

Lenovo Viewer Operator's Manual

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Before Reading This Manual

This manual also describes information that may be useful for the operation of this equipment with the following signage:



Important instruction, always follow this guidance.



Handy information that is useful to know.

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Lenovo Viewer

Introduction

Lenovo Viewer has been specially designed for use with the Lenovo Multifunctional Digital Systems M9522, M9525 and TWAIN compatible scanning device.

Available features of Lenovo Viewer include:

- Using your Lenovo Digital MFC as a printer.
The M9522/M9525 can print on both sides of each piece of paper, known as duplex printing. See the section starting on page 31 of this guide for more details.
- Using your Lenovo Digital MFC as a scanner.
- Configuring your Lenovo Digital MFC from the PC.
- Scanning hard copy documents using a TWAIN scanner.

This manual gives instructions on how to install the GDI printer driver, TWAIN scanner driver and Lenovo Viewer as well as basic information about some of the other functions listed above.

Installation



Please read and follow the instructions below **BEFORE** connecting the Lenovo Digital MFC to the PC. Failure to follow the instructions may mean the software does not install correctly.

Minimum Computer Requirements

As with most Windows applications, Lenovo Viewer will run faster when used on a PC with a faster processor or with more RAM.

If you are using other applications on your PC at the same time as Lenovo Viewer, a faster processor and additional RAM are highly recommended.

Lenovo Viewer is compatible with following Microsoft Windows platforms. Make sure that your computer meets the following criteria.

Operating system:

- Microsoft Windows XP with Service Pack 3
- Microsoft Windows Vista
- Microsoft Windows 7*
- Microsoft Windows 8*
- Microsoft Windows Vista 64-bit
- Microsoft Windows 7 64-bit*
- Microsoft Windows 8 64-bit*
- Microsoft Windows XP Professional x64 Edition
- Microsoft Windows Server 2003/2003R2
- Microsoft Windows Server 2003/2003R2 x64 Editions
- Microsoft Windows Server 2008
- Microsoft Windows Server 2008 x64 Editions
- Microsoft Windows Server 2008R2 x64 Editions*
- Microsoft Windows Server 2012 x64 Editions*

* For these versions of Windows it is essential that you follow the installation procedures in this guide to pre-install the USB drivers for the Lenovo Digital MFC **BEFORE** you connect the MFC to the PC, else Plug and Play installation will not work.

PC:	<p>PC/AT 100% compatible; Modern Processor (x86) 800MHz or higher for Windows XP Home or Professional, Windows Server 2003/2003R2 or Windows Vista 32 bit</p> <p>PC/AT 100% compatible; Modern Processor (x86) 1GHz or higher for Windows Server 2008, Windows 7 or Windows 8</p> <p>PC/AT 100% compatible; Modern 64bit (x64) processor 1GHz or higher for Windows Vista 64-bit</p> <p>PC/AT 100% compatible; Modern 64bit (x64) processor 1GHz or higher for Windows XP Professional x64 Edition</p> <p>PC/AT 100% compatible; Modern 64bit (x64) processor 1GHz or higher for Windows Server 2003/2003R2 x64 Editions</p> <p>PC/AT 100% compatible; Modern 64bit (x64) processor 1.4GHz or higher for Windows Server 2008/2008R2/2012 x64 Editions</p> <p>PC/AT 100% compatible; Modern 64bit (x64) processor 2GHz or higher for Windows 7 x64 or Windows 8 x64</p>
PC memory:	<p>128MB RAM (256MB recommended) for Windows XP Home or Professional</p> <p>512MB RAM for Windows Server 2003</p> <p>512MB RAM (1GB recommended) for Windows Server 2003R2</p> <p>512MB RAM (2GB recommended) for Windows Server 2008</p> <p>512MB RAM (1GB recommended) for Windows Vista 32 bit</p> <p>1GB RAM for Windows 7 or Windows 8</p> <p>1GB RAM for Windows Vista 64 bit</p> <p>256MB RAM (512MB recommended) for Windows XP Professional x64 Edition</p> <p>512MB RAM (1GB recommended) for Windows Server 2003/2003R2 x64 Editions</p> <p>512MB RAM (2GB recommended) for Windows Server 2008/2008R2/2012 x64 Editions</p> <p>2GB RAM for Windows 7 x64 or Windows 8 x64</p>
Hard Disk:	Depending on which parts of Viewer and the Printer & Scanner drivers are installed a minimum of 20MB free disk space is required.
Display:	<p>A 24 bit color video card and driver is recommended.</p> <p>Windows Vista/7/8 requires DirectX 9 with a minimum of 128MB graphics memory.</p>

Installing Printer and Scanner Drivers with Lenovo Viewer

The Printer and Scanner drivers allow you to print on and scan using your Lenovo Digital MFC.

