insert Tray 1 into the printer until the face is flush with the body of the printer.

• Loading US Legal size paper

US Legal paper, at 8½" × 14" is considerably longer than US Letter or ISO A4, and to accommodate it Tray 1 incorporates a sliding section which can be extended to increase its total length.

Figure 3 Tray 1 showing adjustable width and length guides



To load US Legal-sized paper:

1. Use recommended paper types.
2. Remove Tray 1 from the printer, ensuring that any packing material has been removed (see Figure 1).
3. Move the width and length guides to make space for the paper size you have chosen (see Figure 3).
4. Prepare a stack of up to 250 sheets of paper (all of the same size) for insertion into Tray 1 as follows:
 - Flex the sheets back and forth to loosen them, then fan them a few times (do not crease the paper).
 - Remove any obvious loose paper dust from the surface or edges of the paper.
 - Align the edges of the sheets on a level surface.
5. Load the paper stack into the Tray 1, **with the recommended print side facing down**.
6. Ensure the maximum number of sheets in Tray 1 does not reach any higher than the indicator line (see Figure 2).
7. Grip the top of the Paper Length guide with thumb and forefinger and squeeze the two tabs together to unlock it.
8. Slide the guide until it rests gently against the edge of the paper stack, ensuring that it is aligned with the Legal mark on the label on the bottom of Tray 1. (Refer to Figure 3 for tray adjustment.)
9. Gently push the Paper Width guide in until it pushes the stack against the opposite side of Tray 1. (Refer to Figure 3 for tray adjustment.)
10. Re-insert Tray 1 into the printer and push it gently until it comes to a firm stop.

• Using intermediate paper sizes

Tray 1 should be loaded only with ISO A4, US Letter or US Legal paper sizes and is designed to take paper from 70 gsm (19 lb) to 120 gsm (32 lb) weight. However paper properties can vary widely between manufacturers, so if the heavier weight paper you have chosen does not feed well from Tray 1, use Tray 2 instead.

Intermediate size paper up to US Legal size that cannot be loaded in Tray 1 should be printed via Tray 2. See [Using Tray 2](#) on page 67 for instructions.

• Installing the printhead cartridge

Your printer cartridge is a delicate micro-electrical-mechanical device and should be treated with due care to avoid degradation of print quality.

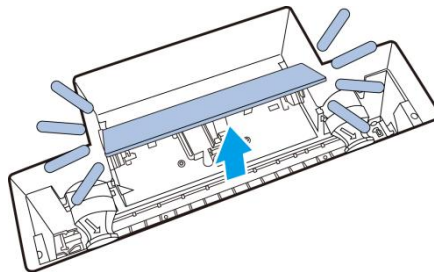
⚠ DO NOT touch the printhead cartridge ink couplings, nozzle surface or the electrical contacts when installing the printhead cartridge. Hold the printhead cartridge **ONLY** by the handles. See [Printhead cartridge](#) on page 13 for the location of these features.


Do not place the unprotected printhead cartridge on any surface prior to installation in the printer. Protect the printhead cartridge at all times from contamination by air-borne contaminants, such as dust or fibres.

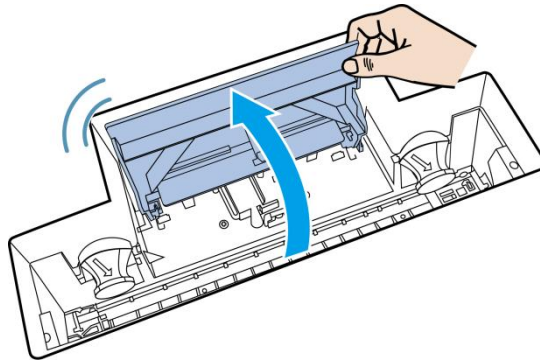
⚠ DO NOT unpack the printhead cartridge until the printer has been prepared for installation. Delay in installation of the printhead after unpacking can compromise print quality due to dehydration.

1. Ensure your printer is switched on and the power lamp is lit and steady.
2. Open the printhead cover to reveal the printhead latch (see [Internal view](#) on page 12).
3. Follow the message shown on the LCD screen to choose your language.
4. When the **Press ✓ to install print head** message appears on the LCD screen, press the OK/Resume button to proceed.
5. This will automatically initiate printhead latch opening. The power lamp will blink when latch opening is under way. This process may take several seconds.

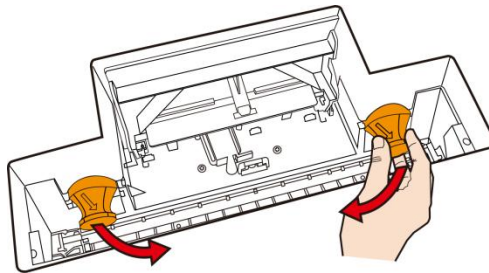
⚠ If the printhead latch cannot be released automatically as described, contact support personnel. DO NOT attempt to release the printhead latch in any other manner by yourself.



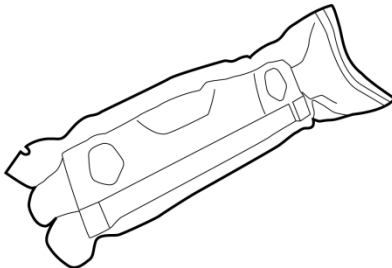
 Always lift the printhead latch as far as possible. It should be vertical when fully opened.




6. Remove the fluidic cap protectors from the two fluidic couplings.



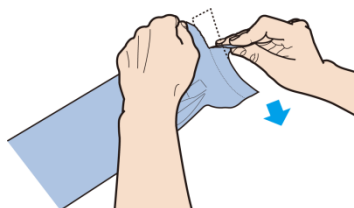
7. Open the end of the printhead package outer box and slide out the foil bag.



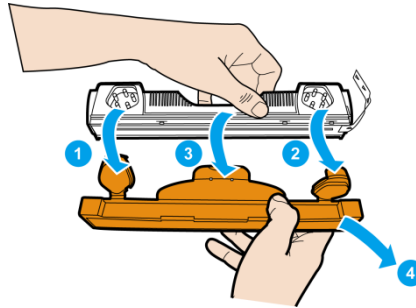
8. Inspect the integrity of the foil vacuum sealing. The foil bag should be formed tightly to the contours of the printhead cartridge as shown above. If the foil is loose to any degree then the seal has been compromised.

 If a poor seal is suspected, DO NOT USE the printhead cartridge. Report the issue to your supplier.

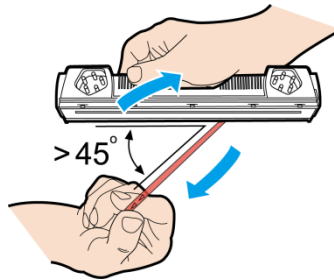
9. Carefully rip the foil packaging open at the notch. Use scissors if your foil bag does not have a notch or if you are finding it difficult to tear the bag.



10. Remove the printhead cartridge from the foil bag.
11. Remove the orange protective plastic cover from the printhead cartridge. Holding the printhead cartridge by the handle:
 - Release the flaps covering the ink ports (1 and 2).
 - Release the clip retaining the cover near the centre of the printhead cartridge (3).
 - Carefully remove the protective cover (4).

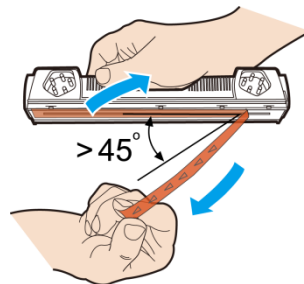



12. Remove the protective strip from the electrical contacts. While holding the printhead cartridge by the handle with one hand, grasp the pull tab with the other hand and, slowly and carefully, peel back the plastic strip covering the electrical contacts.



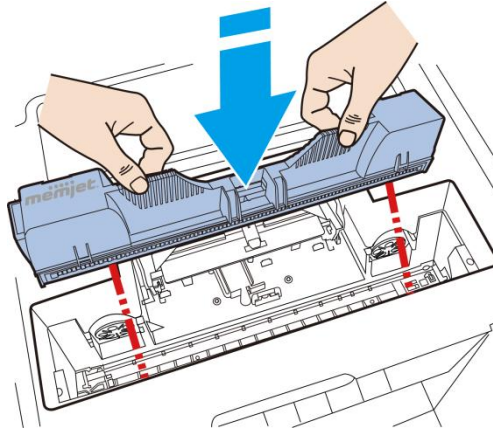
Dispose of the removed strip immediately and do not allow the removed strip to contact the electrical contacts.

13. Remove the protective strip from the printhead nozzles. While holding the printhead cartridge by the handle with one hand, grasp the pull tab with the other hand and slowly and carefully peel back the plastic strip covering the printhead nozzles. Maintain an angle of no less than 45 ° with the printhead surface when pulling on the strip.

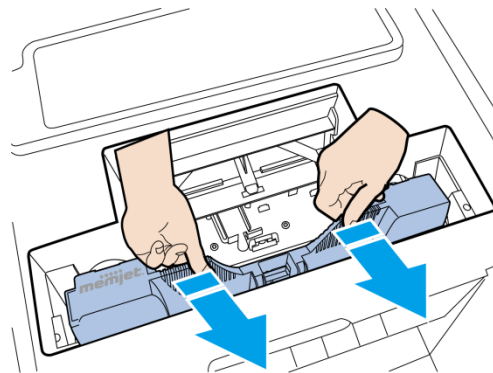


 Dispose of the removed strip immediately and do not allow the removed strip to contact the electrical contacts or the printhead nozzles.

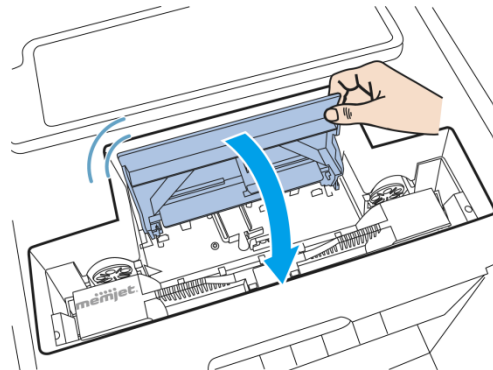
- 14.** Raise the printhead latch fully until it is upright so you can insert the printhead into the printer at an angle.



- 15.** When the printhead cartridge is fully inserted into the printer, rotate it to a vertical position as shown until it clicks into place.




- 16.** Slowly close the printhead latch until a click is heard. The fluidic couplings should advance and seal to the printhead cartridge.




17. Close the printhead cover.

When the printhead cover is closed, the printer will prime, clean and cap the printhead automatically. This operation will generally take a minute or two, and will be obvious from sounds emanating from the printer.


The power lamp will be blinking during this process. When the power lamp stops blinking, your printhead cartridge has been installed.

 If the printer does not seem to be priming after closing the printhead latch, contact support personnel as there may be a hardware problem.

 There may be a continuing low-level sound issued by the printer after printhead installation, even with the power lamp lit and steady. You can ignore this.
This is due to printer maintenance operation which will not interfere with your printing.

• Installing printer drivers

This section describes the installation of the latest RJ610N drivers on your PC.


 The installation steps described below assume you are running the **Windows 7**, 32-bit operating system on your PC. Where another version of Windows differs significantly from the behaviour described, specific reference will be made to such differences.

To install the latest printer drivers for your RJ610N, use the latest RJ610N drivers CD and ensure you have an active connection to the Internet.

- For a locally connected printer, see [Installing a USB driver](#) on page 28.
- For a networked printer, see [Installing a network driver](#) on page 36.

You will normally not need to uninstall an older RJ610N driver, as the installation sequence recognises the existence of an older driver and offers to update it.

If, however, you need to uninstall a RJ610N driver, see [Uninstalling older printer drivers](#) on page 50.

 Using previous versions of software on current printers is not recommended.
Unless otherwise directed, always ensure you are using the latest available version.


• Installing a USB driver

This section covers installation of the latest RJ610N driver for a locally-connected printer.

Before you install a RJ610N driver, ensure that you have [powered up your printer](#) (see page 20) and that you have obtained a CD containing the latest printer driver for your RJ610N.

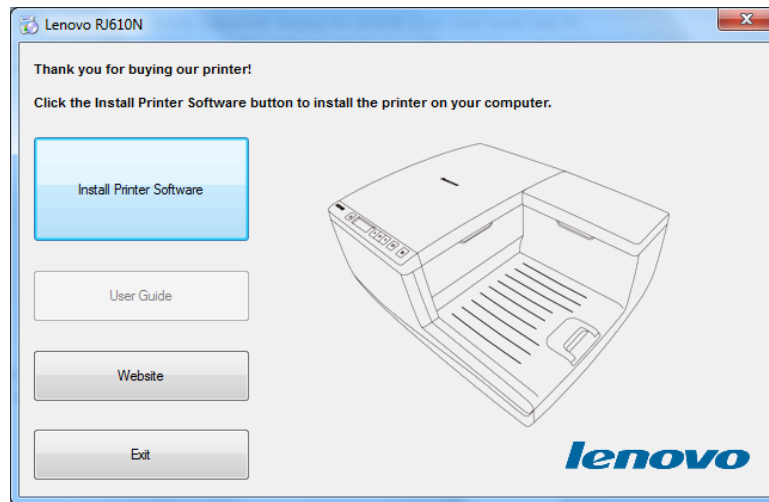
If you have an older USB printer driver installed, you will not need to uninstall it as this installation utility will give you the option of upgrading its software.

If you wish to uninstall your older RJ610N drivers, see [Uninstalling older printer drivers](#) on page 50.

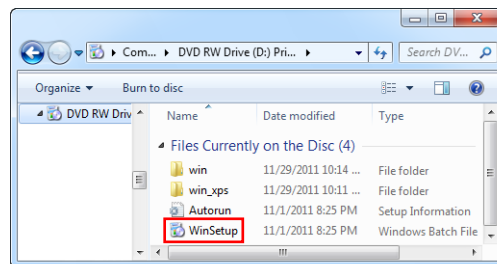
 DO NOT use the Windows 'Add Printer' Wizard to install your RJ610N driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features, use ONLY the procedure set out here.

To install a RJ610N driver for a locally-connected printer:

1. If the USB cable is already connected, unplug the printer USB cable from your PC.
2. Insert the installation CD in your PC CD-ROM/DVD drive. You should see the Welcome window.



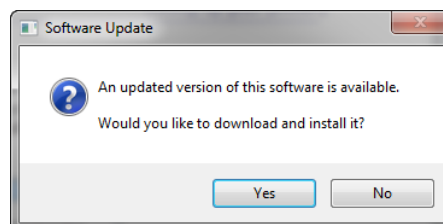
If the above window is not displayed, start a copy of Windows Explorer and navigate to the CD-ROM/DVD drive where you inserted the installation CD.



Double click on **WinSetup** to bring up the Welcome window.

3. Click **Install Printer Software**.

If your PC is connected to the Internet, a check will now be made that the Lenovo SFP printer drivers on your CD are the latest available. If a later version of driver is available on your supplier web site, you will see the following dialog box.

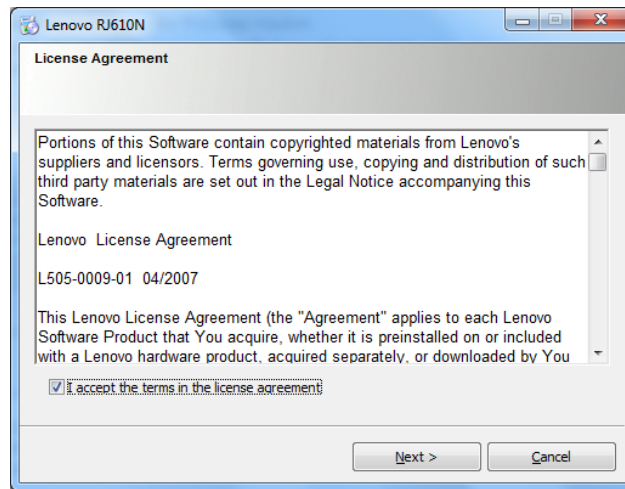


4. Click **Yes** to download the latest drivers.

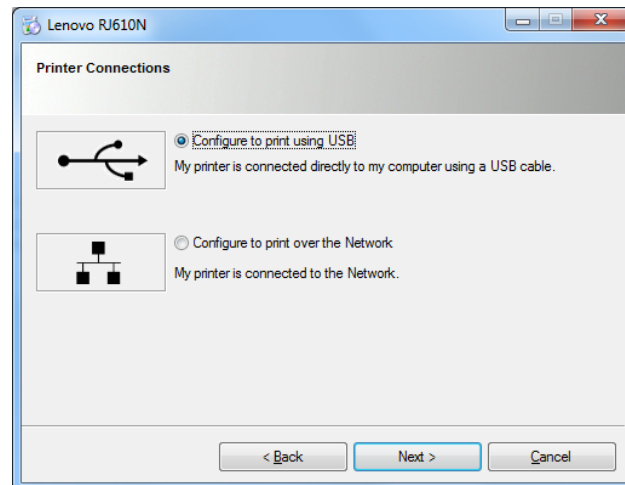
You will not see the above dialog box if:

- the CD contains the latest version of Lenovo SFP drivers.
- your PC is not connected to the Internet.

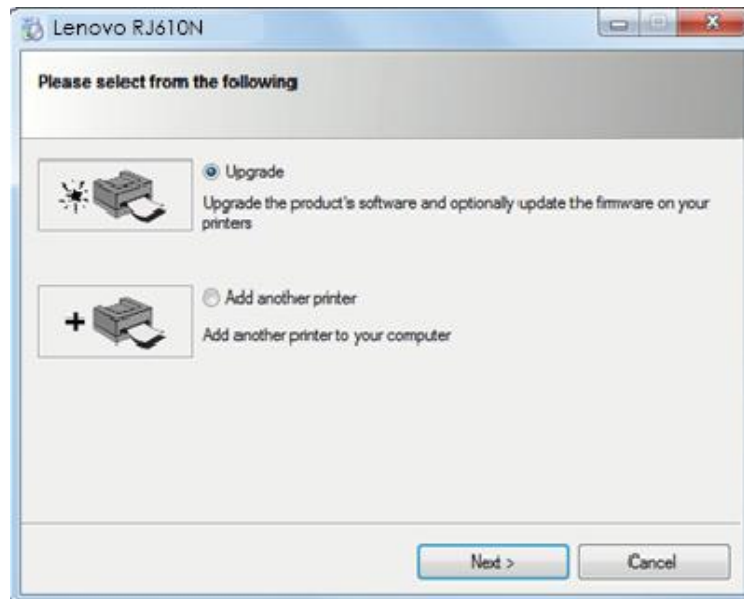
- your supplier has not implemented this check.
5. If you have not installed any other RJ610N driver, the License Agreement dialog box should be displayed. Select **I accept...** and click **Next**.



6. If this is the first time you are installing a RJ610N **OR** you have uninstalled all RJ610N drivers, the **Printer Connections** dialog box will appear. Select **Configure to print using USB**, then click **Next**.

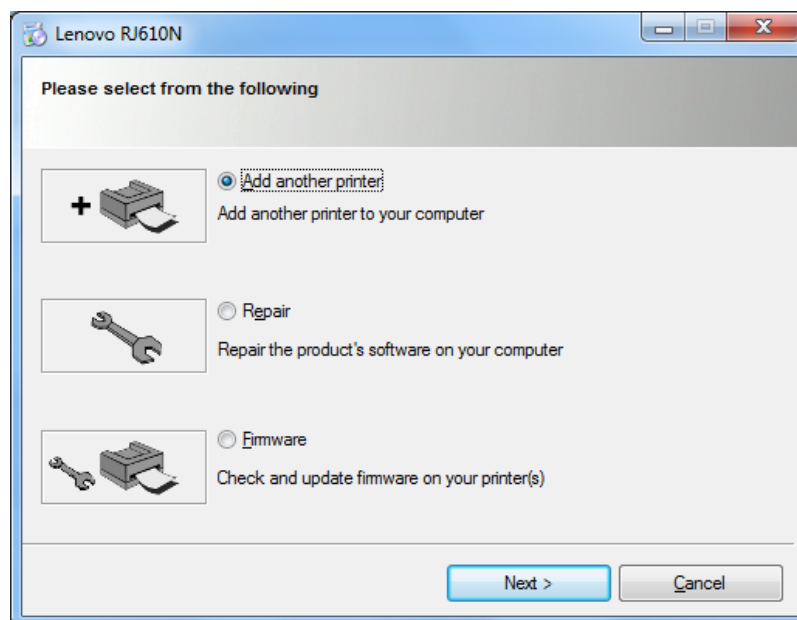


If you have previous versions of RJ610N drivers installed, the following selection dialog box will appear.



- To upgrade your existing RJ610N drivers to the current version, select **Upgrade**. For further information, see [Updating your printer drivers](#) on page 44.
- To add another printer, select **Add another printer**. For further information, see [Installing additional printers](#) on page 43.


If you have a current version of RJ610N drivers already installed, the following selection dialog box will appear.



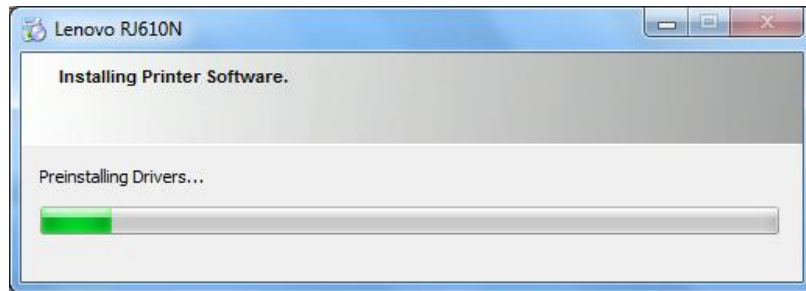
For further information on:

- adding a printer, see [Installing additional printers](#) on page 43.

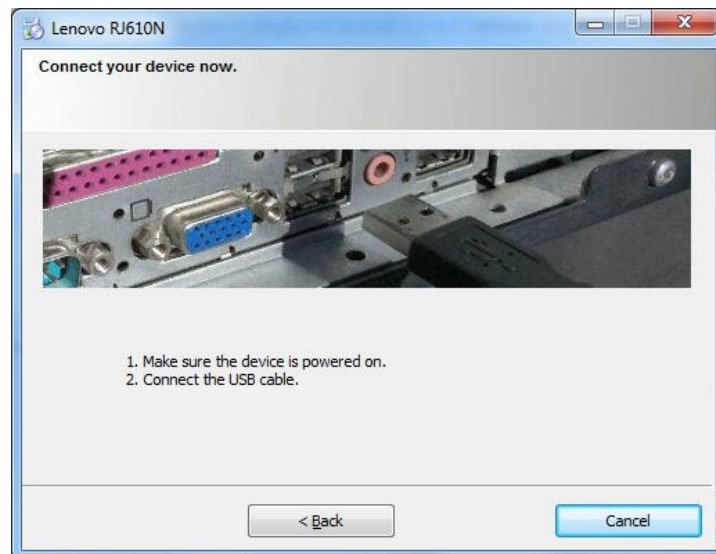
- repairing a printer driver, see [Repairing printer drivers](#) on page 48.
- updating firmware, see [Updating printer firmware](#) on page 45.

 In Windows XP another window may pop up at this point, if that, please click **Next** to continue.