Before installing

Before installing, please make sure that following conditions are satisfied:

- If you have already installed the previous version of the Printer Driver on your PC, delete the printer driver from the Printers folder immediately after you start Windows.
- Make sure that you are logged into Windows with Administrator permissions. If required, consider promoting your normal Windows user to have Administrator permissions for the duration of the installation and then demote them again afterwards.
- Close all applications that are running to avoid any conflicts during installation.



Please note that these printer drivers for your Lenovo Digital MFCs cannot be installed via the Windows “Add Printer” button; please refer to the following sections for correct installation procedures.

On the Windows PC to which the Lenovo Digital MFC will be connected

The Lenovo Viewer applications will also be installed during this process, these include:

- Viewer (P3console): A Viewer which you can use to scan pages and save them as images;
- Device Setup: A utility to configure your Lenovo Digital MFCs from the PC.

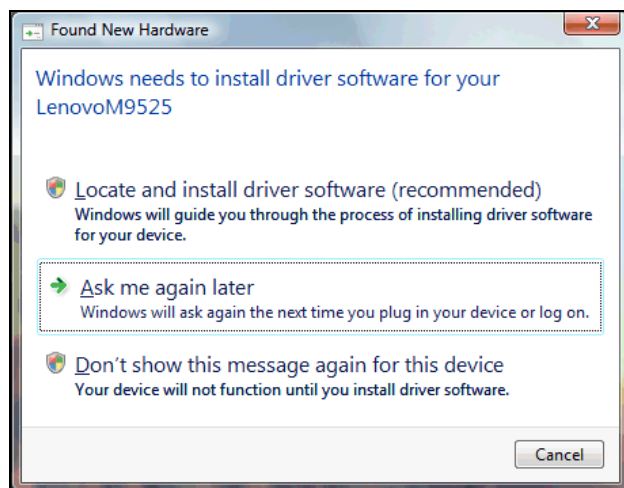
Installation via Plug and Play (Windows XP, Vista, Server 2003 and Server 2008)



This installation process is **not** suitable for Windows 7, 8 or Server 2008R2/2012, if you are using either of these versions of Windows please refer to the “Installation via CD (All versions of Windows)” section starting on page 9.

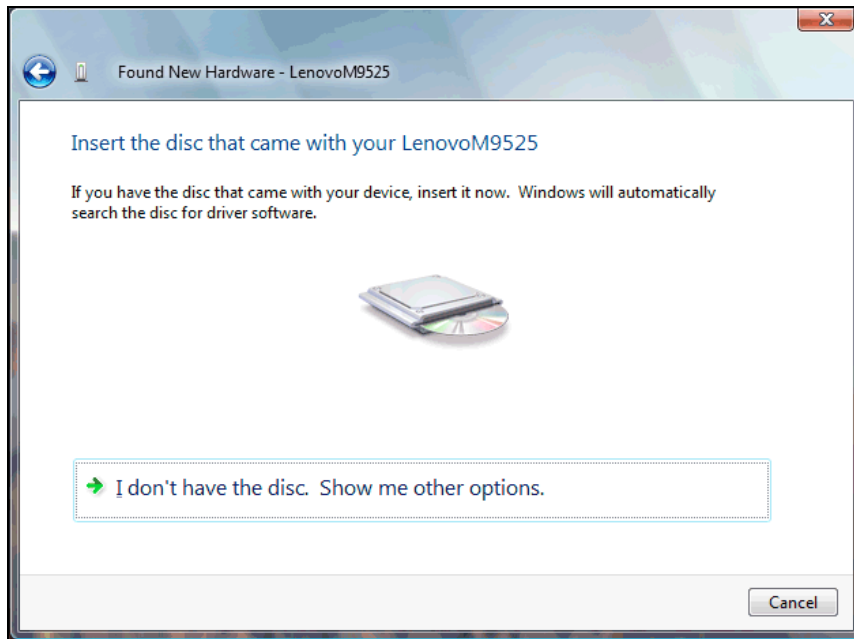
The installation process is as follows:

1. Connect the Lenovo Digital MFC to your PC via an empty USB port.
2. Windows will detect you connecting the MFC and start to install drivers, select to **Locate and install driver software**.



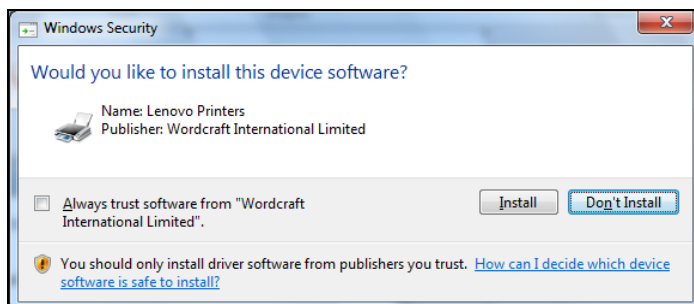
If asked whether Windows should connect to Windows Update select **No, not this time**.

3. When prompted, insert the Viewer CD supplied with your Lenovo Digital MFC.

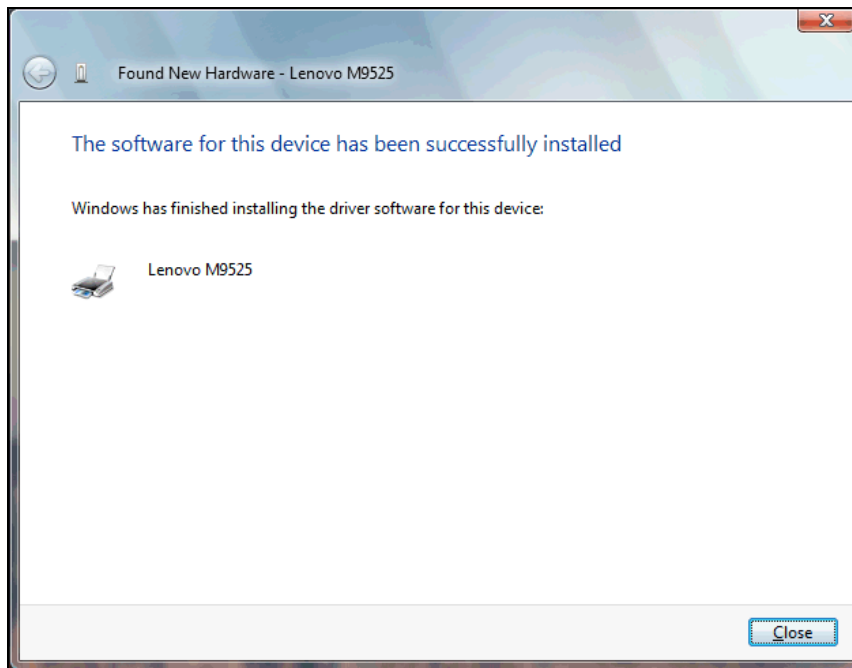


Windows should detect the CD being inserted then automatically search it for printer drivers for use with the connected Lenovo Digital MFC and start to install them.

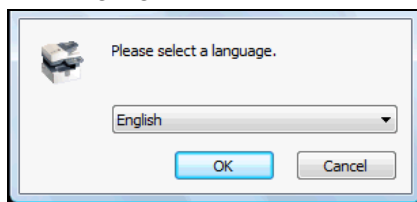
4. Depending on how Windows is configured, Windows may warn that the drivers have not passed Windows Logo testing or that it cannot verify the publisher – click **Continue Anyway**, **Install** or **Install this driver software anyway**.