7. The Preinstalling Drivers window opens:

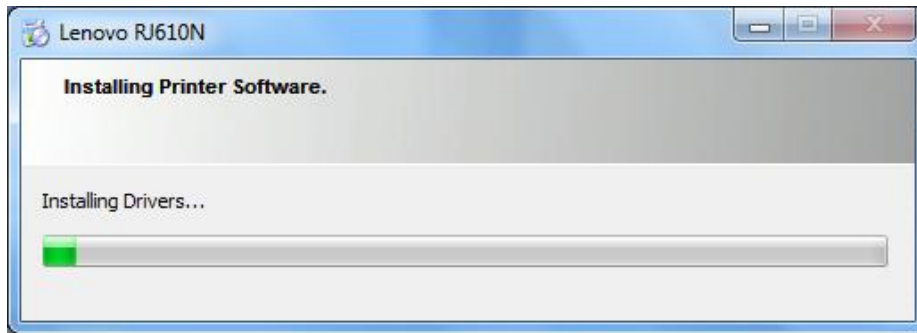


8. A dialog box also opens asking you to power on the device and connect the USB cable. Follow the directions and the window will close automatically.



If you are upgrading a local printer driver and the printer is attached, this window will not be displayed.

9. The Installing Drivers window is then displayed and the installation of the printer drivers proceeds in the background.




In Windows XP the following window may be displayed instead.



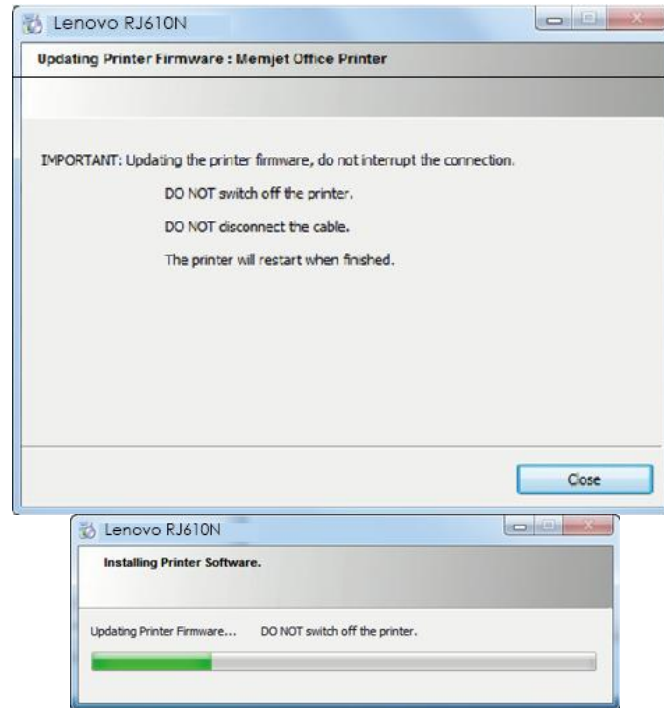
Ensure **Install the software automatically** is selected and click **Next**.

More warning windows similar to those displayed in point 7 above may appear. Follow the directions to disregard the warnings and continue the installation.

 A small message window may appear informing you that the driver has been installed. Ignore this. **DO NOT** attempt to print until you see the final window, shown in the next step.

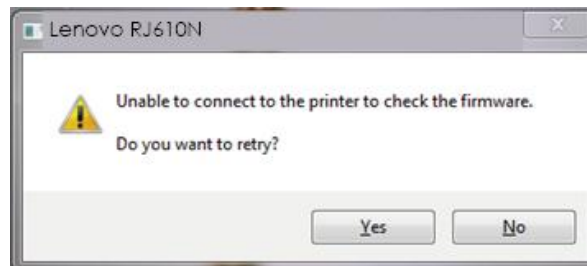
Click **Finish**. If more warning windows are displayed, simply ignore and continue.

10. If required, your printer firmware will now be updated.
Firmware updating is indicated by a progress bar and a warning window being displayed, as shown here.



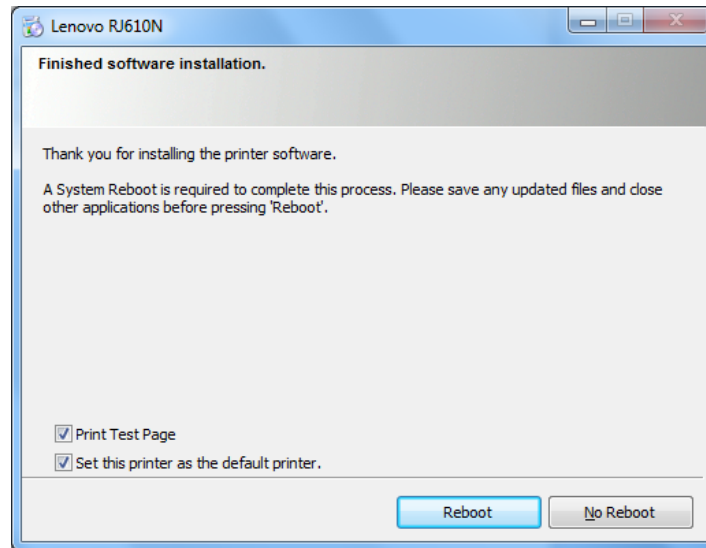
⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason, contact support personnel.

11. This screen may be displayed after a firmware upgrade.



Click **Yes** to reconnect. Accept any other screen confirming reconnection.

12. A final dialog box is displayed informing you that software installation has finished.
This dialog box may take two forms as shown below. Which one is displayed will depend on whether you are required to reboot or otherwise.



As you can see, both contain two check boxes. It is suggested you leave the **Print Test Page** check box selected. If the Test page is printed, you have successfully installed a USB driver for your RJ610N.

 If you have chosen to print a Test page and one is not printed, inform support personnel.

If you have upgraded your drivers, there will be a window ask to reboot.

13. If you are asked to reboot, save all work, close all applications and reboot.

• Installing a network driver

This section covers installation of the latest RJ610N driver on a networked printer.

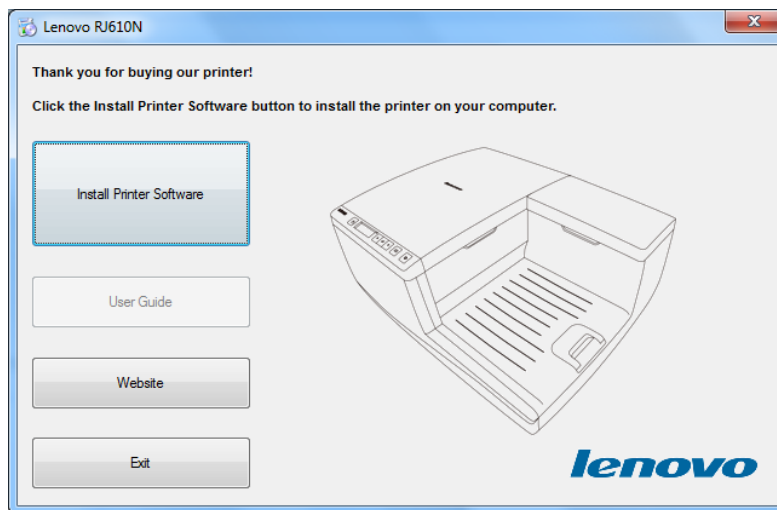
Before starting, ensure your printer is [powered on](#) (see page 20) and connected to your network, and that you have obtained a CD containing the latest printer drivers for your RJ610N.

If you are updating the printer driver of a networked printer, you will need to [uninstall](#) the older driver first (see page 50).

⚠ DO NOT use the Windows 'Add Printer' Wizard to install your RJ610N driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features, use ONLY the procedure set out here.

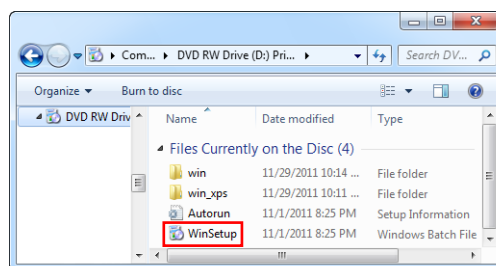
To install a RJ610N driver for a networked printer:

1. Insert the installation CD in your PC CD-ROM/DVD drive. You should see the Welcome window.



If the above window is not displayed:

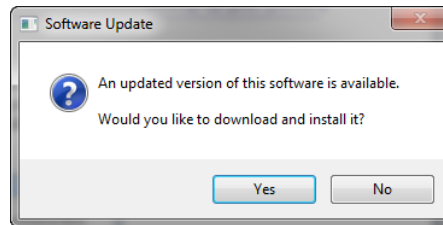
1. Start a copy of Windows Explorer and navigate to the CD-ROM/DVD drive where you inserted the installation CD. You should see something similar to the following in your Windows Explorer window:



2. Double click on **WinSetup** to bring up the required window.

2. Click **Install Printer Software**.

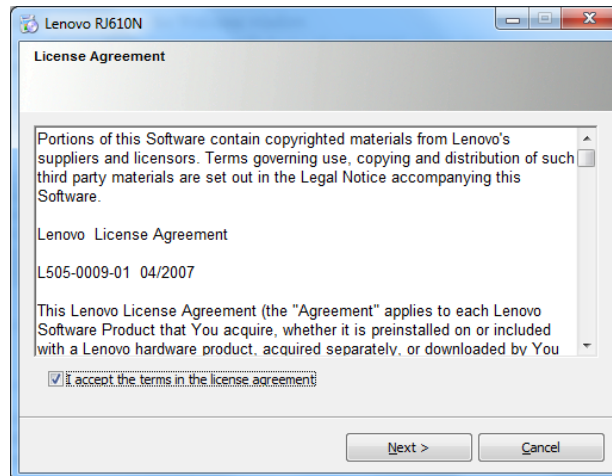
If your PC is connected to the Internet, a check will now be made that the Lenovo SFP printer drivers on your CD are the latest available. If a later version of driver is available on your supplier web site, you will see the following dialog box.



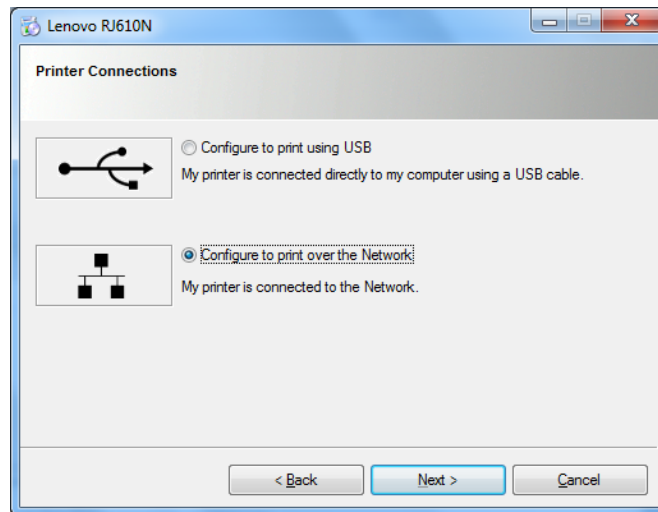
Click **Yes** to download the latest drivers.

You will not see the above dialog box if:

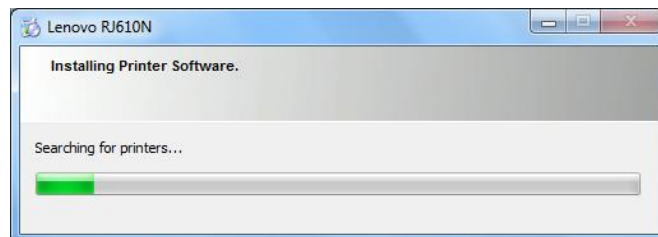
- the CD contains the latest version of Lenovo SFP drivers.
 - your PC is not connected to the Internet.
 - your supplier has not implemented this check.
3. If you have not installed any other RJ610N driver, the License Agreement dialog box should be displayed. Select **I accept...** and click **Next**.



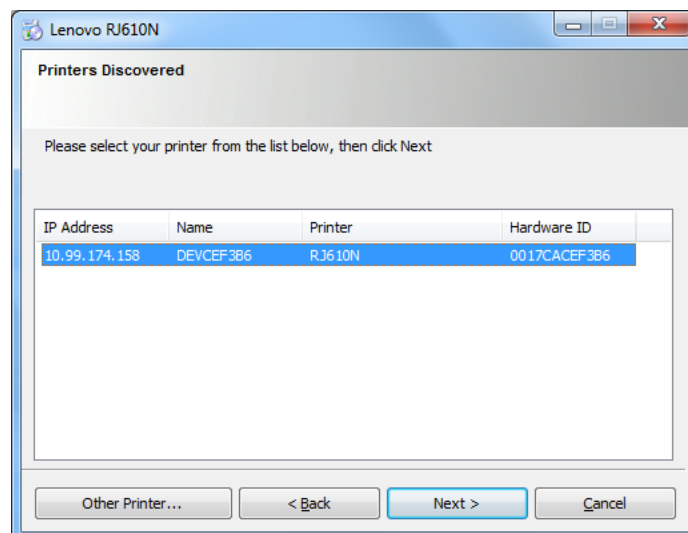
4. In the Printer Connections dialog box select **Configure to print over the Network**, then click **Next**.



5. The installation utility pre-installs some software and searches for compatible printers on your network.



6. A dialog box appears displaying a list of networked printers. Select the printer you wish to use and click **Next**.



If your printer is not listed:

1. Click **Back**.
2. Check that:

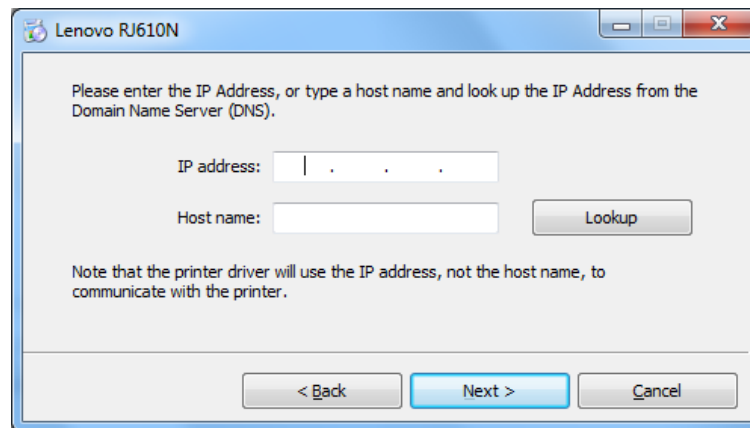
- your printer is connected to the network.
- it is turned on.
- the power lamp is lit and steady.

3. Continue from step 1 above.

 If you still cannot see your printer listed, contact support personnel.

If your Network Administrator has given you an IP address, click **Other Printer**.


When you do so another dialog box will appear, asking you to enter the IP address of the printer you wish to install.



Enter the IP address in the appropriate field and click **Next**.

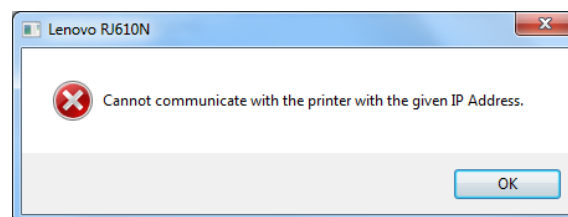
If you don't know the IP address but know the printer name, type that in the Host name field and click **Lookup**.

If the printer is found, its IP address will appear in the IP address field. Click **Next** to continue. If the printer is not found, contact support personnel.

 To get a printout of the IP address of your printer, follow the steps below:


1. When the printer is idle and the Ready message is displayed on the LCD screen, press the Menu button, and then press the OK/Resume button to select **Print internal page**.
2. Use the Up or Down button to select **Configuration page**, and then press the OK/Resume button.
3. Press the OK/Resume button again to confirm. The configuration page that is printed will contain the IP address in the following format:
nnn.nnn.nnn.nnn.

If the following window is displayed:

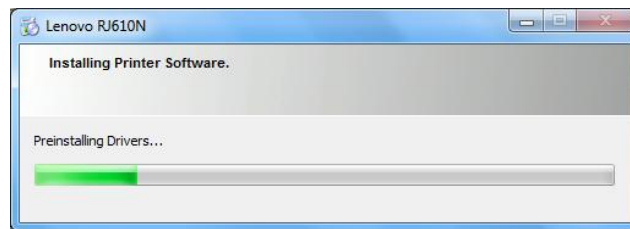


1. Click **OK**. The **Enter IP address** dialog box will be displayed again.

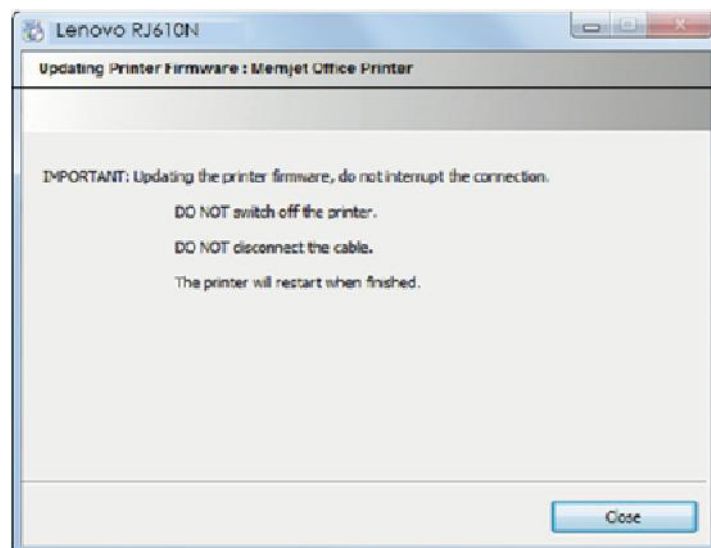
2. Check that:
 - your printer is connected to the network.
 - it is turned on.
 - the power lamp is lit and steady.
3. Enter the IP address again and click **Next**.

 If you still cannot communicate with your printer, contact support personnel.

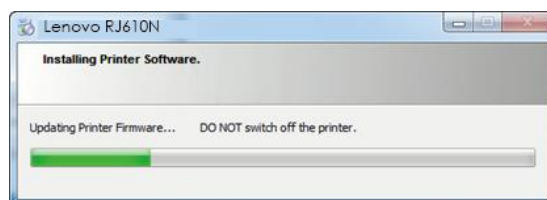
7. The installer will then load the drivers into your PC, then check and update the printer firmware if necessary.



8. The firmware in the selected printer is now checked. If the firmware is older than the one that came with your driver software, you will be given the option to update it. Check with support personnel before doing so.
9. If you decided to update the printer firmware, the following window will be displayed:



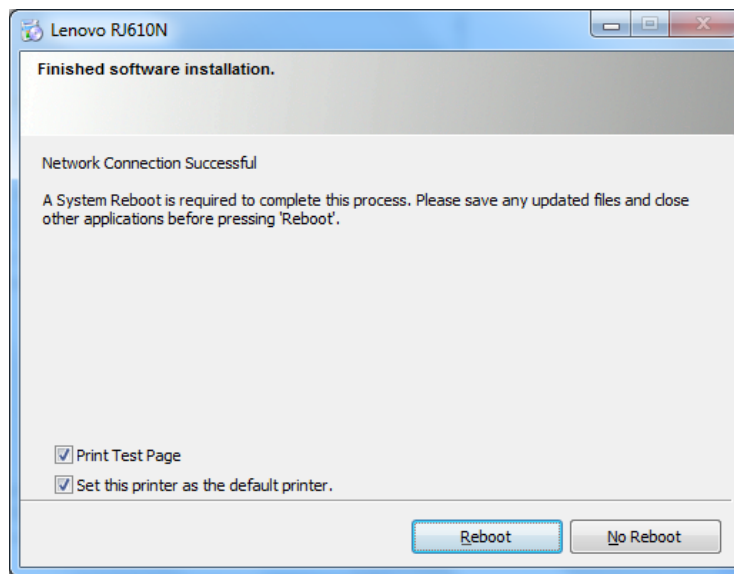
Follow the directions. This process may take a few minutes. A progress bar is displayed to keep you informed, as shown here.



⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason, contact support personnel.

10. A final dialog box is displayed informing you that software installation has finished.

This dialog box may take two forms as shown below. Which one is displayed will depend on whether you are required to reboot or otherwise.



As you can see, both contain two check boxes. It is suggested you leave the **Print Test Page** check box selected. If the Test page is printed, you have successfully installed a network driver for your RJ610N.

⚠ If you have chosen to print a Test page and one is not printed, inform support personnel.

11. If you are asked to reboot, save all work, close all applications and reboot at your earliest convenience before printing on your RJ610N.

Installing a network driver on a server

Networked RJ610N may be connected from a service running on a networked server that has been set up by your support personnel, or directly by installing the networking driver on your current PC.

For information on setting up your printer driver as a service on a server PC, see your network support personnel.

⚠ Not all RJ610N driver options may be available to you when using a networked printer connected to a Server. See [Print options greyed out](#) on page99.

Assigning a static IP address

In some networks you may need to set a static IP address on your printer.



Before making any of the changes discussed in this section, ensure you have all the information required to correctly connect your RJ610N to your network. Incorrect settings may cause a printer connection failure.

To assign a static address to your printer:

1. Connect your printer to a PC via a USB cable.
2. Follow the directions for [Installing a USB driver](#) on page 28.
3. Access the Toolbox on your printer (see [Accessing the Toolbox application](#) on page 76).
4. Navigate to the [IP Configuration settings](#) screen (see page 81).

Printer Toolbox

lenovo

Printer: K25SFP1100032

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

[Event Log](#)

[Maintenance](#)

Lenovo RJ610N

Network status and configuration

View and change network settings.

Select a network configuration page below:

IP Configuration ▾

IP Configuration

Network status:	connected
Mac address:	00-17-ca-ce-f3-b6
Printer name:	DEVCEF3B6
Domain name:	<input type="text" value="lenovo.com"/>
Enable DHCP:	<input checked="" type="checkbox"/>
Enable BOOTP:	<input type="checkbox"/>
Enable AutoIP:	<input checked="" type="checkbox"/>
DHCP lease time (seconds):	255891
IP address:	<input type="text" value="10.99.174.158"/>
Subnet mask:	<input type="text" value="255.255.255.0"/>
Default gateway:	<input type="text" value="10.99.174.2"/>
WINS server:	<input type="text" value="0.0.0.0"/>

5. Clear the **Enable DHCP**, **Enable BOOTP** and **Enable AutoIP** check boxes, as shown. All available fields in that Toolbox page may now be altered.
6. Make the required changes in the appropriate fields. You will need to assign at least the IP address and the Subnet mask fields and, most likely, the Default gateway field as well. If you are unsure, speak to your Network Supervisor before making any changes.
7. Click **Save** to store the changes on your printer.