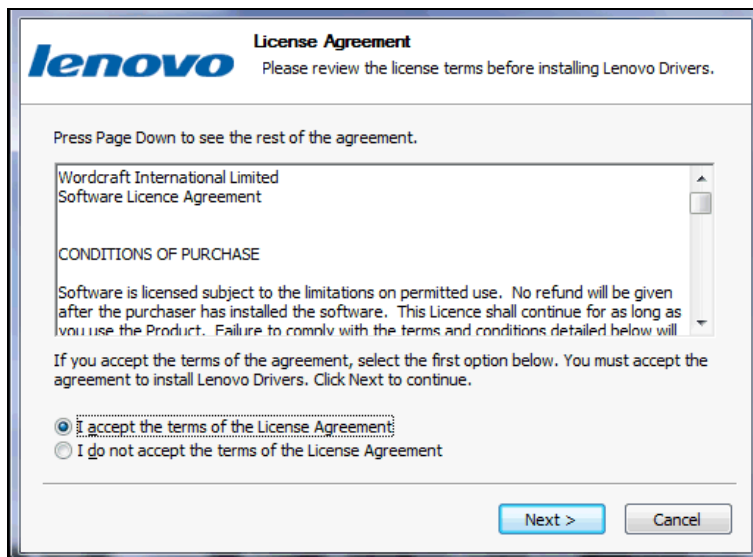
5. Click the **Finish** button on the Found New Hardware Wizard.



6. Select a language and click the **OK** button, if prompted to do so.



7. Accept the license agreement for the Lenovo Drivers and click the **Next** button, if prompted to do so.



8. The Lenovo Viewer software will now be installed and your printer and scanner drivers configured; please wait while this is done.

9. Click the **Finish** button on the Lenovo Drivers Setup Wizard.



The MFC's device driver must be running before any remote user can scan using the MFC and can be started manually using the appropriate shortcut via **Start, Programs, Lenovo Viewer, Devices**. To start the Lenovo Digital MFC's device driver immediately, leave the **Allow remote users to scan with the Lenovo Digital MFC immediately** option ticked.



Consider copying the shortcut from **Start, Programs, Lenovo Viewer, Devices** to the **Startup** folder in the **Start, Programs** menu so that remote users can scan using the Lenovo Digital MFC as soon as you log into Windows.

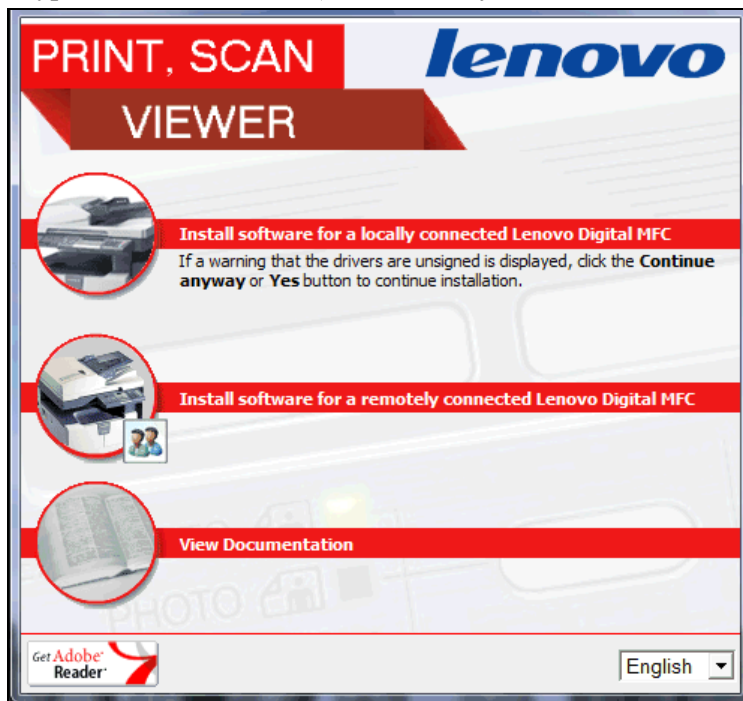
Your software is now installed.

Installation via CD (All versions of Windows, including Windows 7, 8 and Server 2008R2/2012)

The installation process is as follows:

1. Insert the Lenovo Viewer CD-ROM in to the CD-ROM drive.

2. The Lenovo Viewer Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\INSTALL.EXE (where “F” is your CD-ROM drive) and then click the **OK** button.