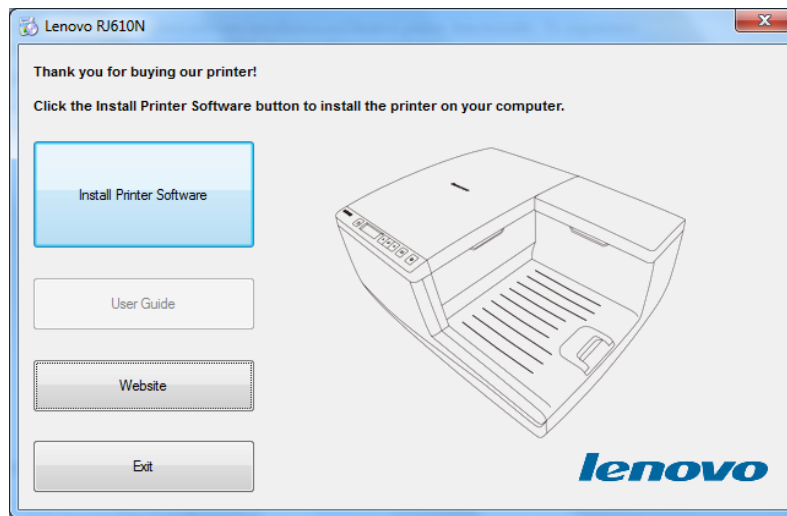
• Installing additional printers

Before installing any additional RJ610Ns, ensure your additional printer is [powered on](#) (see page 20) and (in the case of a networked printer) connected to your network, and that you have obtained a CD containing the latest printer drivers for your RJ610N.

⚠ DO NOT use the Windows 'Add Printer' Wizard to install your RJ610N driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features, use ONLY the procedure set out here.

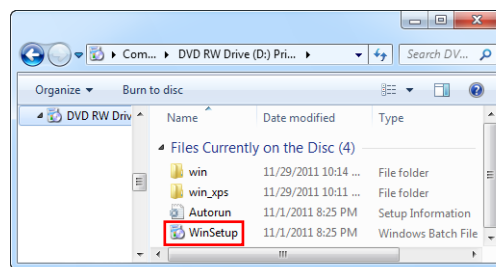
To install additional RJ610N drivers:

1. Insert the installation CD in your PC CD-ROM/DVD drive. You should see the Welcome window.



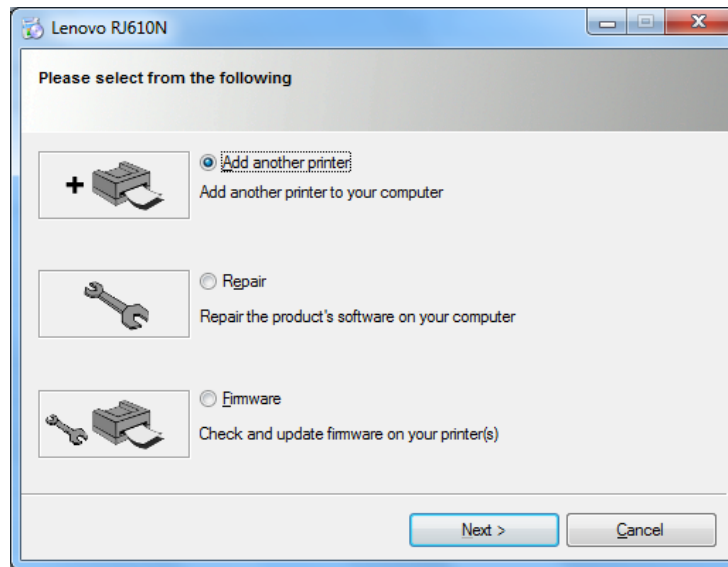
If the above window is not displayed:

1. Launch a copy of Windows Explorer and navigate to the CD-ROM/DVD drive where you inserted the installation CD. You should see something similar to the following in your Windows Explorer window:

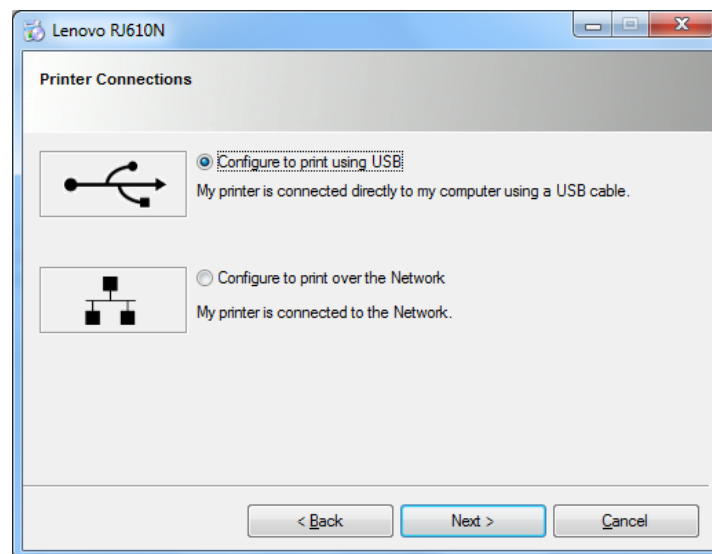


2. Double click on **WinSetup** to bring up the required window.

2. If a current driver is found on your PC, the following dialog box will be displayed:



3. Select **Add another printer** and click **Next**.
You will then be asked to choose the type of printer connection.



For a networked printer, select **Configure to print over the Network** and click **Next**, then continue at the section titled [Installing a network driver](#) point 5 on page 36.

For a USB-connected printer, select **Configure to print using USB** and click **Next**, then continue at the section titled [Installing a USB driver](#) on page 28.

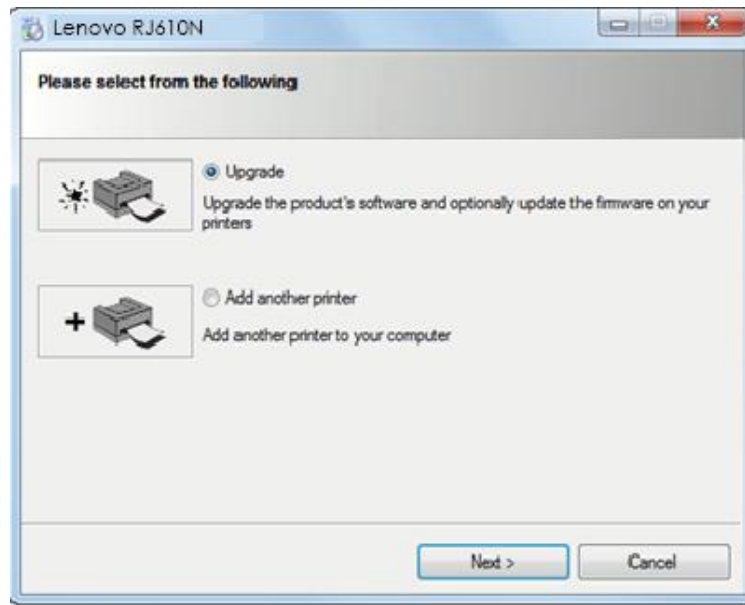
• Updating your printer drivers

Where an older version of Lenovo drivers is found on your PC, the installer sequence will offer an option to update such a driver.

Updating your RJ610N driver follows similar sequences as found in: [Installing a USB driver](#) on page 28, or in [Installing a network driver](#) on page 36.

The difference will be found after you click **Install Printer Software** (and after any updated software has been downloaded).

1. If the window shown here is displayed, select **Upgrade** if you wish to upgrade the RJ610N driver previously installed on your PC. Then click **Next**.



2. Follow the sequence of steps for installing your local or networked RJ610N as found in: [Installing a USB driver](#) on page 28, or in [Installing a network driver](#) on page 36.

You may not be asked to confirm the License Agreement, but this may vary between brands.

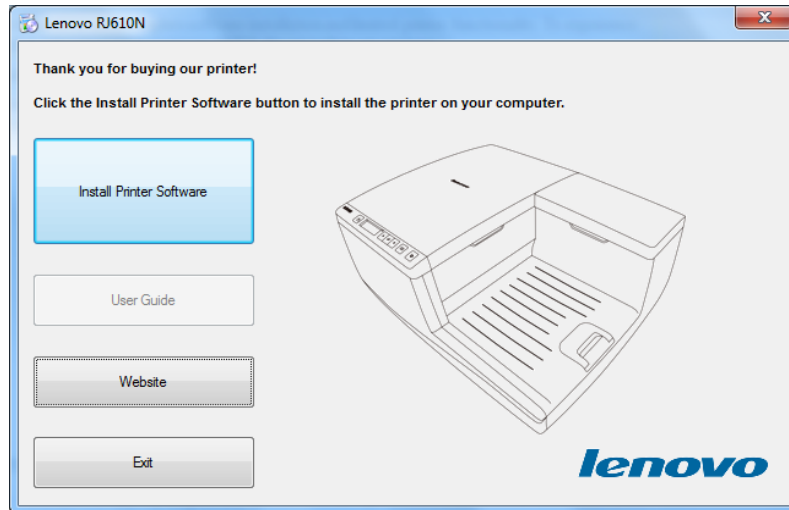
All other steps will remain the same.

• Updating printer firmware

RJ610N firmware resides in each printer and not all networked printers may need to have their firmware updated each time you load a new printer driver on your PC. In such cases you may need to update the firmware of a particular printer at a later date.

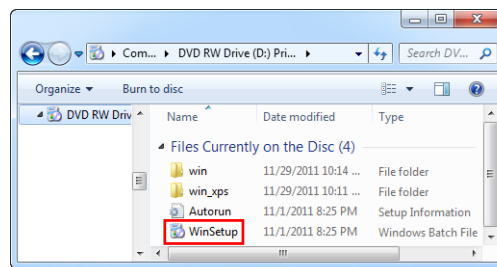
To do so:

1. Insert the installation CD in your PC CD-ROM/DVD drive. You should see the Welcome window.

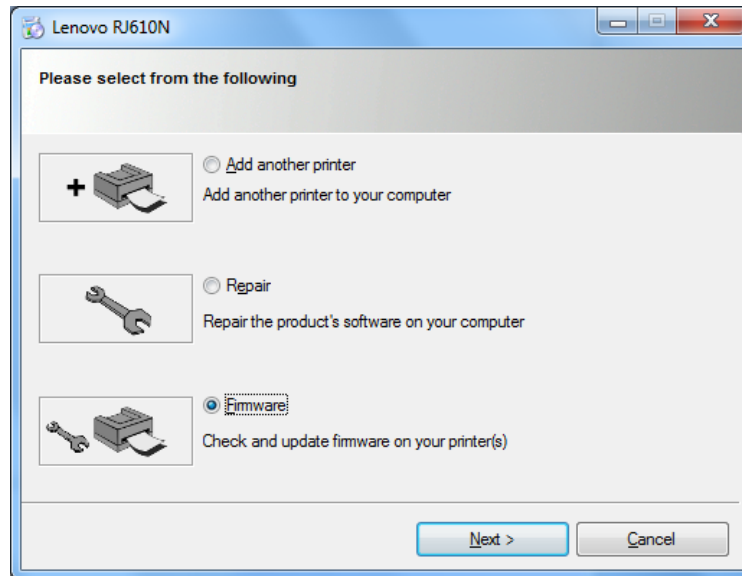


If the above window is not displayed:

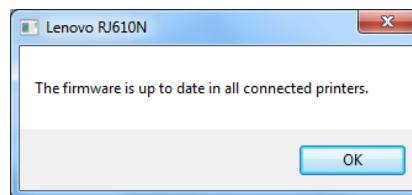
1. Launch a copy of Windows Explorer and navigate to the CD-ROM/DVD drive where you inserted the installation CD.
You should see something similar to the following in your Windows Explorer window:



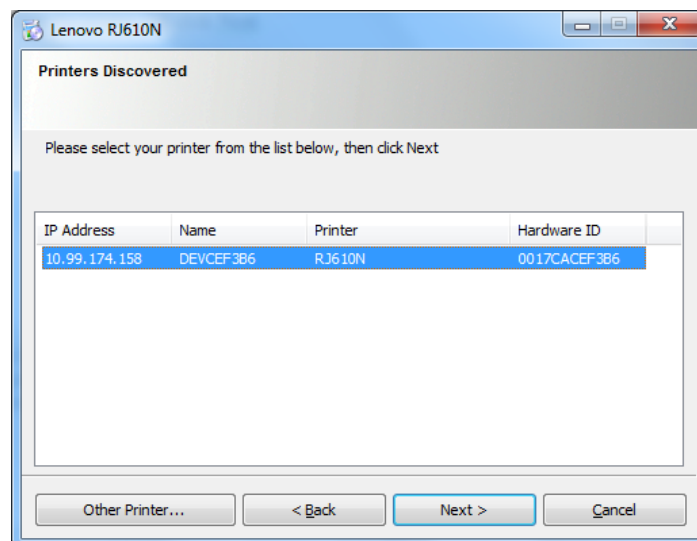
2. Double click on **WinSetup** to bring up the required window.
2. If a current driver is found on your PC, the following dialog box will be displayed:



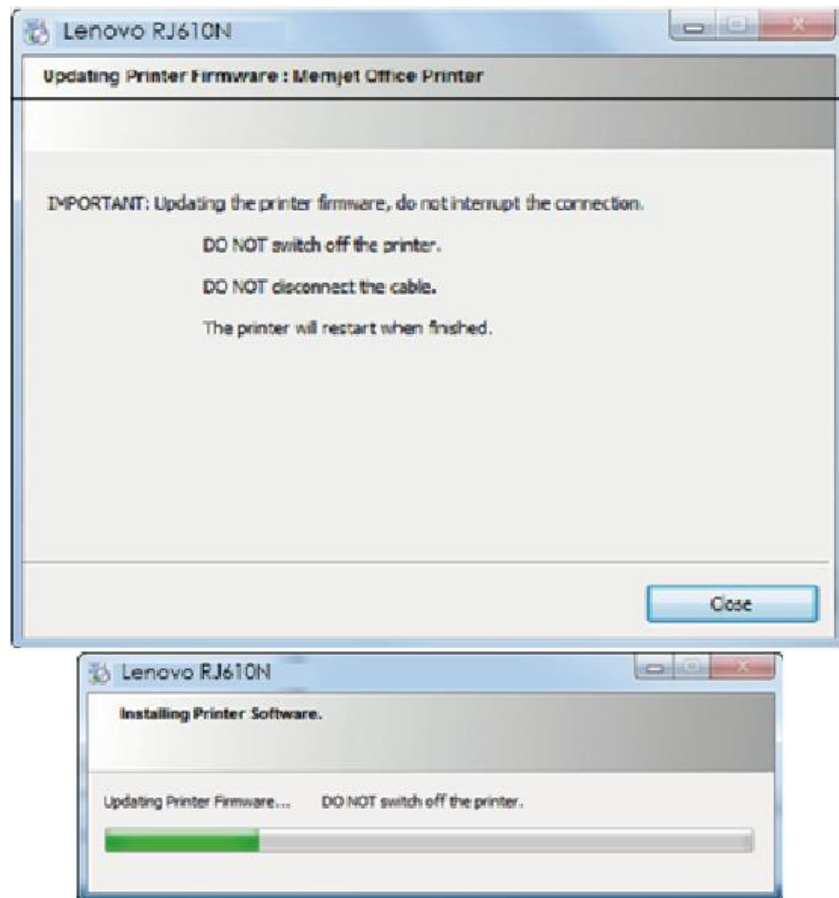
3. Select **Firmware** and click **Next**. The installation software will search for printers that have older firmware.
4. If no printers with older firmware are found, you will be informed.



5. If some printers are found to have older firmware, you will be asked to select which one(s) to update. Select the printer and click **Next**.



6. Your printer firmware will now be updated.
Firmware updating is indicated by a progress bar and a warning window being displayed, as shown here.



⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason, contact support personnel.

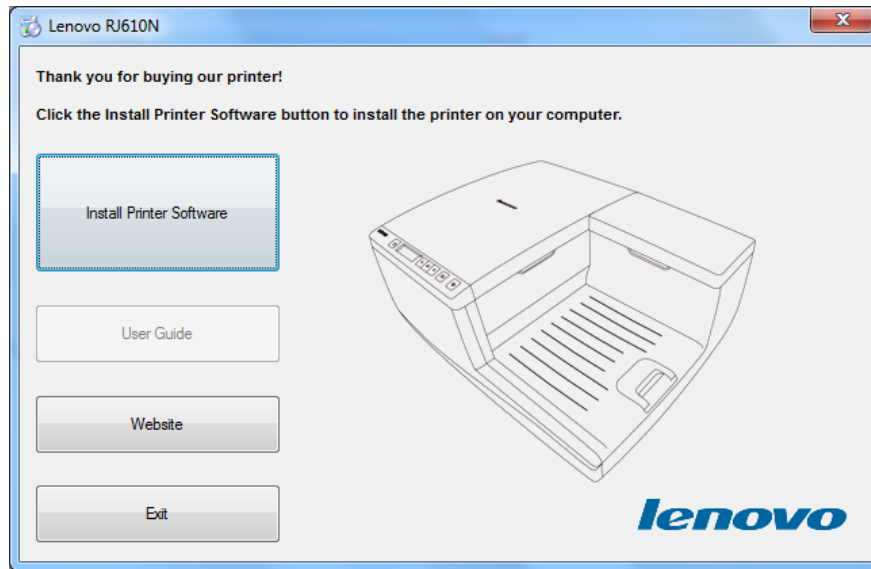
7. A final dialog box is displayed informing you that firmware update has completed. The dialog box shown in Step 2 above will be re-displayed.

• Repairing printer drivers

Where your support personnel directs you to do so or when you feel there may be something wrong with your printer driver, you may repair the printer drivers you have installed on your PC.

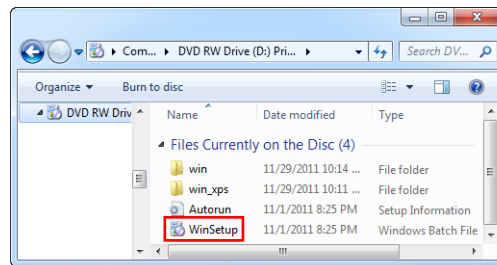
To to so:

1. Insert the installation CD in your PC CD-ROM/DVD drive. You should see the Welcome window.

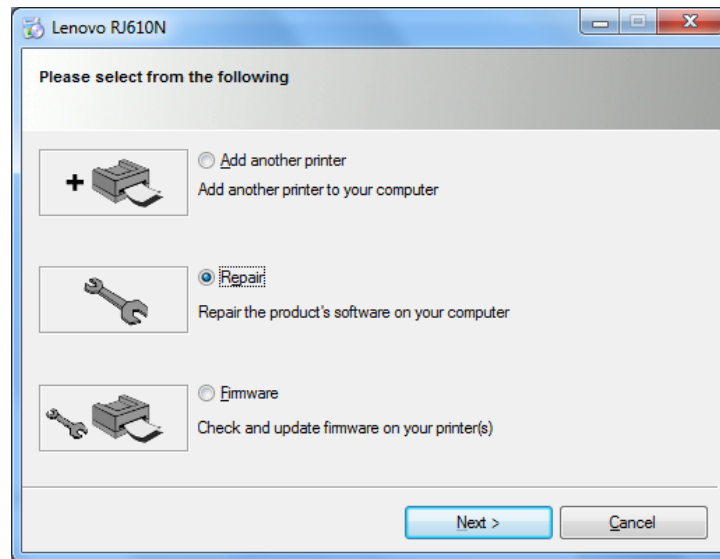


If the above window is not displayed:

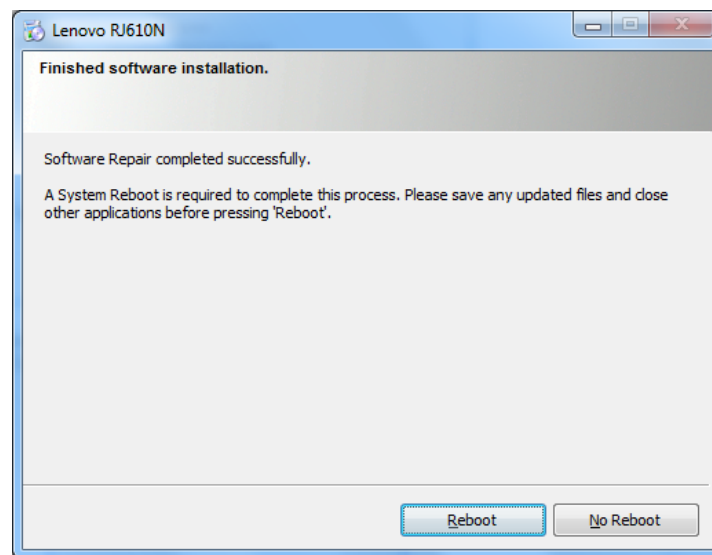
1. Launch a copy of Windows Explorer and navigate to the CD-ROM/DVD drive where you inserted the installation CD.
You should see something similar to the following in your Windows Explorer window:



2. Double click on **WinSetup** to bring up the required window.
2. If a current driver is found on your PC, the following dialog box will be displayed:



3. Select **Repair**. The installed software will be refreshed and on successful conclusion you will see the following window:




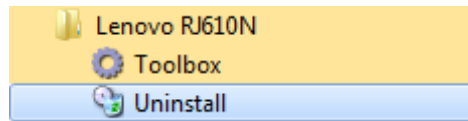
If you are asked to reboot your printer, close all applications and reboot at your earliest convenience. You must reboot before printing on your RJ610N again.

• Uninstalling older printer drivers

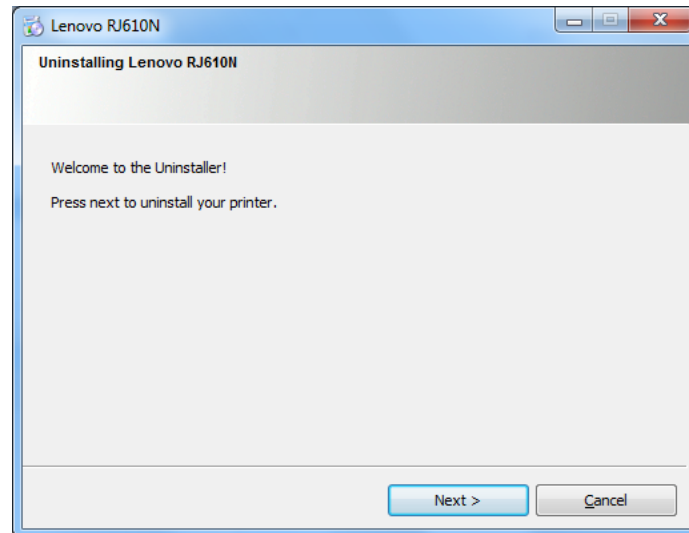
You will generally not need to uninstall older RJ610N drivers on your PC, as you are given the option to update them (see [Updating your printer drivers](#) on page 44).

If however, you are asked to remove older RJ610N drivers from you PC:

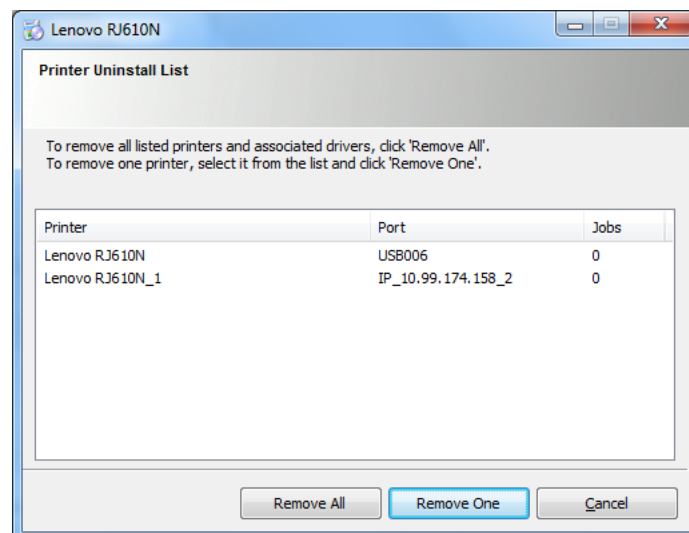
1. Ensure your printer is switched on and the power lamp is lit and steady.
2. Click the Windows **Start** icon  on your taskbar.
3. Click **All Programs**. Select **Lenovo** and navigate to **Uninstall** as shown here:



4. Click **Uninstall**. A welcome page will be displayed. Click **Next**.

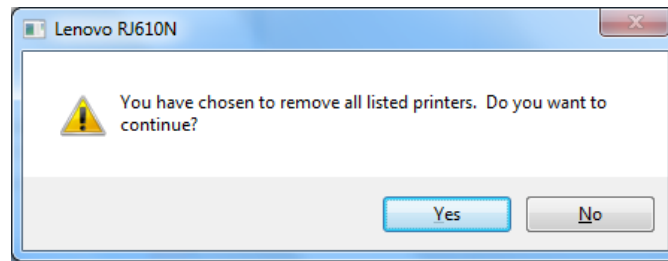


5. Previously installed drivers will be displayed in the dialog box, as shown here:

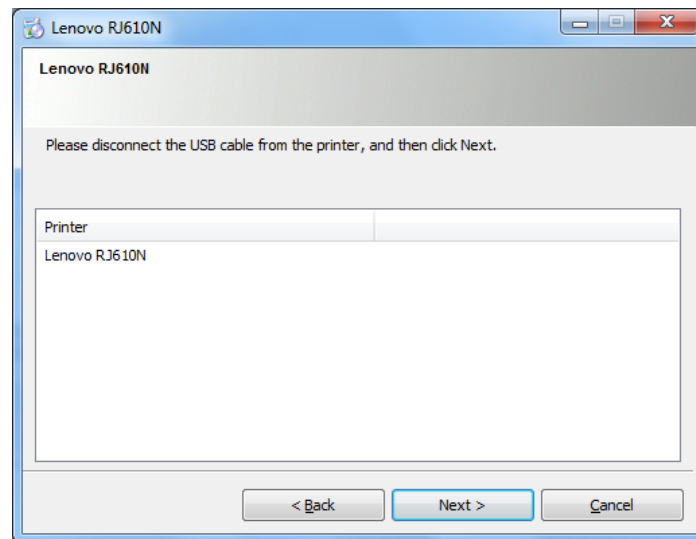


Select the appropriate one and click **Remove One** or, if more than one printer driver is listed you may use the **Remove All** button.

6. If you select **Remove All**, a confirmation window will be displayed. Click **Yes** to continue.

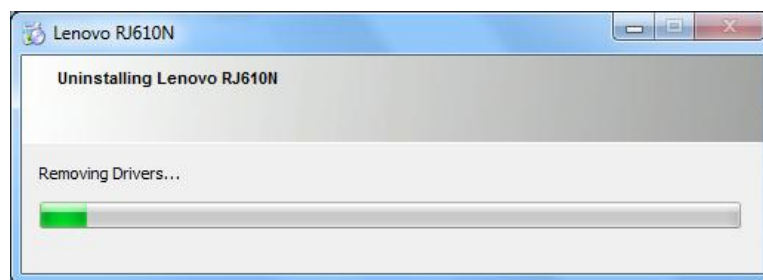


7. If your USB cable is still connected, you will be asked to disconnect the printer USB cable. When you have done so, click **Next**.

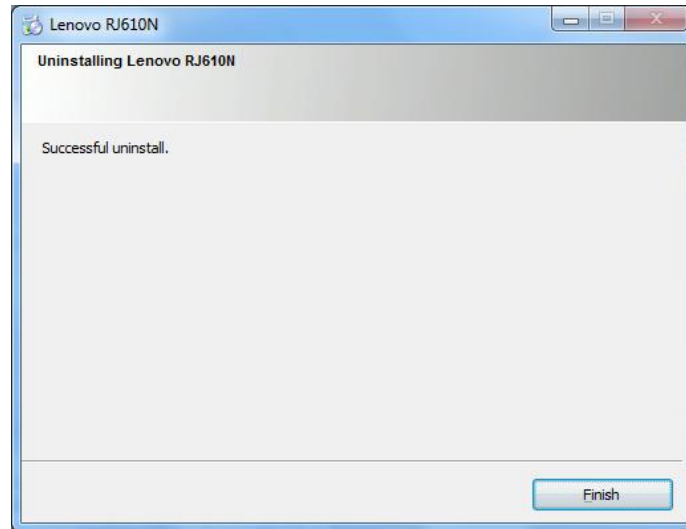


 Always disconnect the USB cable. DO NOT continue without disconnecting.

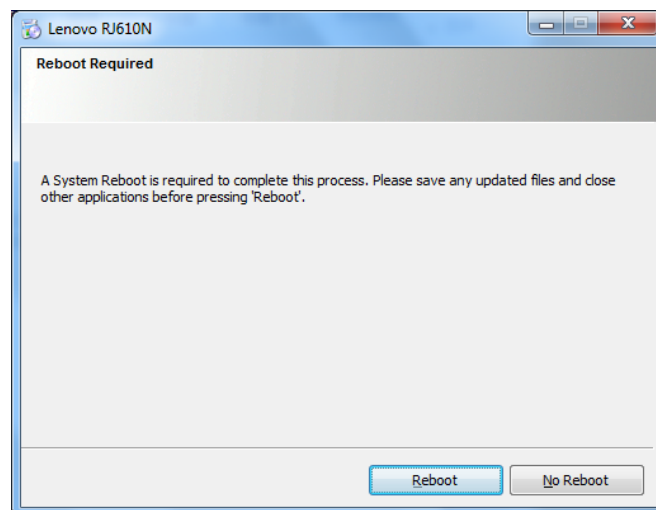
8. A progress bar may be displayed as shown below in a separate dialog box. Wait for the removal operation to finish.



9. When the Successful uninstall dialog is displayed, click **Finish**.




- 10.** You may be asked to reboot your computer to complete the uninstall procedure. You need not reboot at this point, but you must do so before installing a new version of RJ610N driver.



• Printing with your RJ610N

This section contains all the information you need to obtain an optimum printout, including detailed information on the printing process.

Once you have set up your RJ610N (see [Setting up your printer](#) on page 16), you may print from any Windows application that uses the standard Windows printing system.

 All examples in this section have been obtained using the **Windows 7** operating system. In other Windows operating systems, screens may look different and options documented here may not be available or may be labelled differently to what is described here.

• Getting ready to print

Before you start to print with your RJ610N, ensure that your printer is switched on, the power lamp is lit and steady, and the **Ready** message is displayed on the LCD screen.

If you find the printer is not ready to print, refer to the [Common printer messages and alerts](#) section on page 71 for possible causes and solutions.

If you cannot fix the problem, follow the instructions in the [Troubleshooting](#) section on page 96 until the **Ready** message appears on the LCD screen.

Once you are ready to print:

- choose your paper.
- issue a Print command from your application.
- select your print options.

Before issuing a Print command, you may find it useful to know how to:

- [print a test page](#) (see page 55)
- [cancel a print job](#) (see page 57)

Choosing your paper

Check that you have the appropriate paper for the task.

The RJ610N has been designed to print on plain paper, but more demanding documents may require higher grade paper.

Always test your paper first to see if it meets your expectations.

To find out more about paper selection, see the [Paper](#) section on page 90.

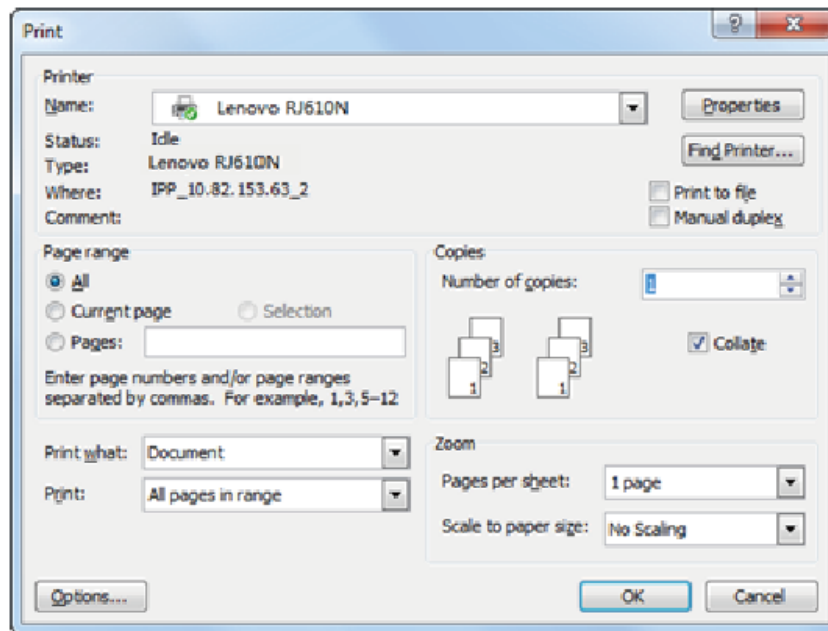
To find out more about how to feed your selected paper into the printer, see [Loading paper](#) on page 21.

Print dialog box

You may issue a Print command from any Windows application. Most Print commands will bring up a Print dialog box, which will allow you to choose the printer and customise the printout.

Figure 4 shows the Print dialog box associated with Microsoft Office Word 2003, and is typical of Print dialog boxes for Microsoft applications.

Figure 4 Typical Windows Print dialog box



From this dialog box you may select your RJ610N and bring up the Properties dialog box as shown in [Using print properties](#) below.

⚠ Some applications will not bring up a Print dialog box as shown in Figure 4. See your application Help Guide for more information.

• Printing a test page

To test your printer is working, you may print a test page at any time. There are three ways in which you can print a test page:

- using the buttons on your printer Control Panel
- using the built-in **Print Test Page** button on the printer driver on your PC
- using the **Print Demonstration** button from the Toolbox.

On the printer


You can print a test page without installing a printer driver by using the buttons on your printer Control Panel. This is useful in case you suspect your connection to the PC is not working.

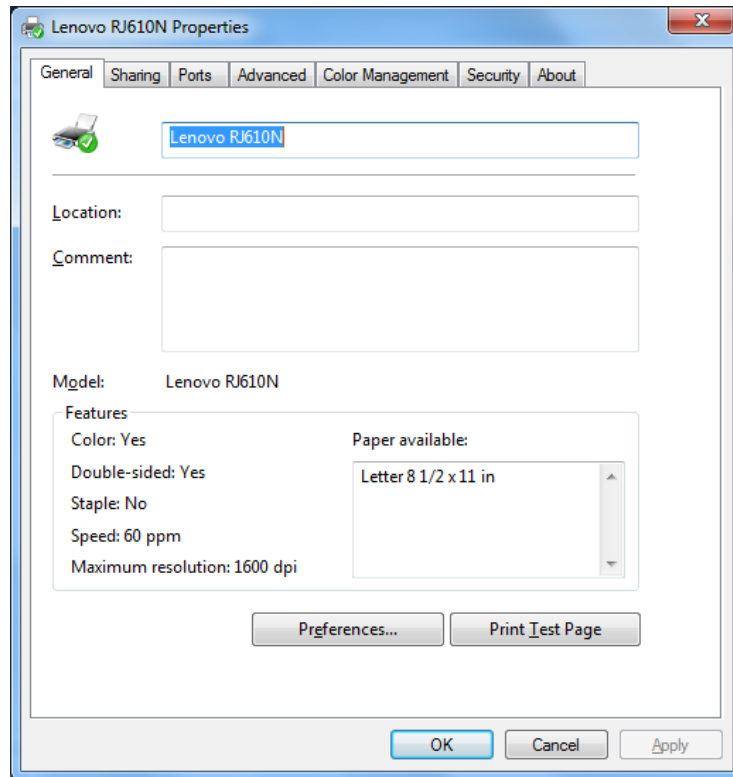
To print a test page, follow the steps below:

1. When the printer is idle and the Ready message is displayed on the LCD screen, press the Menu button, and then press the OK/Resume button to select **Print internal page**.
2. Use the Up or Down button to select **System diagnostics page**, and then press the OK/Resume button.
3. Press the OK/Resume button again to confirm.

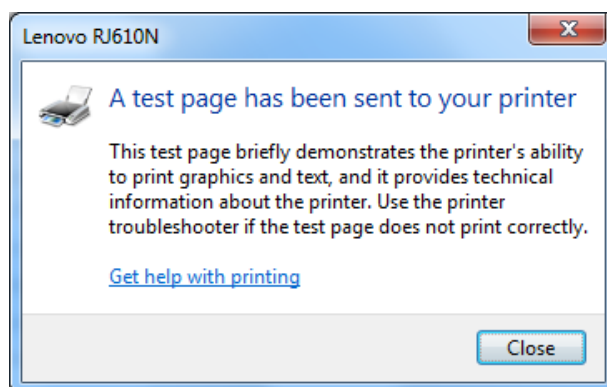
On your PC

From your PC, you can access the **Print Test Page** button as follows:

1. Click the Windows **Start** icon  and then click **Devices and Printers**.
2. In the window that is displayed, right-click the icon for your RJ610N, and then click **Printer properties**.



3. In the **General** tab, click the **Print Test Page** button. A message window should be displayed, as shown below.



A test page should be printed on your RJ610N. Check that the test page prints. If not, see the [Troubleshooting](#) section on page 96 for help.

Using the Toolbox

You may also print a test page from the Toolbox application as follows:

1. Open the Toolbox Home Page (see [Accessing the Toolbox application](#) on page76).
2. Navigate to the Maintenance page (see [Maintenance](#) on page84).
3. Click the **Print Demonstration** button.

• Cancelling a print job

You can cancel one or more print jobs that you have sent to your RJ610N by any of the following methods:

On the printer

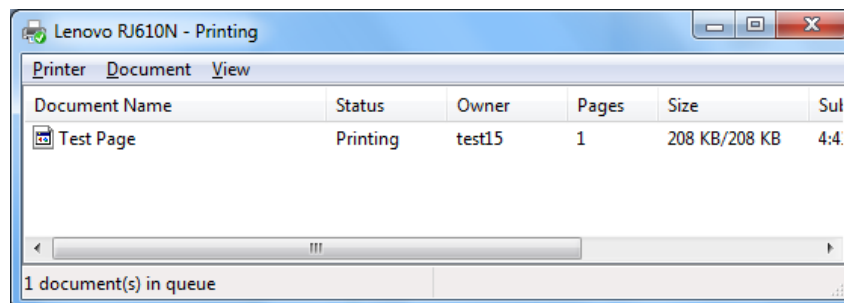
Press the Stop/Cancel button on the printer Control Panel. This will cancel only the job currently being processed. It will not cancel any other jobs that may have been sent to the printer.

On your PC

In Windows: double click the printer icon in the Taskbar Notification Area (usually on the bottom right of corner of your PC screen).



In the Lenovo Office Printer Pro dialog box select the print job and press **Delete** on your keyboard.



⚠ Note that cancelling a Duplex or a Booklet print job in this way after the first side has been printed may not prevent the second side from being printed.

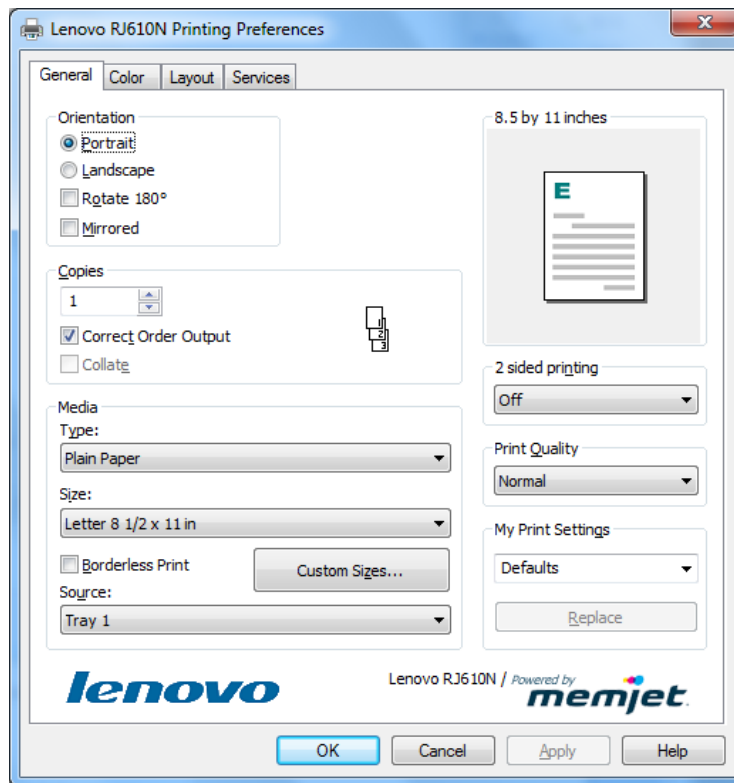
• Using print properties

To select a RJ610N, click the **Name** arrow in the Printer pane of your Print dialog box as shown in Figure 4, and select the RJ610N you wish to print on.

Current RJ610N drivers default to the name **Lenovo Office Printer Pro** or some variation of those words.

Once you have selected your RJ610N, click **Properties** to bring up your RJ610N driver Properties dialog box, as shown in Figure 5.

Figure 5 RJ610N driver Properties dialog box



From here you can configure a wide variety of layouts for the finished, printed product.

Once you have set up the options you will need for your printout:

1. Click **OK** to exit the Properties dialog box.
2. In the Print dialog box (see Figure 4) select the page range, number of copies and document content you wish to print and click **OK**.

The following sections describe a selection of the most common print Properties and their effects on the output.

Note Note that Properties dialog box settings are retained and used for all following prints of your current document(s). These settings will not revert to the default settings until you close the document(s) or restore the default settings manually.

Printer properties Help

Help is available for most configurable properties in your RJ610N driver.

To bring up this help you have two options.

In any tab of the Properties dialog box (see Figure 5):

1. Click the option for which you require help and press the **F1** key on your PC.
OR
2. Right click a control and click **What's This?**

A text box should appear with specific information on the option you clicked. This is known as context-sensitive help.

If you click the **Help** button in any tab, a text box will be displayed containing information on how to access context-sensitive Help.

The following information is additional to any that may be contained in the above mentioned Help files and, where appropriate, may direct you to access such help.

Print settings profiles

When you first bring up the RJ610N driver Properties dialog box, a default configuration is displayed where common printer settings have been chosen for you.

If these do not meet your requirements, you can change any or all configurable print settings in the RJ610N driver and save them to a profile which you can name.

You can then quickly restore any saved profile, to avoid needless repetition in printer driver setup.

To set up, save and restore print settings profiles, follow the instructions shown in the context-sensitive Help.

To see the context-sensitive instructions for creating, saving and restoring print settings, in the General tab of the Properties dialog box (see Figure 5):

1. Perform one of the following:
 - Click the **My Print Settings** arrow and press the key **F1** on your PC.
 - OR**
 - Right click the **My Print Settings** arrow and click **What's This?**
2. Follow the instructions for creating, saving and restoring print settings shown in the popup window.
3. Once you have finished configuring and saving your printer settings, click **OK** to save your work and exit the Properties dialog box.



Some applications will not bring up a Print dialog box at all. In those cases any Print command you launch will use the default printer settings you have selected. See your application Help Guide for more information.


• Borderless prints

Your RJ610N uses a page wide printhead that allows you to print borderless prints.

To accomplish borderless printing:

1. In the General tab of the Properties dialog box (see Figure 5 on page 58) select **Borderless Print**.
2. Click **OK** to save your selection and exit the Properties dialog box.

All printouts that are large enough will print to the edge of your paper. This is also known as “full bleed” printing.


 Borderless printing is subject to limits imposed by the application you use to launch the Print command. You may not be able to achieve borderless printouts in some cases.

• Page orientation

Page orientation in your RJ610N can be set up in a variety of ways.

In the General tab of the Properties dialog box (see Figure 5 on page 58):


1. Select either **Portrait** or **Landscape** orientation in the Orientation pane.
2. You may combine that with either or both of the **Rotate 180 °** or **Mirrored** check boxes to obtain the orientation you require for your printout.
3. As you select the various combinations of options, the graphic on the right pane of the Properties dialog box will display the orientation you have chosen.
4. Once you have finished, click **OK** to save your selection and exit the Properties dialog box.

 Some applications may override page orientation set up in this manner.

• Custom paper sizes

If you are printing from Tray 1, you can select only from US Letter, ISO A4 and US Legal sizes.

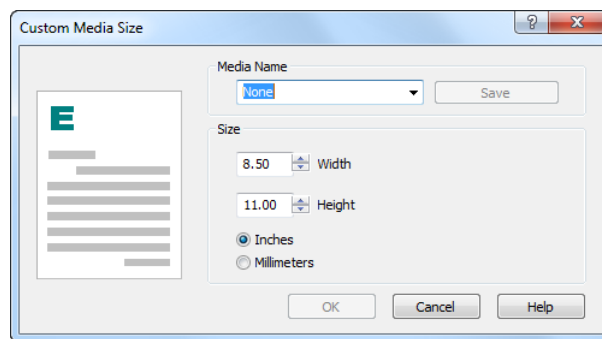
Paper sizes other than those listed above can be printed only from Tray 2 and can only be fed manually, one sheet at a time.

 The largest paper size you can print on is US Legal.

See [Using Tray 2](#) on page 67 for instructions on setting up and feeding paper into the Tray 2.

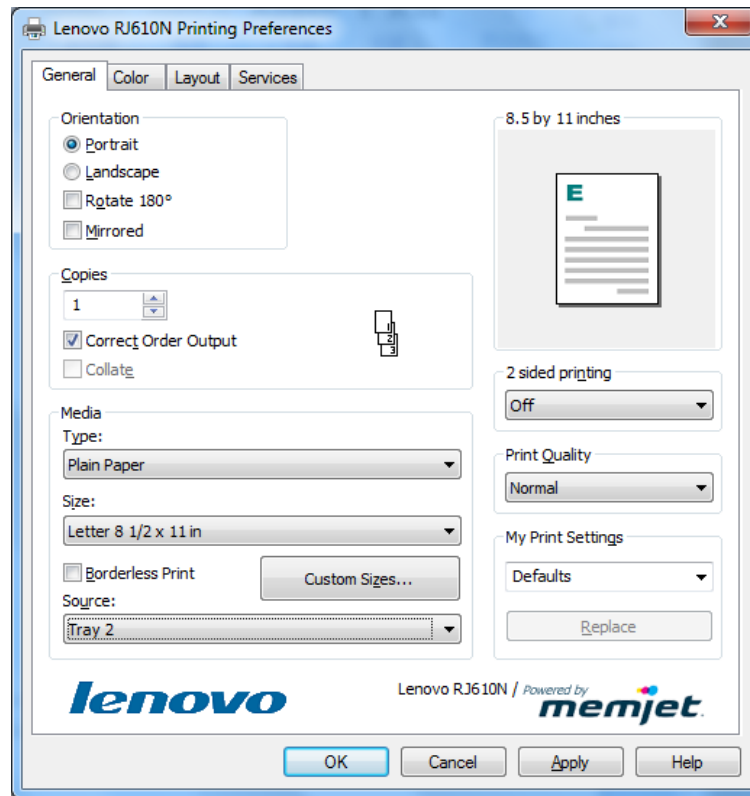
To print on custom sized paper:

1. Click the **Custom Sizes...** button in the General tab of the Properties dialog box (see Figure 5 on page 58). The Custom Media Size dialog box will appear.

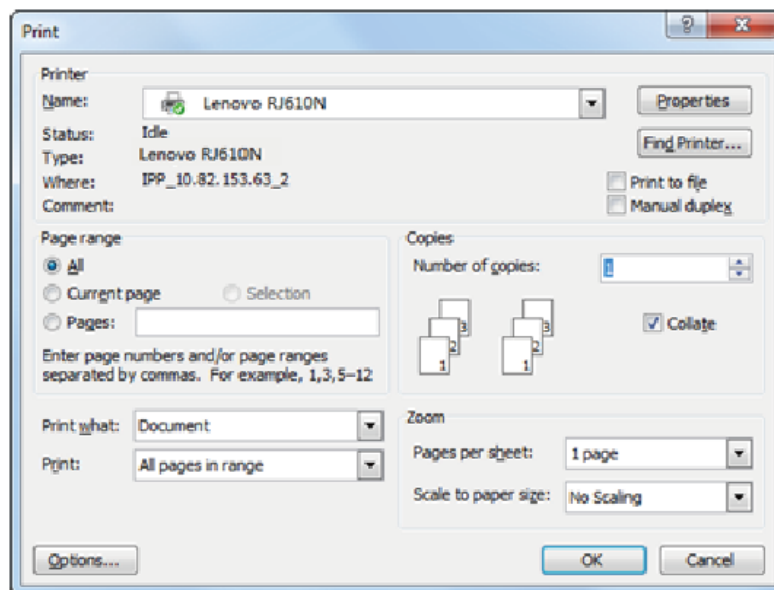


2. Fill in the **Media Name** with a new media size name that identifies the size uniquely.
3. Set the values of the **Width** and **Height** fields to match the dimensions of the paper size you wish to use, remembering to select the appropriate measurement type (Inches or Millimeters). The graphic in the left pane will change as you vary the size.
4. Click **Save**. This will ensure that this new size will be available in the scaling option in your application's Print dialog box.

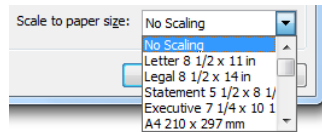
5. Click **OK** to save this size and exit the Custom Media Size dialog box.
6. In the Media pane of the General tab in the RJ610N Properties dialog box, ensure that you have selected **Tray 2**.



7. Click **OK** again to save your selection and exit the Properties dialog box.
8. Select this new size in the scaling option in your application's Print dialog box. For example, in Microsoft Office Word 2003, in its Print dialog box:



Ensure that you have selected the appropriate paper size option in the **Scale to paper size** field:

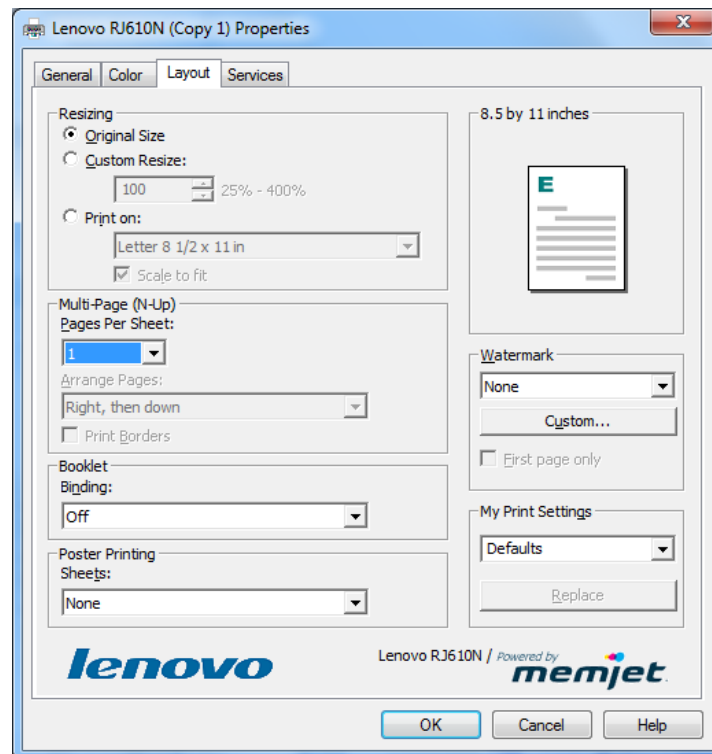


Once you have issued a Print command, the printer will wait on you to manually feed the appropriate size paper into the Tray 2 at the side of the printer. See [Using Tray 2](#) on page 67 for details.

• Multi-page (N-up)

You can print up to 16 pages of your document on one sheet on your RJ610N. This option is sometimes called N-Up printing and can be accessed as follows:

1. In the Properties dialog box (see Figure 5), click **Layout** to display the Layout tab, as shown here.



2. Click the **Multi-Page (N-Up)** arrow and select the number of pages of your document you wish to print on one sheet.
3. Save your selection by clicking **OK** until you are back at the Print dialog box (see Figure 4 on page55).

• Manual duplex

Duplex or two-sided printing produces a more compact document, allowing you to cut down the amount of paper you use.

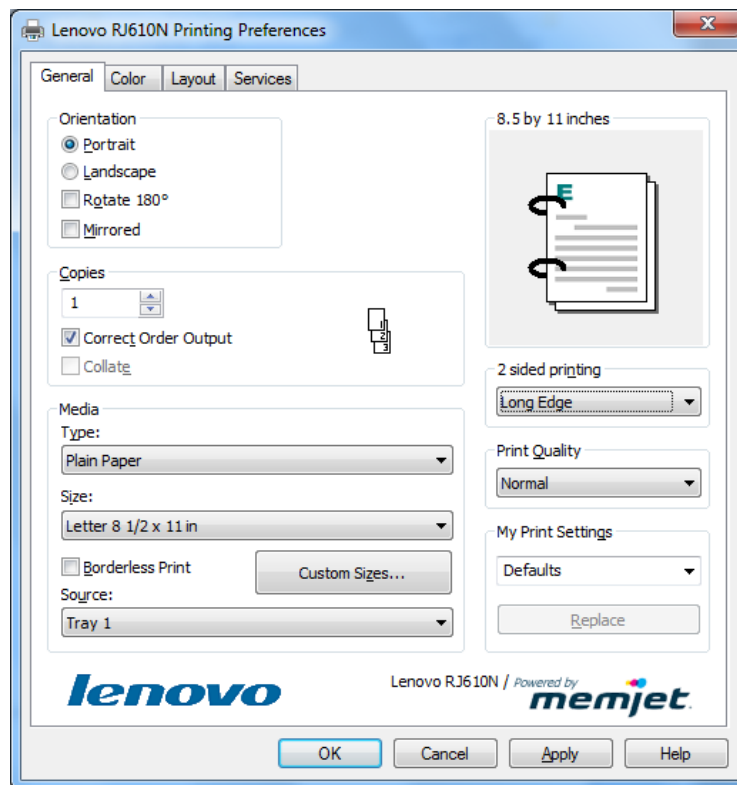
Although your RJ610N is not equipped with an automatic duplexing mechanism, you can still print on both sides of each sheet by manually re-inserting a batch of single-sided printed sheets into the paper tray. This is called manual duplexing and your RJ610N driver provides an option to allow for manual duplexing.

Manual duplexing is best used with text and light color applications.

⚠ Not all paper can be used for double-sided printing. Specifically, paper that has a preferred or specially prepared side will generally be unsuitable.

For example, try this:

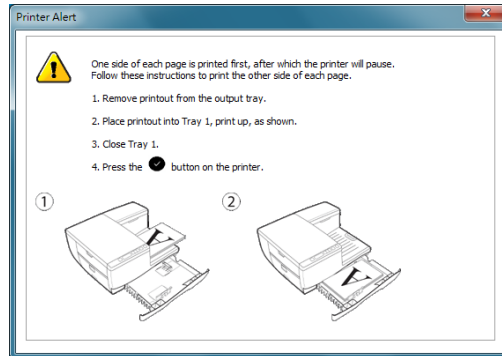
1. Open a Word document of at least two pages.
2. Select **File > Print** from the Word menu (or press [Ctrl] + [P]).
3. Select your RJ610N and click **Properties** to open up the RJ610N driver Properties dialog box.
4. Click the **Duplex Settings** arrow and select either **Long Edge** or **Short Edge**. Notice where the binding rings appear in the Page Preview image (top right in the following figure) as you change from one to the other.



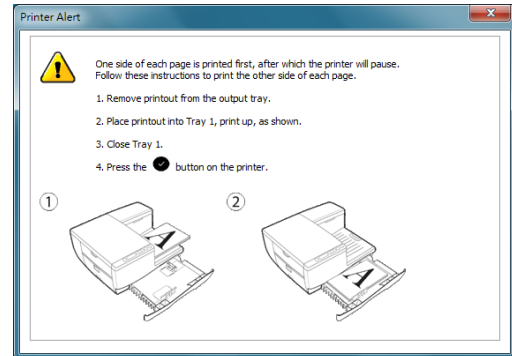
5. When you have selected the orientation that suits you, click **OK** to save your settings and exit.
6. Once you have launched a print command, one side of each page is printed first, after which the printer will pause and display the **Duplex print** message on the LCD screen.

7. Follow the instructions shown on the LCD screen:

- Remove the printed sheets from the output tray.
- Open the paper tray.
- Insert the printed pages back on top of any other paper in the paper tray.
- If you use Tray 1, follow the on-screen instructions below to proceed.

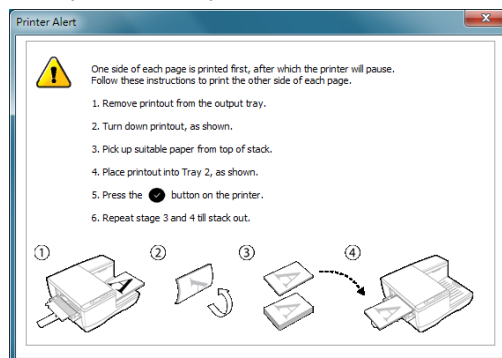


(for Long Edge)

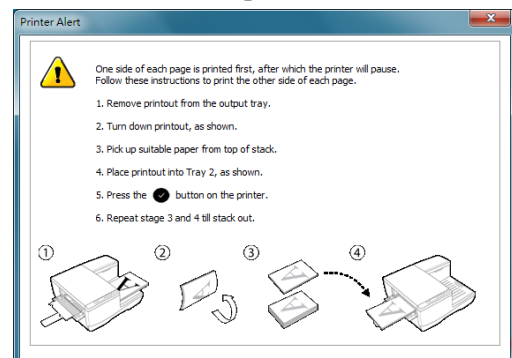


(for Short Edge)


- If you use Tray 2, follow the on-screen instructions below to proceed.



(for Long Edge)



(for Short Edge)

 For best results ensure the printed pages are dry and very flat before re-inserting them into the paper tray.

8. Close the paper tray and press the OK/Resume button.

The remaining contents will be printed on the reverse side.


Examine your printout to ensure it matches your needs, otherwise repeat this operation using the other **Duplex Settings** selection in Step 4.

You may combine duplex printing with other allowable options to achieve just the sort of printout you require.

• Booklets

Booklets are generated by folding in half sheets which have been printed on both sides, so when you choose to print a Booklet, the number of pages per sheet will be fixed to 2 and the Duplex option will be selected for you automatically.

As a result, the **Multi-Page (N-Up)** option will automatically be set to the value **2** and both it and the **Duplex** option will be greyed out, so you cannot change them.

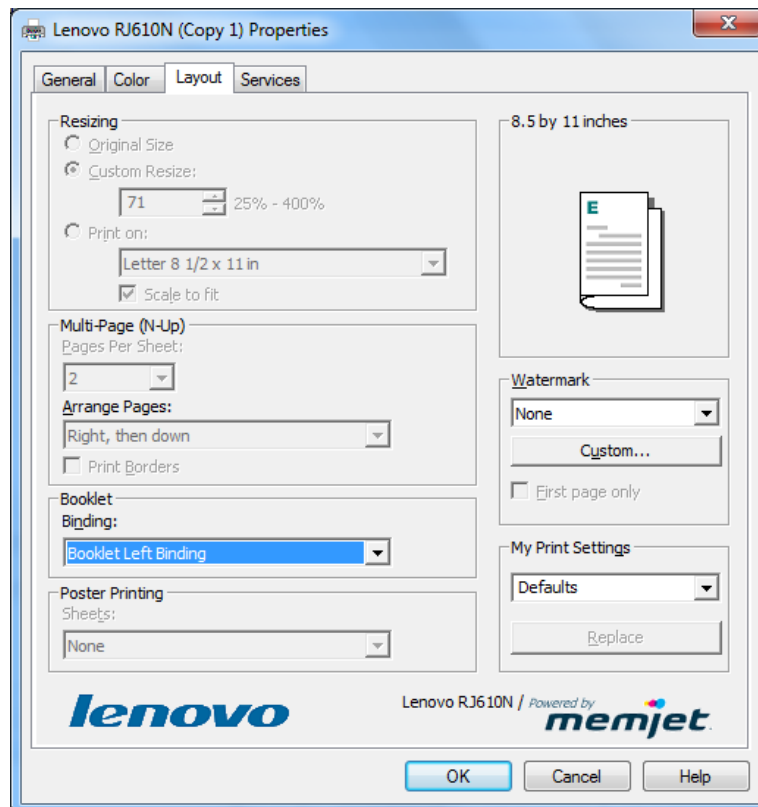
 You cannot print booklets from Tray 2. If you attempt this, the printer driver will pop up an error message.

Booklet printing is best used for text and light color applications.

For best results when printing booklets, ensure the first side of the printed sheets are dry and the sheets very flat before re-loading into Tray 1.


For example, try this:

1. Open a Word document of at least eight pages.
2. Select **File > Print** from the Word menu (or press **[Ctrl] + [P]**).
3. Select your RJ610N and click **Properties** to open up the RJ610N driver Properties dialog box.
4. In the Layout tab, as shown below, click the **Booklet** arrow and select **Booklet Left Binding** or **Booklet Right Binding**. See how your binding selection changes the booklet layout picture in the top right of the dialog box.




5. When you have selected the binding orientation that suits you, click **OK** to save your settings and exit.
6. Once you have launched a print command, one side of the document is printed first, after which the printer will pause and display the **Duplex print** message on the LCD screen.
7. Follow the instructions shown on the LCD screen:
 - Remove the printed sheets from the output tray.
 - Open Tray 1.

- Insert the printed pages back on top of any other paper in Tray 1. DO NOT change the orientation of the paper as you do so.

 For best results ensure the printed pages are dry and very flat before re-inserting them into Tray 1.

8. Close Tray 1 and press the OK/Resume button.
The remaining contents will be printed on the reverse side.
9. Fold the sheets according to the binding orientation you selected in point 4 and examine your booklet. If it does not match your needs, repeat this procedure changing the booklet binding orientation.

You may combine duplex printing with other allowable options to achieve just the sort of printout you require.

 Remember never to change orientation of the pages when re-inserting them into Tray 1.

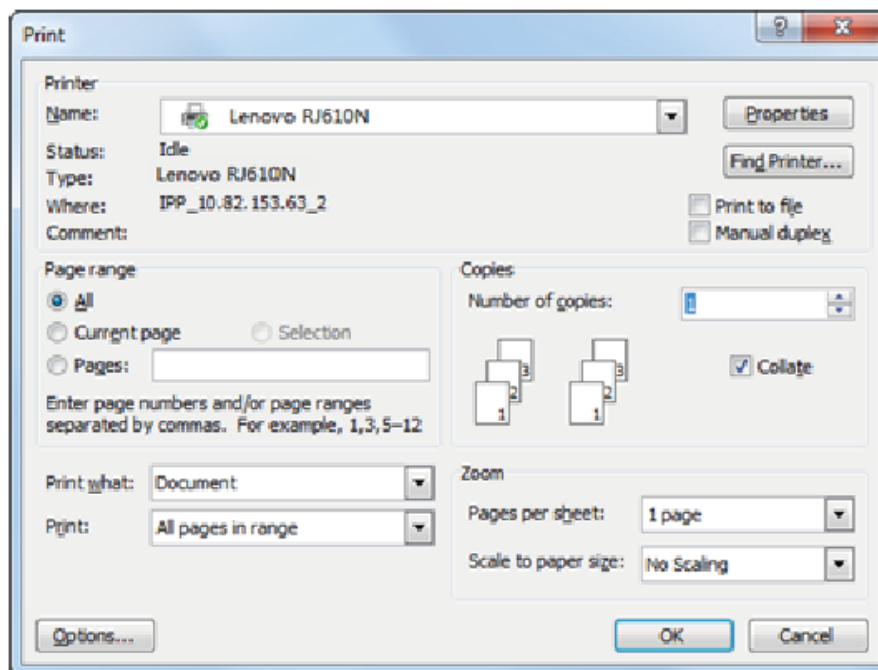
• About resizing

When the paper size in your printer does not match the size of your document page, you may need to use the resizing option.

When resizing, the document page size and the target paper size need to be communicated to the RJ610N driver.

To do so, you will need to set the appropriate document scaling option in your application's Print dialog box.

For example, in Microsoft Office Word 2003, in its Print dialog box:



Set the **Scale to paper size** option to the size of the paper in your RJ610N.


Each application will have a different way of setting this option. Refer to your application Help documentation for further information.

To print your document on custom size paper, see [Custom paper sizes](#) on page60.

• Using Tray 2

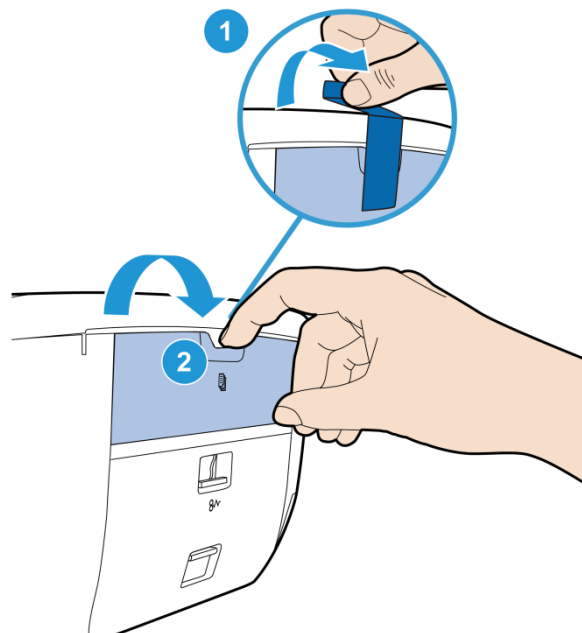
Tray 2 is intended to handle paper which cannot be fed from Tray 1.

This generally includes all paper of weight up to 280 gsm and all intermediate sizes from 4" x 6" to US Legal.

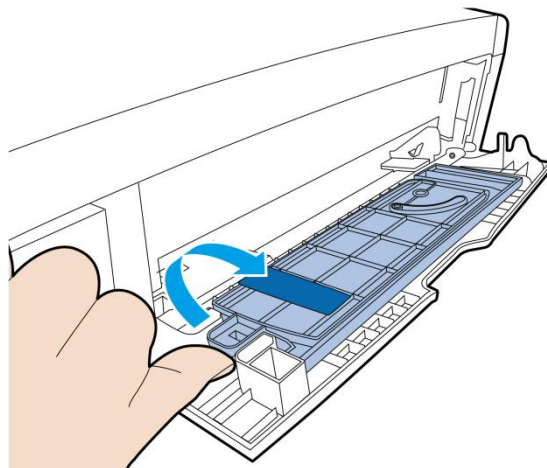
 Tray 2 can hold up to 20 sheets at a time.

To print from Tray 2:

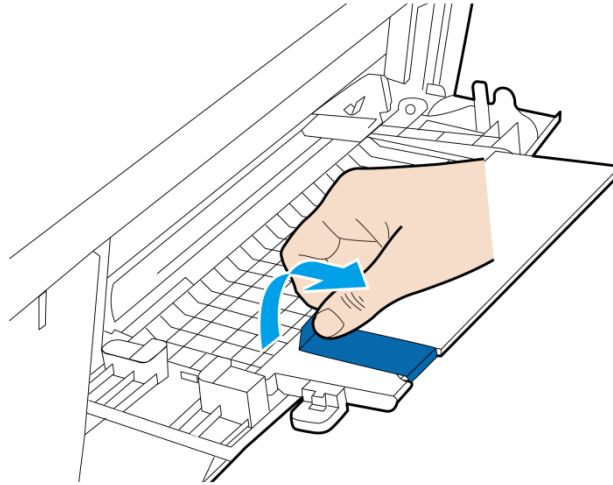
1. Remove the external packing tape as illustrated below if you have not done so, and then open Tray 2 to load papers.



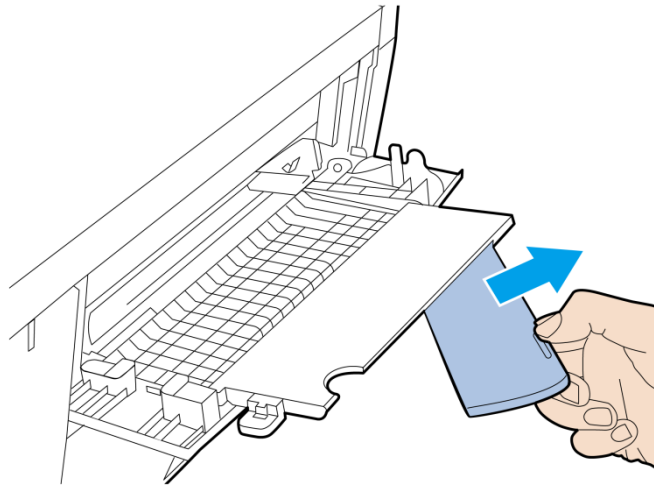
2. Raise Tray 2 into position as shown, using the paper feed open tab. Tray 2 should lock into place.



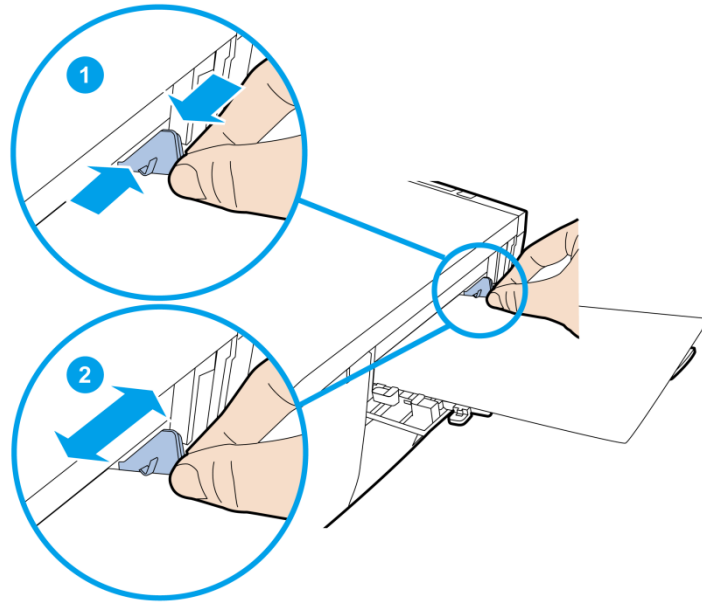
3. Remove the external packing tape as illustrated below.



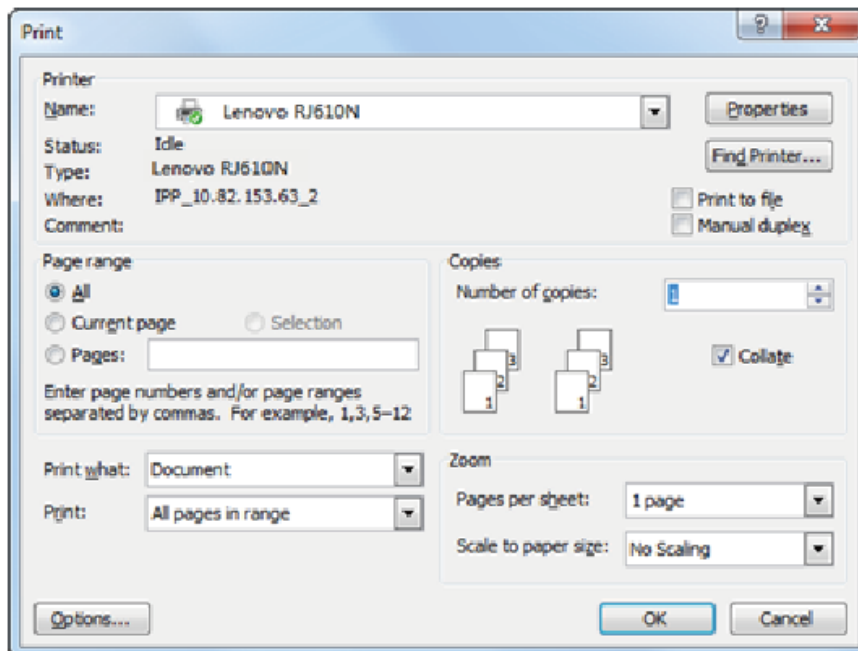
4. Pull the tray extension as shown below.



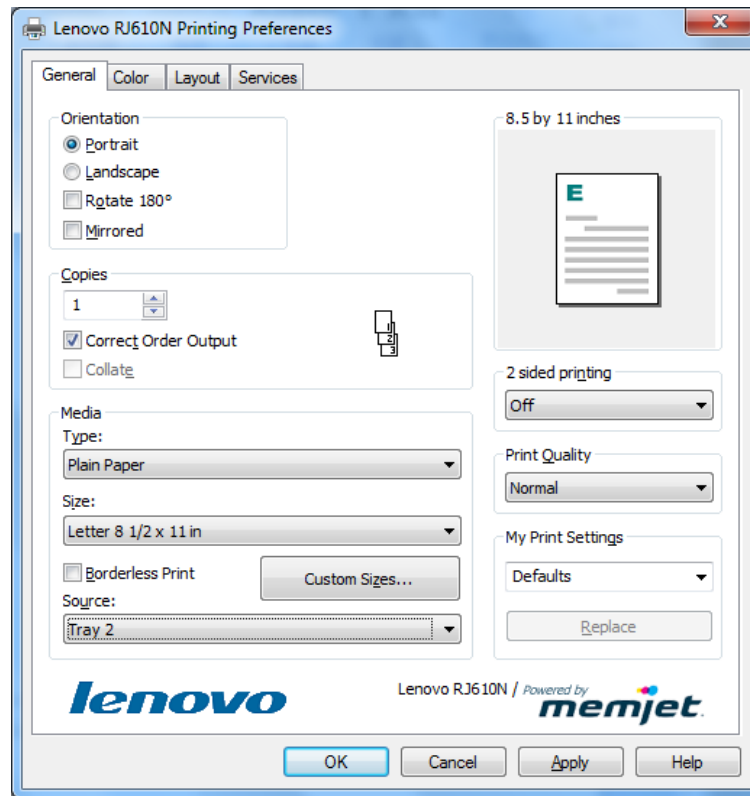
5. Place the required number of papers onto Tray 2 holding them against the side. Then, slide the the Width Adjustment guide until the papers rest against the side.



6. Issue a Print command from your application. When the Print dialog box appears, fill out the page range and other information required to print your selection and click **Properties**.



7. In the **General** tab of the Properties dialog box, click the **Source** arrow and select **Tray 2** in the Media pane.



8. If you are using custom paper sizes, refer to [Custom paper sizes](#) on page60.
9. The **Paper out** message will appear on the LCD screen, waiting for you to insert appropriate papers. And if you have enabled duplex printing by selecting **Duplex Settings**, a message with instructions on how to perform a manual feed will be displayed. Follow the on-screen instructions to proceed.

• Common printer messages and alerts

This section covers some of the most common messages and alerts you will encounter in the course of printing and indicates normal user responses required.


There are two ways in which common printer messages and alerts are communicated:

- Through the LCD screen on the Control Panel of your RJ610N.
- Through an Alert window on your PC screen.

Messages will be displayed on your printer's LCD screen when you need to take some action.

Alert windows will appear on your PC screen:

- In the lower right corner.
- Always on-top (visible over any other window).

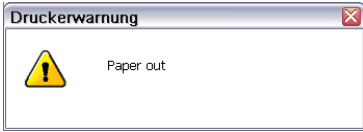
 Alert windows carrying critical alerts will not close until you choose to close them and, if closed, may re-appear at the next print action if the error has not been fixed.


You will find the full set of Alert window messages in [Alert windows status messages](#) on page 101.

Paper out

Perhaps the most common of the set of conditions you will be encountering, the Paper out alert usually indicates your paper tray is empty.

If you attempt to print when there is no paper in the paper tray, the messages informing you of that fact will appear on both your PC and printer, asking you to load paper.

Alert window on your PC	Message on your printer's LCD screen
	<p>Paper out. Load paper to Tray 1</p> <p>OR</p> <p>Paper out. Load paper to Tray 2</p>

 Your RJ610N will not signal an empty paper tray until it is asked to print.

Action Required:

To remove these alerts, simply refill the paper tray following the instructions in [Loading paper](#) on page 21.

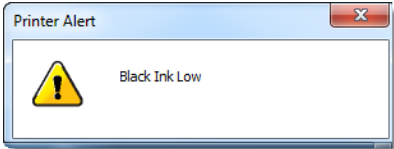
When you re-load papers to a paper tray:

- The message on your printer's LCD screen will disappear.
- The Alert window on your PC will disappear.
- The printer will resume printing any print jobs in its print queue.

Ink low

Your RJ610N uses separate ink tanks for each color.

Whenever you are running low on ink, the messages similar to the following will appear on both your PC and printer, indicating which color is running low.

Alert window on your PC	Message on your printer's LCD screen
	K ink low


The messages above may vary depending on which ink tank is running low.

If your printer is networked and not within view, you can see the same information from the Supplies screens in your [Toolbox](#) application (see page 76).

Action Required:

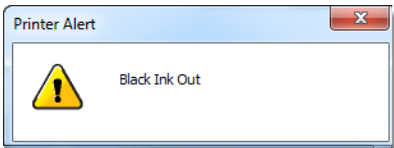
On a RJ610N this message is only issued when an ink tank is completely empty. Whenever you see an Ink Low message, you should replace ink tanks as needed (see [Installing the ink tanks](#) on page 18).


You can continue to print for the moment utilising ink still in the printer¹, but if the ink runs out altogether, your printer will halt and you will not be able to print until you have replaced the empty ink tank(s).

 When you replace the ink tank, the ink low message on your printer's LCD screen may not disappear for up to 30 seconds.

Out of ink

If you continue to print after an [Ink low](#) message, you will eventually run out of ink altogether, whereupon the messages similar to the following will be displayed, and your printer will stop printing.

Alert window on your PC	Message on your printer's LCD screen
	Out of ink

 Once you run out of ink, the printer will not print any longer.

¹ Up to 4% of an ink tank's volume may be available for emergency printing, held in the ink delivery system.

Action Required:

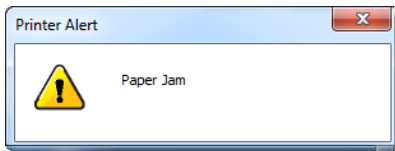
1. Remove the empty ink tanks.
2. Install new ink tanks. See [Installing the ink tanks](#) on page 18.
3. Press the OK/Resume button on your printer.

After a while, the printer then executes a quick flush and any pending print jobs are automatically resumed.

Paper jam

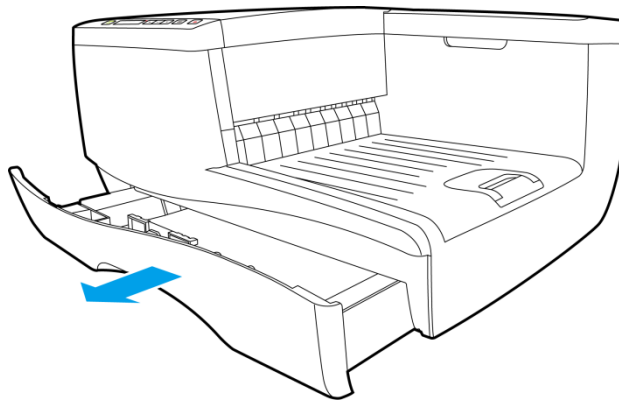
⚠ It is imperative that paper jams and any other cause of printer failure be attended to promptly. This is to ensure the printhead does not remain uncapped when not printing. An uncapped printhead may become dehydrated, and even unusable if left in that state for too long.

When the feed mechanism determines that a sheet has not completed its travel through the printer and exited correctly, you will be notified and the printer will stop printing until the error is cleared.

Alert window on your PC	Message on your printer's LCD screen
	<p>Paper jam</p>

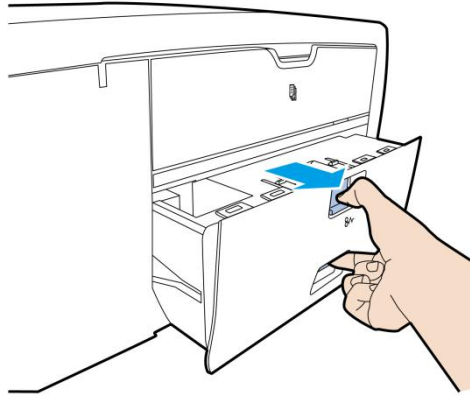
Action Required:

1. Open Tray 1.



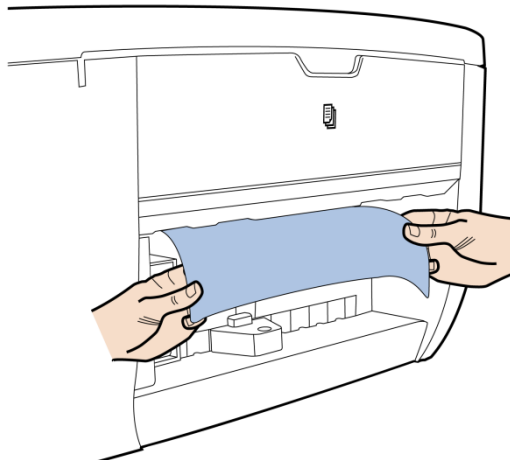
⚠ DO NOT re-insert Tray 1 until you have finished. Re-inserting Tray 1 beforehand may cause the jammed paper to rip and leave paper scraps in the printer.

2. Open the side access door by pushing up on the door latch as shown.



⚠ You DO NOT need to switch off the printer before opening the side access door. It is quite safe to access the side door of the printer, as there are NO HOT OR ELECTRICALLY CHARGED AREAS EXPOSED when the side door is open.

3. From the side door opening, grab the paper with both hands and slowly remove it from the printer, taking care not to tear it.



4. If you cannot see or grab the paper from the side door opening, look for a jammed sheet of paper in Tray 1 area.
5. Remove the jammed sheet carefully from Tray 1 if found, taking care not to tear it.
6. Look in the output tray, for a jammed sheet of paper.
7. Remove the jammed sheet carefully if found.
8. Slide Tray 1 back into position.
9. Close the side access door and then press the OK/Resume button to continue printing.

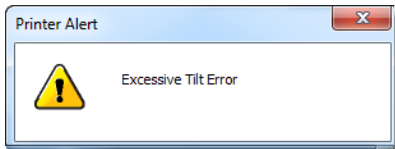
The printer will resume printing your document from the last page printed before the paper jam.

⚠ Make sure the side access door is fully closed. Otherwise, paper jam will occur again.

Excessive Tilt warning

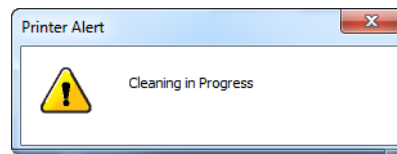
⚠ Do not ignore an Excessive Tilt warning!
Prolonged excessive tilt can cause the printhead to deprime, giving rise to print quality problems.

Your RJ610N must be located on a level surface. Should this not be the case, you will be notified and the printer will stop printing until the error is cleared. The next time you issue a Print command, the following messages will appear on both your PC and printer.

Alert window on your PC	Message on your printer's LCD screen
	Tilt error

Action Required:

Your printout will not proceed until the printer is sitting level. Once you have corrected the tilt of your printer, it will undergo a quick printhead flush and clean, displaying another alert window as shown here:



Any Print command sent when the printer was not level will be ignored. You will need to re-issue those Print commands after the printer is level.

• Managing your RJ610N

Your RJ610N comes with an embedded Web Server application, which will allow you to use your Web browser to query the printer for information and to change some printer settings.


The application which furnishes these facilities is called the Toolbox application. Toolbox information pages allow you to:

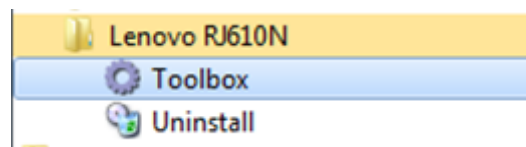
- view information on printer supplies and usage.
- view and change current printer settings.
- perform some simple troubleshooting.

• Accessing the Toolbox application

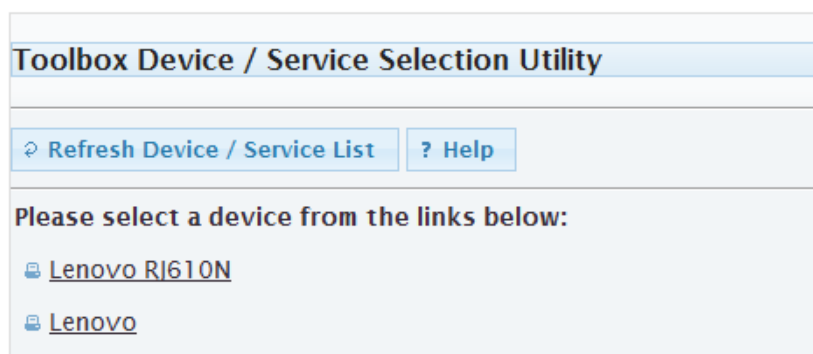
You may use the Toolbox application on both local RJ610Ns (connected via a USB cable) and network-connected RJ610Ns.


To access the Toolbox application from your PC:

1. Click the Windows **Start** icon  on your taskbar.
2. Click **All Programs**. Select **Lenovo** and navigate to the **Toolbox** application as shown here:



3. The Toolbox Device/Service Selection Utility page is displayed in your default Web browser.



 If the web page displays the following message: "Internet Explorer cannot display the webpage", see [Troubleshooting](#) on page 96.

4. Select your printer from the set of attached devices listed on that page and click it. In the above screen the RJ610N is listed as **Lenovo Office Printer Pro** as shown.

5. The Home Page will be displayed, similar to that shown below.



There may be minor variations in layout depending on your supplier and the browser you are using.

• Toolbox information screens

Toolbox information screens are accessed through hyperlinks found in the Home Page. For these hyperlinks to work, ensure you have JavaScript enabled.

Specifically, if you cannot access information screens in Internet Explorer (IE) under Windows 2003/2008, you will need to lower the Security setting in IE to allow JavaScript to run. See the Help documentation for details on how to do so in your version of IE.


The following information is currently available through the Toolbox information screens.

Navigation instructions all commence from the Toolbox Home Page.

Supplies information

The Supplies Information page shows a summary of your current ink and printhead pages.

To access the Supplies Information page from the Home Page, click **Supplies Info**.

Printer Toolbox

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Lenovo RJ610N
Supplies Information
View ink and print head status.
Select a supplies page below:
Supplies Information ▼

Print head (pages printed):	3065	
Cyan ink level:	100%	<div><div></div></div>
Magenta ink level:	100%	<div><div></div></div>
Yellow ink level:	40%	<div><div></div></div>
Black ink level:	60%	<div><div></div></div>


Refresh

The percentages displayed on this page are accurate to the nearest five percent.

Printhead details

The Printhead Details page shows usage and identification details as well as a link to your printhead supplier's web page, as shown below.

To access the Printhead Details page from the Home Page, navigate to the Supplies Information page, then either click **Print head (pages printed)** or select **Print Head Details** from the **Select a supplies page below** arrow.

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Lenovo RJ610N
Supplies Information
View ink and print head status.
Select a supplies page below:
Print Head Details ▼

Print Head Details


Total pages printed:	3065
Printer model number:	RJ610N
Serial number:	A027N7

Refresh

Ink details

An information page for each ink color is provided. Each page shows the amount of ink remaining (accurate to about 5%), ink tank information and your ink tank supplier's web page.

To access an Ink detail information page from the Home Page, navigate to the Supplies Information page, then either click one of the **Ink Level** links or select one of the **Ink Details** color from the **Select a supplies page below** arrow. The Black Ink Information page is shown below.

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Lenovo RJ610N
Supplies Information
View ink and print head status.
Select a supplies page below:

Black Ink Details ▾

Black Ink Details


Percent remaining:	60 %	<div><div></div></div>
Printer model number:	RJ610N	
Part number:	MH150005	
Serial number:	1-4 2011/09/14 19:35:29 76	
Maximum number of refills:	20	
Number of refills performed:	0	
Number of refills remaining:	20	

Refresh

 Information displayed on this page may vary depending on your supplier.

Usage information

Information on the number and type of pages printed is displayed in the Usage Information page. To access the Usage Information page from the Home Page, select **Usage Info**.

Printer Toolbox

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Lenovo RJ610N
Usage Information
View paper usage.

Monochrome and Color Pages Summary


	Prints
Mono best quality:	22
Mono normal quality:	14
<hr/>	
Color best quality:	502
Color normal quality:	118
<hr/>	
All mono and color:	656
<hr/>	

Pages Output by Paper Size

	Letter/A4	Legal	Other
All mono and color:	642	0	14
<hr/>			

Pages Output by Paper Type

	Plain	Other
All mono and color:	625	31

 Information displayed on this page may vary depending on your supplier.

• Toolbox settings screens


Using these screens, various printer and network settings may be viewed, and some settings changed.

General Settings

The printer configuration settings information provided on this screen may be required when you are seeking support.

Using this screen you may also change the language used in all Toolbox screens. To do this, click the **Language** arrow and select your language, then click **Save**. Your printer driver language will not be affected by this change.


To access the General Settings page from the Home Page, select **General Settings**.

Printer Toolbox	Lenovo RJ610N										
 Printer: K25SFP1100032 Home Supplies Supplies Info Usage Info Setup and Status General Settings Network Settings Troubleshooting Event Log Maintenance	General Settings View and change general printer configuration. <hr/> <table> <tr> <td>Firmware version:</td> <td>20120209</td> </tr> <tr> <td>Firmware build info:</td> <td>TIME=Thu Feb 09 10:33:27 2012 PROD=K25;RELEASE=MJ0.8.0</td> </tr> <tr> <td>Device serial number:</td> <td>K25SFP1100032</td> </tr> <tr> <td>Language:</td> <td>English (US) ▼</td> </tr> <tr> <td>Internal memory (MB):</td> <td>64</td> </tr> </table> <hr/> <div> <input type="button" value="Refresh"/> <input type="button" value="Show Defaults"/> <input type="button" value="Save"/> </div>	Firmware version:	20120209	Firmware build info:	TIME=Thu Feb 09 10:33:27 2012 PROD=K25;RELEASE=MJ0.8.0	Device serial number:	K25SFP1100032	Language:	English (US) ▼	Internal memory (MB):	64
Firmware version:	20120209										
Firmware build info:	TIME=Thu Feb 09 10:33:27 2012 PROD=K25;RELEASE=MJ0.8.0										
Device serial number:	K25SFP1100032										
Language:	English (US) ▼										
Internal memory (MB):	64										

Network Settings

This screen allows you to view and change basic network status and configuration settings of your printer.


To access the Network Settings page from the Home Page, select **Network Settings**.

Printer Toolbox	Lenovo RJ610N										
 Printer: K25SFP1100032 Home Supplies Supplies Info Usage Info Setup and Status General Settings Network Settings Troubleshooting Event Log Maintenance	Network status and configuration View and change network settings. Select a network configuration page below: <div>Network Settings ▼</div> <hr/> Network Settings <table> <tr> <td>Network status:</td> <td>connected</td> </tr> <tr> <td>Mac address:</td> <td>00-17-ca-ce-f3-b6</td> </tr> <tr> <td>Printer name:</td> <td>DEVICEF3B6</td> </tr> <tr> <td>Link speed:</td> <td>auto ▼</td> </tr> <tr> <td>Connection timeout (seconds):</td> <td>120</td> </tr> </table> <hr/> <div> <input type="button" value="Refresh"/> <input type="button" value="Show Defaults"/> <input type="button" value="Save"/> </div>	Network status:	connected	Mac address:	00-17-ca-ce-f3-b6	Printer name:	DEVICEF3B6	Link speed:	auto ▼	Connection timeout (seconds):	120
Network status:	connected										
Mac address:	00-17-ca-ce-f3-b6										
Printer name:	DEVICEF3B6										
Link speed:	auto ▼										
Connection timeout (seconds):	120										

 Do not change these settings.

IP Configuration settings

This screen allows you to view and change IP Configuration settings on your printer.

 Changing printer settings through this screen **may cause your printer to become unusable**. Always refer to your support personnel first before making any changes.

To access the IP Configuration settings page from the Home Page, select **Network Settings**, then click the **Select a network configuration page below** arrow and select **IP Configuration**

Printer Toolbox

lenovo

Printer: K25SFP1100032

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Lenovo RJ610N

Network status and configuration

View and change network settings.

Select a network configuration page below:

IP Configuration ▾

IP Configuration

Network status:	connected
Mac address:	00-17-ca-ce-f3-b6
Printer name:	DEVCEF3B6
Domain name:	<input type="text" value="lenovo.com"/>
Enable DHCP:	<input checked="" type="checkbox"/>
Enable BOOTP:	<input type="checkbox"/>
Enable AutolP:	<input checked="" type="checkbox"/>
DHCP lease time (seconds):	255891
IP address:	<input type="text" value="10.99.174.158"/>
Subnet mask:	<input type="text" value="255.255.255.0"/>
Default gateway:	<input type="text" value="10.99.174.2"/>
WINS server:	<input type="text" value="0.0.0.0"/>


SNMP Configuration

This screen allows you to view and change SNMP Configuration settings on your printer.



Changing printer settings through this screen **may cause your printer to become unusable**. Always refer to your support personnel first before making any changes.

To access the SNMP Configuration settings page from the Home Page, select **Network Settings**, then click the **Select a network configuration page below** arrow and select **SNMP Configuration**.

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Lenovo RJ610N
Network status and configuration
View and change network settings.
Select a network configuration page below:
SNMP Configuration ▾

SNMP Configuration
Network status: connected
SNMP enabled: ☒
Read-only access: ☒
Read-write access: ☐
Set community string:
Confirm set community string:
Get community string:
Confirm get community string:
Enable public access: ☒

Refresh Show Defaults Save

• Toolbox Troubleshooting screens

The following screens may help in troubleshooting problems with your RJ610N.

Event Log

Your RJ610N logs errors into a special buffer in printer memory. The Event Log screen displays any errors that have been logged by the printer as it responds to your commands, or performs maintenance functions.

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Lenovo RJ610N
Event Log
View recent printer events.

Date	Time	Pages	Event	Description
2009-05-01	01:57:51	656	Paper out	
2009-05-01	00:14:18	652	Printer tilt cleared	
2009-05-01	00:14:12	652	Insufficient VI cleared	Magenta
2009-05-01	00:14:12	652	Low on ink cleared	Magenta
2009-05-01	00:14:12	652	Insufficient VI cleared	Cyan
2009-05-01	00:14:12	652	Low on ink cleared	Cyan
2009-05-01	00:14:12	652	Insufficient VI cleared	Black
2009-05-01	00:14:12	652	Low on ink cleared	Black
2009-05-01	00:14:12	652	Insufficient VI cleared	Yellow
2009-05-01	00:14:12	652	Low on ink cleared	Yellow
2009-05-01	00:14:11	652	Power on	20120209
2009-05-01	00:14:10	652	Ink tank insertion	Magenta
2009-05-01	00:14:10	652	Ink tank insertion	Cyan
2009-05-01	00:14:10	652	Ink tank insertion	Black
2009-05-01	00:14:10	652	Ink tank insertion	Yellow

This window will list the last 100 events that have occurred. If you need to contact support personnel, you may be asked to open this windows on your PC.

To access the Event Log page from the Home Page, select **Event Log**.

Maintenance

The Maintenance page allows you to clean the printhead and print various diagnostic pages that can be useful in determining printer problems and helping to solve them.

To access the Maintenance page from the Home Page, select **Maintenance**.

Printer Toolbox

lenovo

Printer: K25SFP1100032

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Lenovo RJ610N

Maintenance

Perform printhead maintenance and print information pages.

Quick Clean Printhead	This option performs a quick clean of the print heads. It takes about 90 seconds and consumes a small amount of ink.
Normal Clean Printhead	This option performs a normal clean of the print heads. It takes about 4 minutes and consumes a moderate amount of ink.
Full Clean Printhead	This option performs a full clean of the print heads. It takes about 5 minutes and consumes more ink.
Print Configuration	Print a printer configuration page
Print Demonstration	Print a demonstration page
Print Diagnostics	Print a diagnostics page
Print Supply Page	Print a page of supplies (ink and printhead) information
Print Usage Page	Print a page of usage information

For information on how and when to use the various Clean Printhead buttons, refer to [Printhead cleaning using the Toolbox](#) on page 87.

The remaining buttons shown above allow you to print much of the information contained in the previous screens.

• Lenovo maintenance

Your RJ610N does not require any user intervention for routine maintenance. Maintenance is generally carried out in the background and is interrupted when printing. There is only one exception to this, when the printer enters an extended cleaning function. See [Extended maintenance activity](#) below.

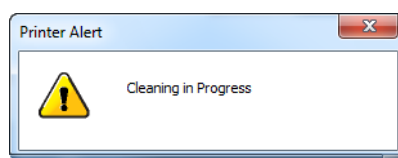
If you find your printouts no longer match your expectations or do not look as good as they did when the printer was new, the section labelled [Restoring print quality](#) may be of help.

If necessary, you can set the printer back to its [original configuration settings](#).

• Extended maintenance activity

Not all automatic maintenance operations can be interrupted.

If your printer seemingly refuses to print and the power lamp is blinking, it may have entered an extended maintenance activity. Check your PC screen for further information. When undergoing extended maintenance, the following Alert window will be displayed:



While this window is displayed, your printer will not acknowledge any Print commands. This may take a few minutes.

Printing will resume when maintenance is complete.

• Restoring print quality

If your printouts start to display streaks or similar problems, your printhead may have accumulated paper dust, fibres or other contaminants from the paper during printing.

In this case you may need to carry out one or more printhead cleaning steps. There are four ways you can perform printhead cleaning:

- Using the Menu button on the printer.
- Using the Services tab in the printer driver Properties dialog box.
- Using the Toolbox application.
- Wiping your printhead.


Printhead cleaning via the Menu button

If you are next to the printer, you can clean the printhead using the Menu button.


To perform a manual printhead clean:

1. Lift the printhead cover.

2. Press the Menu button, use the Up or Down button to select **Maintenance**, and then press the OK/Resume button.
3. Use the Up or Down button to select **Quick maintenance**. Press the OK/Resume button to start the cleaning process.
4. The printer will execute an initial printhead wipe sequence which should remove the cause of any streaking. Wait until the power lamp stops blinking and the **Ready** message appears on the LCD screen.

 All cleaning operations consume ink. The more thorough the cleaning operation, the more ink is consumed. It is recommended you always print one or more test pages at this point.

5. If the problem persists, repeat step 2 within 10 minutes to initiate a more thorough printhead cleaning sequence, and then select **Normal maintenance**. Again, wait until the power lamp stops blinking and the **Ready** message appears on the LCD screen.
6. Print a test page to determine whether the problem has been resolved.
7. If the problem is still not resolved, you may repeat step 2 a final time (within 10 minutes) to initiate the most thorough cleaning operation available, and then select **Full maintenance**. Before issuing a test print, again wait until the power lamp stops blinking and the **Ready** message appears on the LCD screen.

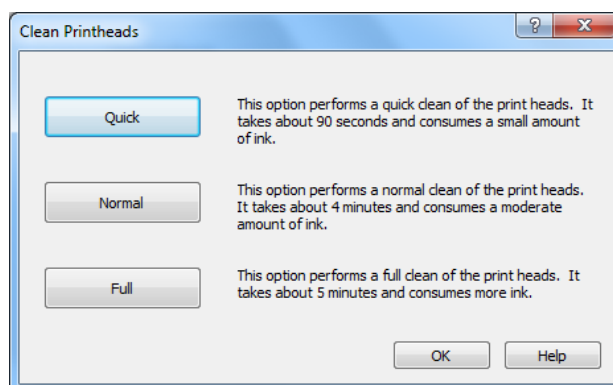
 If the problem persists, contact support personnel.

Printhead cleaning using Printer Properties Services tab

The Services tab in the printer driver Properties dialog box is furnished with a **Clean Printheads** button which, when clicked brings up the Clean Printheads dialog box with three buttons:

- Quick Clean Printhead.
- Normal Clean Printhead.
- Full Clean Printhead.

Each of these buttons performs a printhead cleaning operation as explained in the accompanying text in the Dialog box (see below).



These cleaning operations are analogous to those carried out by pressing the Menu button on the printer, as explained in [Printhead cleaning via the Menu button](#) on page 85.

- ⚠** All cleaning operations consume ink. The more thorough the cleaning operation, the more ink is consumed. When you need to clean the printhead, it is recommended that you:
- * Always start with a Quick clean and progress from there
 - * Always print one or more test pages after each cleaning operation.

Printhead cleaning using the Toolbox

The Toolbox [Maintenance](#) page also provides three Clean Printhead buttons which are analogous in their operation to those appearing in the printer driver Services tab.

Printer Toolbox

lenovo

Printer: K25SFP110032

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

[Event Log](#)

[Maintenance](#)

Lenovo RJ610N

Maintenance

Perform printhead maintenance and print information pages.

Quick Clean Printhead	This option performs a quick clean of the print heads. It takes about 90 seconds and consumes a small amount of ink.
Normal Clean Printhead	This option performs a normal clean of the print heads. It takes about 4 minutes and consumes a moderate amount of ink.
Full Clean Printhead	This option performs a full clean of the print heads. It takes about 5 minutes and consumes more ink.
Print Configuration	Print a printer configuration page
Print Demonstration	Print a demonstration page
Print Diagnostics	Print a diagnostics page
Print Supply Page	Print a page of supplies (ink and printhead) information
Print Usage Page	Print a page of usage information

Wiping your printhead

Before wiping the printhead you will need:

- A clean, lint free cloth or similar
- Clean water

Suitable Cleaning Cloth

- Clean, lint free cloth
- Spectacle / glasses wipe
- Clean sponge (unused)
- Do not use – Toilet paper, newspaper, paper towels or cleaning wipes containing soap/chemicals/scents

Suitable Water

- Bottled drinking water (non carbonated)
- Clean tap water (cold or warm)
- Do not use – Mineral water, soap, chemicals or hot water

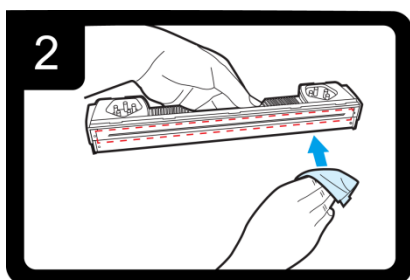


The cloth used to wipe the Printhead will get stained with ink and should be thrown away after use to avoid staining other items (eg clothes or furnishings).

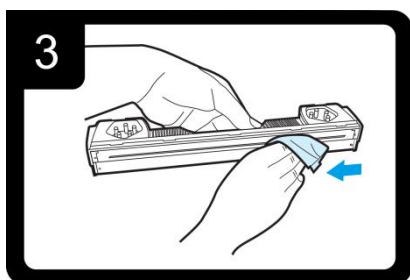


1. Source a clean, lint free cloth and moisten it with clean water. The cloth should not be dripping wet.

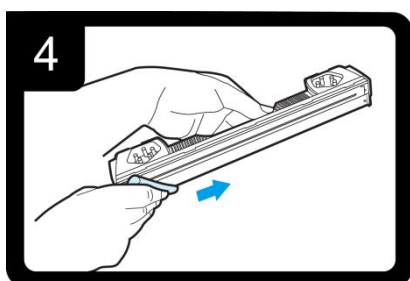
Remove the printhead from the printer as described in [Replacing the printhead cartridge](#) on page 93.



2. Hold the printhead facing down as shown in the diagram.



3. Using a clean, moist lint free cloth, gently wipe the printhead along the direction of the nozzles.



4. Using another clean area on the cloth, gently wipe the printhead in the opposite direction. Reinsert the printhead into the printer as described in [Installing the printhead cartridge](#) on page 24.

Dispose of cloth and thoroughly wash hands.



To avoid degradation of print quality:

- * Hold the printhead cartridge only by the handles.
- * Avoid touching the unprotected ink couplings, printhead nozzle surface or electrical contacts.
- * Avoid wetting the electrical contacts.
- * Do not place the unprotected cartridge on any surface prior to installation in the printer.

• Resetting original configuration settings

• Factory default printer settings

If, for any reason, you need to reset the printer settings back to their factory defaults, press the Menu button on your printer's Control Panel, use the Up or Down button to select **Reset defaults**, and then press the OK/Resume button. Press the OK/Resume button again to confirm.


A number of setup parameters in your printer will change, including:

- Language
- IP Configuration

• Factory default printer driver settings

If the layout of your printouts do not match your expectations, resetting the print options on your printer driver back to their original, default settings may solve the problem.

To reset your printer driver to the original, factory default setting installed when you first set up your printer:


1. Click the Windows **Start** icon  on your taskbar.
2. Select **Devices and Printers**.
3. Right click the Lenovo Office Printer Pro in the Printers and Faxes pane and select **Printer properties**.
4. Click **Preferences**.
5. In the **General** tab, click the arrow in the My Print Settings pane and select **Defaults**.
6. Click **Apply** then click **OK** until you have exited all dialog boxes.

The next time you issue a Print command to your RJ610N, the original setting configured during initial setup will be used.

• Supplies and accessories

This section contains information about:

- paper, inks and other consumables that are suitable for your RJ610N.
- how to replace consumables.
- how to care for them to get the best out of your printer.

 For information on sourcing new ink tanks or printheads, contact your supplier.

• Paper

Your RJ610N is a plain-paper printer. The paper that you print on directly affects the quality of the output. Choosing paper that is compatible with your RJ610N and using the right paper for each job, are key to achieving the best quality results.

For good results paper should always be in good condition when used in your printer. Do not use the paper if the sheets are in poor condition. Do not use the paper if it is:

- moist.
- dusty (has surface or edge dust).
- folded, curled or wrinkled to any extent.
- out of shape.
- perforated, torn or hole-punched.
- has staples in it.

 Some types of paper *must not be used* on your RJ610N, as their use may damage the printhead and render your printer unusable. See [Choosing the right paper](#) on page91.

• Choosing the right paper

Use one of the recommended paper types listed above. If you need to use different paper, contact the supplier of your RJ610N.

Paper types not recommended

Treated paper is not recommended for use in your printer. Do not use paper that is:

- carbon backed
- textured
- used for iron-on or cold-water transfer
- pressure or heat sensitive
- covered with adhesive

Specific types of paper that *must not be used* are:

- envelopes
- non-microporous photo papers
- coated laser paper
- transparencies

If in doubt, contact the supplier of your RJ610N.

Paper for two-sided printing and Booklets

Manual duplexing or Booklet printing is best used with text and light color applications.

Not all paper can be used for double-sided printing. Specifically, paper that has a preferred or specially prepared side will generally be unsuitable.

For successful duplex printing the first side of the printed sheet should be dry, and the sheet must be very flat when re-loaded into the paper tray to ensure the second side is printed correctly. Curled or cockled paper will cause misfeeds.

Try printing a small sample. If the result is not up to expectations, try printing on heavier grade or higher quality paper.

• Paper storage and handling

Storage and handling are very important in maintaining your paper in top condition to produce the best quality output. Common recommendations are listed below, but your particular location may require further considerations.

- Store all paper flat. Curled or bent paper can cause misfeeds.
- Store paper in a cool, dark location with low humidity. Light and UV radiation can damage paper.
- Keep paper wrapped prior to installing in printer to prevent dust from contaminating the surface. If paper came in a re-sealable container, re-insert unused paper in the container when you have finished, and seal it, for protection.

• Ink

You must use only Lenovo-compatible ink in your RJ610N. Lenovo ink cartridges carry information about the ink they hold. This information is used by the printer to optimise printing on various paper types.

• Sourcing new ink

Contact your supplier to source new ink tanks.


• Ink storage and handling

Lenovo inks do not require special storage and handling. Common recommendations are listed below, but your particular location may require further considerations.

- Do not expose ink to freezing 0 °C (32 °F) temperatures.
- Do not expose ink to temperatures higher than 60 °C (140 °F).
- Do not drop ink tanks.
- Allow ink to acclimatise to ambient temperature before using in your printer.


• Replacing ink tanks

New ink tanks may be supplied in a blister pack as shown in the [Ink tanks](#) section on page 14 or in individual ink tank packaging.

 You do not need to switch off your printer to replace ink cartridges.

To replace the ink tanks in your printer:

1. Ensure all Print commands have terminated and the printer is idle.
2. Lift the ink tank access cover and the four ink tank covers to reveal the ink tanks in their slots (see the printer [Internal view](#) on page 12).
3. Carefully remove the ink tanks from their slots.

 DO NOT switch off your printer if any of your ink tanks have been removed. Doing so may compromise ink delivery in your printer.

4. Follow the instructions in [Installing the ink tanks](#) on page 18 from step 2.

 Always consider the environment when disposing of ink tanks. Follow your supplier instructions to ensure you are conforming to local regulations.

• Printhead cartridge

Your Lenovo printhead cartridge is a delicate micro-electrical-mechanical device and should be treated with due care to avoid degradation of print quality.

• Sourcing new printhead cartridges

Contact your supplier to source new printhead cartridges.

• Printhead cartridge storage and handling

Once installed, your printhead cartridge should remain in the printer. Removing the printhead cartridge is not recommended, even while transporting the printer.


If you need to remove the printhead cartridge and store it for any specific reason, protect the printhead cartridge at all times from contamination by air-borne or surface contaminants such as dust or fibres.

When handling a printhead cartridge, hold the printhead cartridge only by the handles and do not touch the ink couplings, the printhead nozzle surface or the electrical contacts.

- Always store printhead cartridges horizontally, never on end.
- Do not expose printhead cartridges to freezing (0 °C – 32 °F) temperatures.
- Do not expose printhead cartridges to temperatures higher than 60 °C (140 °F).
- Allow printhead cartridges to acclimatise to ambient temperature before using in your printer.


• Replacing the printhead cartridge

Your new printhead cartridge will be delivered packaged as shown in the [Printhead cartridge](#) section on page 13.

 You do not need to switch off your printer to replace the printhead cartridge.

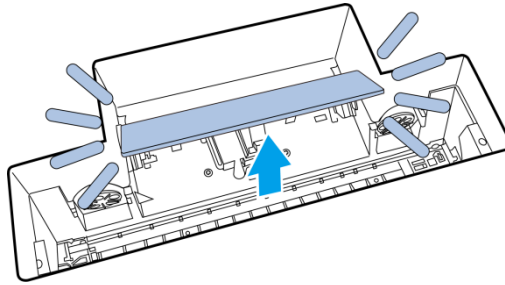
To replace the printhead cartridge in your printer:

1. Ensure all Print commands have terminated and the printer is switched on and idle and your ink tanks are installed properly.

 DO NOT replace the printhead cartridge when any of the ink tanks have been removed. Always ensure all the ink tanks are installed before doing so. Failure to do so may compromise ink delivery in your printer.

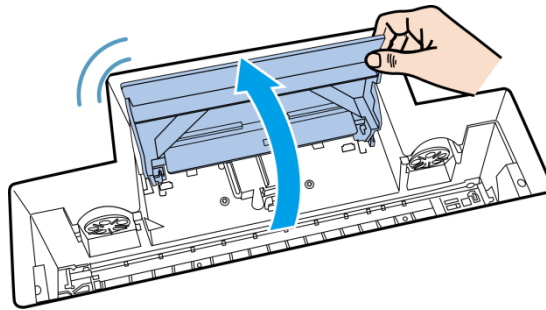
2. Lift the printhead cover.
3. Press the Menu button, use the Up or Down button to select **Print head**, and then press the OK/Resume button.
4. Use the Up or Down button to select **Remove print head**, and then press the OK/Resume button.

5. Press the OK/Resume button again to confirm. This will open the printhead latch automatically.



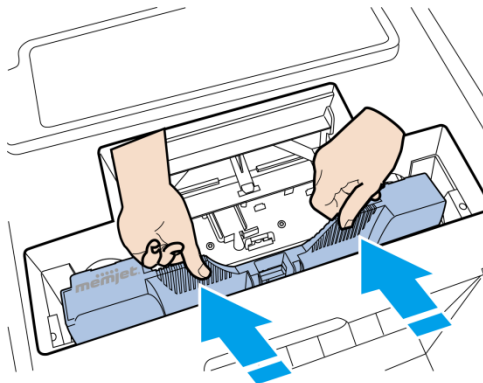
⚠ If the printhead latch cannot be released automatically as described, contact support personnel. DO NOT attempt to release the printhead latch in any other manner by yourself.

6. Rotate and lift the printhead latch as shown to reveal the printhead cartridge.

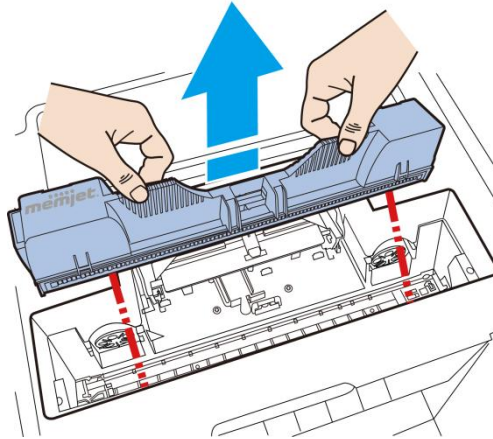


⚠ Always lift the printhead latch as far as possible. It should be vertical when fully opened.


7. Grasp the printhead cartridge by the handles and rotate the printhead cartridge towards the latch to disengage it, as shown.



8. Gently lift the printhead cartridge away from the printer as shown. Lift until the old printhead cartridge is clear of the printer. If you have kept the protective cover (see the [Printhead cartridge](#) section on page 13), use it to cover the old printhead cartridge, as there is always a chance some ink will remain in the printhead cartridge.



9. Insert the new printhead cartridge following the instructions contained in the [Installing the printhead cartridge](#) section on page 24.

 Always consider the environment when disposing of printhead cartridges. Follow your supplier instructions to ensure you are conforming to local regulations.

• Troubleshooting

This section contains a set of error conditions you may experience in various situations, and suggestions for how to deal with such errors.

Should the suggestions found in this section not fix the problems you may be encountering, contact support personnel.

• Initial checks

You should always attempt to fix any problems that may arise. This section lays out a suggested checklist you should perform before contacting support personnel. Check that:

- The power cord is properly connected to the power socket on your printer and the mains power. And the printer is switched on. The printer power lamp should be lit and steady.
- The interface cable (USB or Ethernet) is inserted properly in the printer. For a USB cable, also check that it is connected securely to your PC.
- The printer power lamp should be lit and steady.
 - If the power lamp is blinking, the printer may be busy. Check your PC screen for a message explaining what it is doing.
- When the printer is idle, the **Ready** message should be displayed on the screen.
 - If an **ink low** message is displayed on the LCD screen, it indicates low ink levels. You may continue to print but you should replace relevant ink tanks, as they are empty.
 - If an **Out of ink** message is displayed on the LCD screen, it indicates out-of-ink conditions or missing ink tanks. The printer will not function until you replace those ink tanks.
 - If a **Paper jam** message is displayed on the LCD screen, it indicates a paper jam. See [Paper jam](#) on page 73.
- There is paper in the paper tray; it is clean and inserted with the print side facing down.

If the above checks did not solve your problem, see below.

• Printer installation problems

Installation of your RJ610N should be trouble-free and simple, if you follow the directions given in section [Setting up your printer](#) on page 16.

The few issues listed below comprise some simple errors that may arise which you can fix on your own.

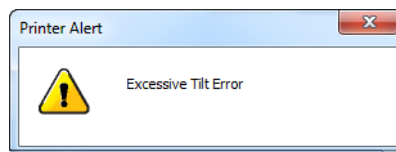
For all other errors, contact support personnel.

Cannot install USB printer

If you cannot get past Step 8 of Installing a USB driver on page 28, try backing out of that installation (Click **Cancel** then **Yes**) and uninstall the current driver as explained in [Uninstalling older printer drivers](#) on page 50.

Excessive tilting of printer

Your printer is meant to be installed on a flat, level surface. Should the surface on which the printer is sitting not be level, the following Alert window will appear on your PC when you attempt to print:



The **Tilt error** message will also appear on your printer's LCD screen.

You must clear this error before you can do any more printing.

To clear this error, re-locate your printer onto a firm, level surface and wait for the recovery operations to take place automatically. Once the printer has recovered, the warning messages will disappear, and your print job will be carried out.

Test page does not print


This applies specifically to networked printers.

If you have set up your RJ610N using a specific IP address (see [Installing a network driver](#) on page 36), and your Test page does not print, the most likely cause is an incorrect IP address during installation.

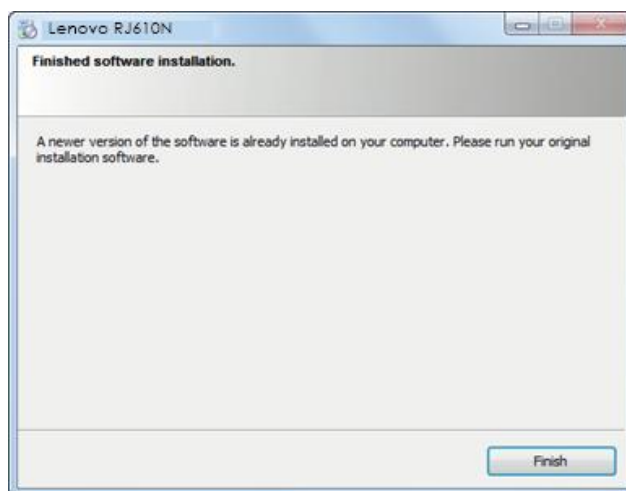
Uninstall the printer (see [Uninstalling older printer drivers](#) on page 50), and then re-install it using the correct IP address.

Check that your Test Page prints correctly.

Installing older software

 Installing an earlier version of the RJ610N driver on your PC is not recommended. If you need to install an older version of the RJ610N driver, contact support personnel.

You will be prevented from installing an earlier version of the RJ610N driver software. If you attempt to do so, the following dialog box will be displayed.



Clicking on **Finish** will return you to the initial installation dialog box.

• Printing problems

The most common printer problems are covered in the [Common printer messages and alerts](#) section on page 71. This section covers other issues that may arise in the course of operating your RJ610N.

Paper picking problems

The most common causes of paper picking problems are:

- Paper sheets sticking together.
- Paper dust.
- Single-sided paper loaded into the printer tray the wrong way up.

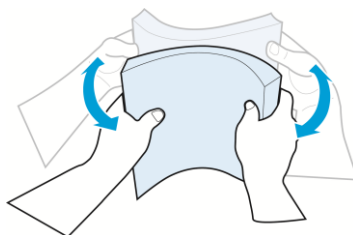
In all cases you will need to re-load papers to your paper tray.

Re-loading paper

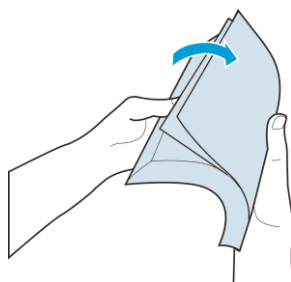
Paper reams can sometimes have adjacent sheets sticking together at the edges. Similarly, paper dust may be present and noticeable on sheet edges or surfaces. These issues may give rise to mis-picking.

To minimise mis-picking, re-load the paper tray following these directions:

- Flex the sheets back and forth to loosen them and break any sheet bonding

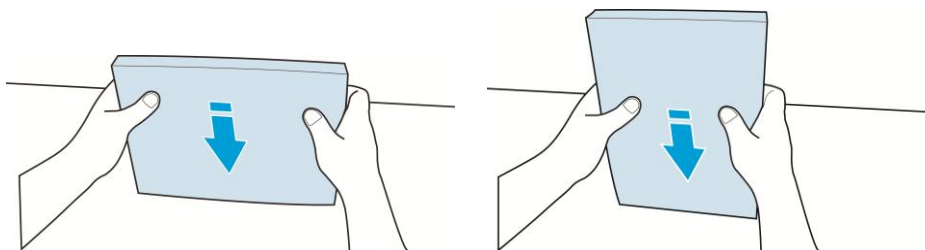



- Fan them a few times to ensure sheets are free (do not crease the paper).



- Remove any obvious loose paper dust from surfaces or edges of the sheets

- Align the edges of the sheets on a level surface before insertion into the paper tray.



 The paper tray should be kept clean for optimum printer performance.

Loading single-sided paper

Single-sided paper has a specially treated side, to improve print quality. These specially prepared single-sided papers must be inserted into the paper tray with the treated (or print-ready) side facing down. If you are using this type of paper, check that the paper tray is loaded correctly. Incorrect loading is a common cause of mis-picking.

Paper jams due to paper curl

When printing heavy graphics, the speed of your RJ610N may cause the paper to curl in the output tray of your printer. This curl may cause a paper jam in the output tray. To minimise the chance of this occurring:

- Use recommended paper types to minimise curl. Heavy graphics usually requires higher quality paper.
- Remove the sheets from the output tray more often if curl is still a problem.
- Make sure the side access door is firmly closed.

Can no longer print to a networked printer

If you can no longer print to a networked printer, the most probable cause is that the IP address of the printer cannot be reached by the printer driver.

See your Network Administrator to resolve the issue in accordance with your network's access and security policies.

Print options greyed out

If your networked printer has been installed to run as a Service from a print Server in your organization, all the following features will be greyed out:

- My Print Settings.
- Custom Sizes.
- Custom Watermark.

These features require the user to have write access to the host system's Windows Registry, and this is generally not available to clients on Servers.

Cannot access Toolbox Home Page

If you have tried to access the Toolbox Home Page and failed, the most common reason is that the printer is switched off.

To fix this problem switch the printer back on and try again.

If you are still having problems, and you are using a networked printer, contact support personnel and inform them of the problem.

Toolbox links are not working

The Toolbox pages contain several hyperlinks, all of which require JavaScript to be enabled on your default browser. Generally most Web browsers are set up with JavaScript enabled.

If you have linked to a RJ610N as a service from a Windows 2003 or 2008 Server, and you find you cannot jump to other Toolbox pages other than the Home Page, a likely cause is that the Server has restricted access to JavaScript.

Contact support personnel and inform them of the problem.

Printer slows down between pages

Your RJ610N will always print a page at its rated speed, from start of page to end of page. If you see your printer slowing down between pages the most likely cause is slow delivery of data to your printer.

For some documents your computer may not be able to generate the data stream quickly enough to drive your RJ610N at its rated speed. Some applications render documents in such a way that even simple-looking documents may generate a large amount of data. Low-end PCs may be particularly subject to this issue.

Similarly, delivering that data stream to your RJ610N can require considerable bandwidth, and a slow or overloaded network connection may give rise to similar symptoms.



If you are printing to a local RJ610N, make sure it is connected via a USB 2.0 (Hi-speed) connection.

• Error/operational status messages

This section lists all the status messages that you can encounter when using your RJ610N.

Status messages can be conveyed both through the LCD screen on the Control Panel of your RJ610N and through Alert windows on your PC screen. In some situations both avenues are used together. See [Common printer messages and alerts](#) on page 71 for some examples.

• Status messages on your printer's LCD screen

As mentioned elsewhere, the Power lamp is:

- ON and steady when the printer is ready to operate.
- BLINKING when the printer is busy.
- OFF only when the printer is off.

Information conveyed by status messages shown on your printer's LCD screen is covered in the following table, and classified into one of three types of message:

- User Intervention required – operational status reached requiring your intervention.
- Warning – recoverable error state requiring your intervention.
- Fatal error – if you encounter these errors, contact support personnel.

Message Type	Message on the LCD screen
User Intervention Required (User action required to resume printing)	Paper jam
	Paper out
	Ink low
	Out of Ink/Invalid or missing ink supply
	Input Manual Feed
	Duplex print
Warning (User intervention can recover from these errors)	Jam recovery door open
	Tilt error
	Latch open
	Invalid or missing print head
	Incompatible print head
Fatal Error	Printer error, contact service.
	Invalid firmware
	Sump full warning

• Alert windows status messages

Messages listed in the following table are displayed by the RJ610N driver on your PC screen as a small popup window, called an Alert window.


Such messages are intended to help you understand the nature of the problem. This table lists all Alert window messages and suggests what action you can or should take. Should the suggested course of action not have the desired effect, contact support personnel.



Alert windows carrying critical alerts will not close until you choose to close them and, if closed, may re-appear at the next print action if the error has not been fixed.

Message text	Suggested action
Cleaning in Progress	Wait until the message disappears. The printer will not respond until cleaning has completed.
Black Ink Low	Replace with full ink tank.
Cyan Ink Low	Replace with full ink tank.
Magenta Ink Low	Replace with full ink tank.
Yellow Ink Low	Replace with full ink tank.
Multiple Inks Low	Replace with full ink tank.
Black Ink Out	Replace with full ink tank.
Cyan Ink Out	Replace with full ink tank.
Magenta Ink Out	Replace with full ink tank.
Yellow Ink Out	Replace with full ink tank.
Multiple Ink Tanks Out	Replace with full ink tanks.
Incorrect Cyan Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Yellow Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Magenta Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Black Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Cyan Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Yellow Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Magenta Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Black Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Multiple Unauthorized Ink Tanks Installed	Remove ink tank, clean electrical contacts and re-seat it.
The Black Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Cyan Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Magenta Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Yellow Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
Multiple Ink Tanks are missing.	Insert or re-seat the ink tanks. Ensure electrical contacts are clean.
Printhead Latch Open	Close printhead latch – ensure printhead has been inserted properly.
Side Access Door Open	Close the side access door.
Excessive Tilt Error	Your printer will not function until it is placed on a flat, level surface.
Ink Sump Almost Full	Your printer is nearing its end-of-life. Contact support personnel.
Ink Sump Full	Your printer may have reached its end-of-life. Contact support personnel.
Load Paper	Load paper into the paper tray.
Incompatible Printhead	Your printer driver software may require updating.
Missing Printhead	Remove and re-insert your printhead – contact support personnel for directions.
Unauthorized Printhead	Remove and re-insert your printhead – contact support personnel for directions.
Paper Jam	Remove cause of paper jam.
Mechanical Jam	Power down your printer by pressing the Power On/Off button. If error persists on power-up, contact support personnel.

• Specifications

 Specifications are subject to change without prior notice.

Printing		Ink	Dye based	
Speed	Normal: 60 ppm (1600 x 800 dpi) ¹ Best: 30 ppm (1600 x 1600 dpi)	Ink dry time	Less than 1 second Paper dry to the touch before leaving printer	
Printhead Cartridge	OST5.1 print head (user replaceable)	Ink replenishment	Individual ink tank replacement	
Print pipeline hardware	Single OmniPEC	Paper sizes	Tray1: A4, US Letter and US Legal Tray 2: 6” x 4” to US Legal	
Max dot rate	774 million dots/sec	Paper types	Plain paper, glossy and matte microporous coated inkjet paper	
Single / double sided printing	Single sided (simplex) Manual (SW duplex)	Paper weight	Tray 1: 70 to 120 gsm (19 lb to 32 lb) Tray 2: 70 to 240 gsm (19 lb to 75 lb)	
Software		Paper tray	Tray 1: 250 sheets 70 gsm (19 lb) Tray 2: 20 sheets 70 gsm (19lb)	
Supported Windows Operating Systems ²	Hybrid Host Based Driver supports popular Windows™ and Mac™ operating systems.	Output paper tray	125 sheets Face-up, correct order	
SNMP	SNMPv2c	Environmental		
Fonts	Page rendering using host computer fonts	Operational		
Hardware		Temperature	15 °C to 35 °C (59 °F to 104 °F)	
CPU	Two 32-bit ARM processors	Humidity	20 % to 80 % RH non-condensing	
RAM	64 MB SDRAM	Atmospheric pressure	70 kPa to 106 kPa	
Printer Connectivity		Storage and Shipping		
USB	USB 2.0 Hi speed with type B connector	Temperature	-25 °C to 50 °C (-13 °F to 104 °F)	
USB (Device)	1 × Device port for host connection	Humidity	5 % to 95 % RH non-condensing	
LAN (wired)	100 Base – TX Ethernet 100 (802.3 u)	Atmospheric pressure	70 kPa to 106 kPa	
User Interface		Other		
Input/Output/ Toolbox	Status information via printer driver Embedded web server Mac and Windows tool box Full MS certification	Power Consumption	110 VAC/60 Hz	220 VAC/50 Hz
Front Panel	2 line LCD Graphic type Panel with language customization. Power on, Menu, Menu Up/Down, Resume, Job Cancel buttons		OFF: <0.5 W Idle: 6.1 W Printing: 40 W	
Ink and Paper		Power Supply	External power adaptor 110-240 VAC 50/60 Hz 120 Watts	
Ink tanks	4 ink tanks - CMYK 50ml per tank (color), single 100ml (black) Refillable through OEM authorized refill systems	Weight	12.8 kg (17 kg with packing)	
		Dimensions	542 w x 265 h x 455 d (mm)	

¹  Document content, specific application printing techniques, lower end PCs and network bandwidth limitations may all prevent maximum print speed from being achieved.

²  All Host Operating Systems should be updated to the latest Service Pack unless otherwise specified. JavaScript must be enabled in your browser.

• Appendices

• Relocating your RJ610N

Once your printer is set up and working to your satisfaction, you should not move it but leave it connected and switched on for best performance.

If you need to move it to another location in the house or in your office, read the section labelled [Local relocation](#) below.


If you need to relocate it to a different building or office, read the section titled [Remote relocation](#) on page 105.

Local relocation


Transporting the printer from one room to another in the house or to another office at work is considered a local relocation. Local relocation does not normally require that the printer be re-packaged before transportation.

To minimise the chance of ink leakage due to incorrect handling, your printer must be placed in 'transport mode' before relocation. This requires you to switch off the printer as set out below:

1. To place your printer in 'transport mode':
 1. When the printer is idle and the **Ready** message is displayed on the LCD screen, press the Menu button.
 2. Use the Up or Down button to select **Transport mode**, and then press the OK/Resume button.
 3. Press the OK/Resume button again to confirm. The power lamp begins to blink and the **Transport mode Setting...** message appears on the LCD screen.
 4. Wait until the power lamp stop blinking and the printer is powered off. Your printer is now in 'transport mode'.
2. Disconnect the power cable from the wall socket.

 DO NOT switch off the power at the power outlet or remove the power cable before the power lamp has ceased blinking. Failure to do so may damage your printer.

3. Disconnect the USB or Ethernet cable from your printer.
4. Lift the printer keeping it as level as possible whilst doing so. It is recommended that two people are used to lift and move the printer, as this makes it easier to keep the printer level.

 The printer should remain level at all times during relocation or storage. Failure to do so may cause the printer to leak ink.


5. Take care to avoid bumping the printer during the move.
6. When re-installing the printer in the new location, select the location as set out in the [Locating your printer](#) section on page 18.

Remote relocation


When transporting your RJ610N to a remote location, your printer will need to be re-packaged.

To minimise the chance of ink leakage due to incorrect handling, your printer must be placed in 'transport mode' before repackaging. This requires you to switch off the printer as set out below:


1. To place your printer in 'transport mode', see page 104.
2. To repackage your printer:
 1. Make sure the printer is in 'transport mode' and powered off before disconnecting the power cable from the wall socket.

 DO NOT switch off the power at the power outlet or remove the power cable before the power lamp has ceased blinking. Failure to do so may damage your printer.


2. Disconnect the USB or Ethernet cable from your printer.
3. Prepare the original packing material (in which the printer was packaged when new).
4. Remove the ink tanks from the printer, watching out for spills or stains.
5. Wrap each ink tank in clean, lint-free absorbent material and place them in a sealed plastic bag as a precaution against any spillages during transport.

 DO NOT remove the printhead before re-packaging the printer. The printhead is best left in the printer during transport.

6. Empty Tray 1 and re-insert the paper picker stay (see [Removing the paper picker stay](#) on page 17) to secure the paper picking mechanism for transport.
7. Re-package the printer in the original packaging material, keeping the printer level at all times. See [Repackaging your printer](#) in the Appendices on page 107.
8. Ensure transport labels on the exterior box clearly indicate that the box is to be kept level at all times.

 The printer should remain level at all times during transportation and storage. Failure to do so may cause the printer to leak ink.

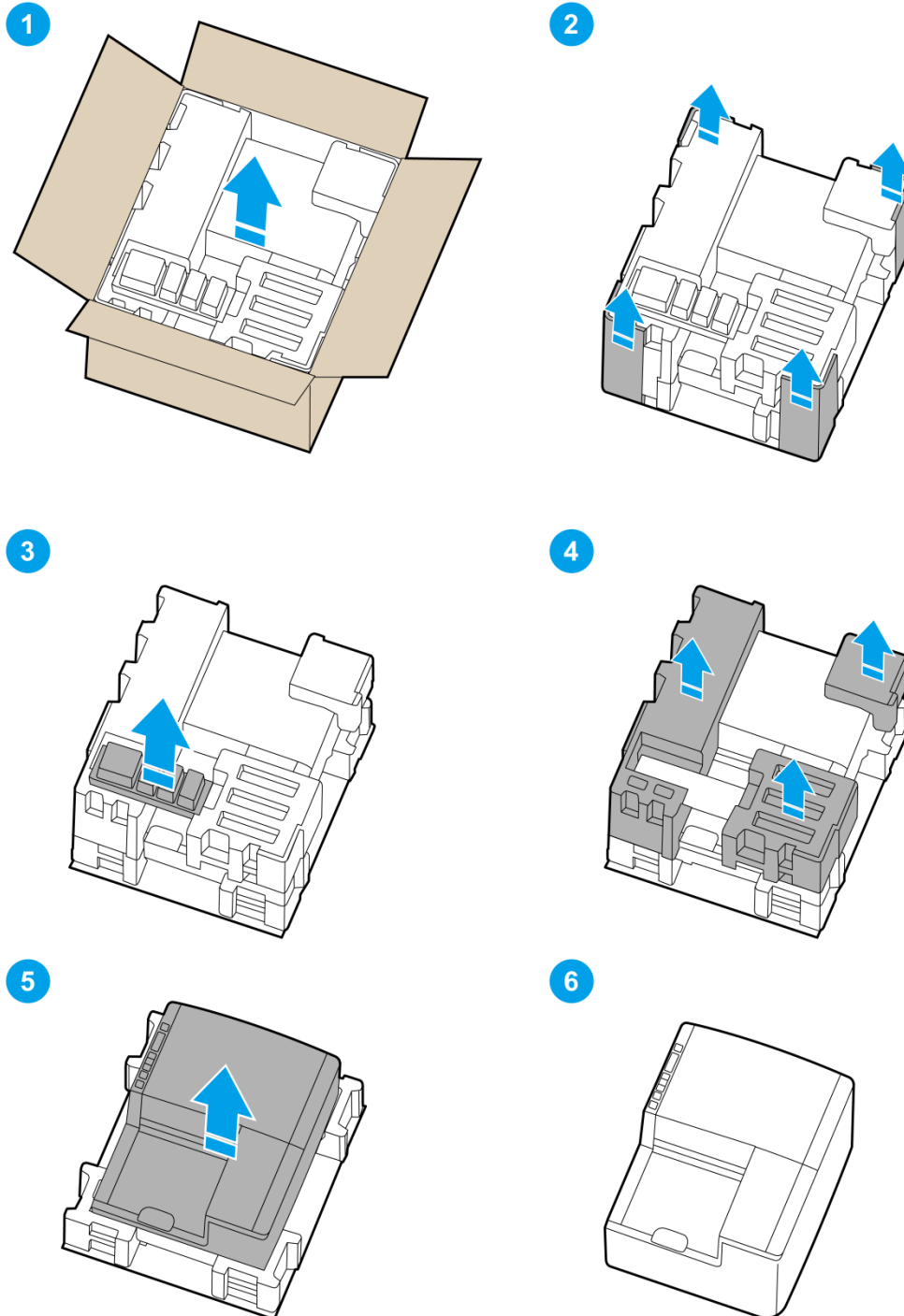
When re-installing at the new location, ensure there is sufficient free space around the printer and that it is placed on a flat, level surface, as set out in the [Locating your printer](#) section on page 18.

 For environmental requirements during storage and shipping, refer to [Specifications](#) on page 103.

• Unpacking your printer

This section provides a simple visual guide to unpacking your new RJ610N.

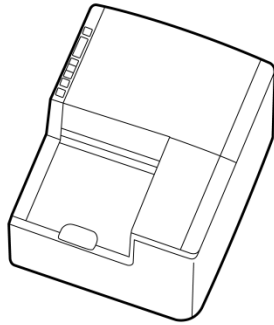
See [Setting up your printer](#) on page 16 for detailed information on how to proceed after unpacking.



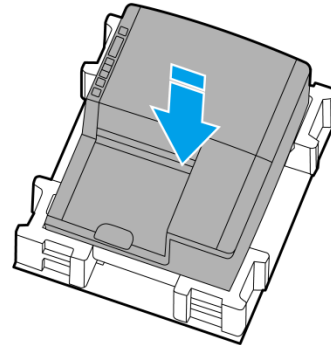
• Repackaging your printer

This section provides a simple visual guide to repackaging your printer for transport, as discussed in [Remote relocation](#) on page 105.

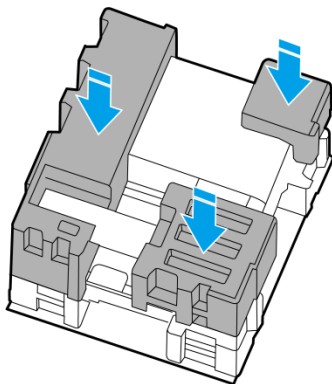
1



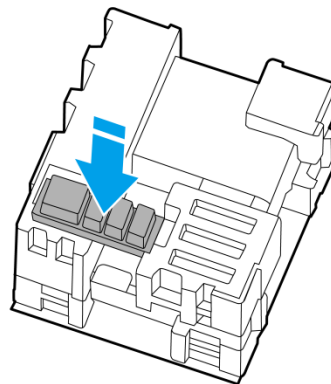
2



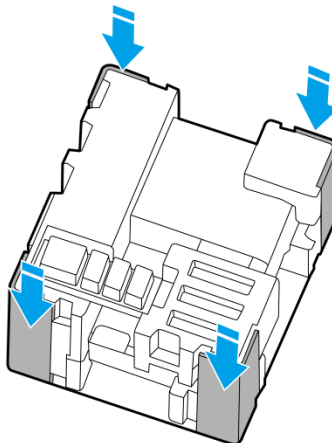
3



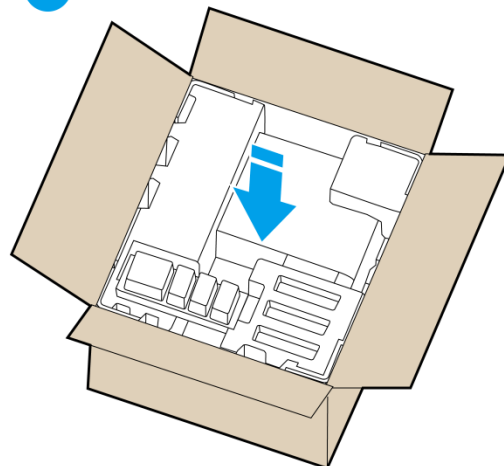
4



5



6



- **Notices and Regulatory statements**

This is a place-holder for Certificates and Statements to be inserted (as appropriate) by Brand Partner(s).

- **Edition Notice**

- **FCC Compliance**

- **European Community**

- **WEEE directive**

- **Industry Canada**

- **Environmental Protection**

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