Select the required language from the list shown in the lower right corner of the Lenovo Viewer Installation Menu.

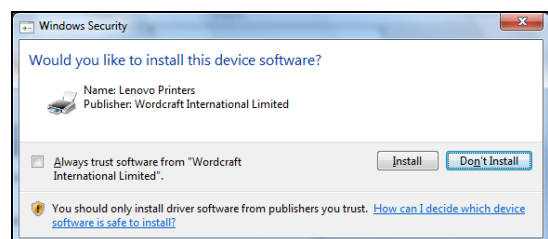
Click **Install software for a locally connected Lenovo Digital MFC**.

3. Drivers for Lenovo USB MFCs are now pre-installed to Windows so that they can be found when a compatible Lenovo USB MFC is subsequently connected. Depending on how Windows is configured, Windows may warn that the drivers have not passed Windows Logo testing or that it cannot verify the publisher – click **Continue Anyway**, **Install** or **Install this driver software anyway**.

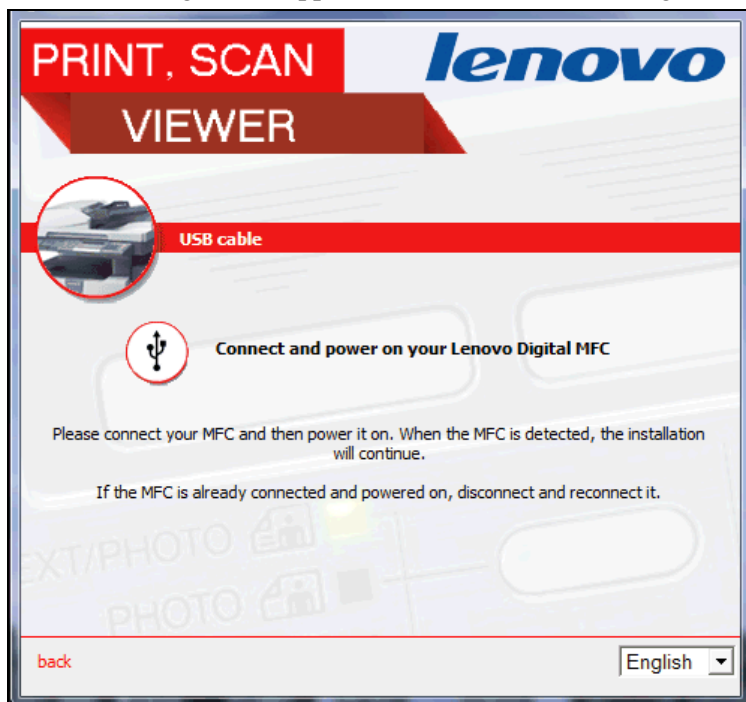
Windows XP



Windows Vista/7/8/2008/2012



4. When the following screen appears, connect the Lenovo Digital MFC to the PC and power on the MFC.



5. Windows should detect the Lenovo Digital MFC being connected.



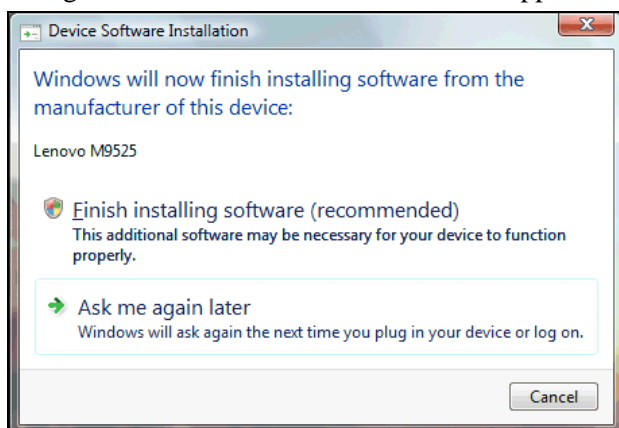
Windows may briefly display the “Found New Hardware” dialog; it will close automatically.



Depending on how Windows is configured, the following page will be displayed while Windows searches Windows Update for drivers:

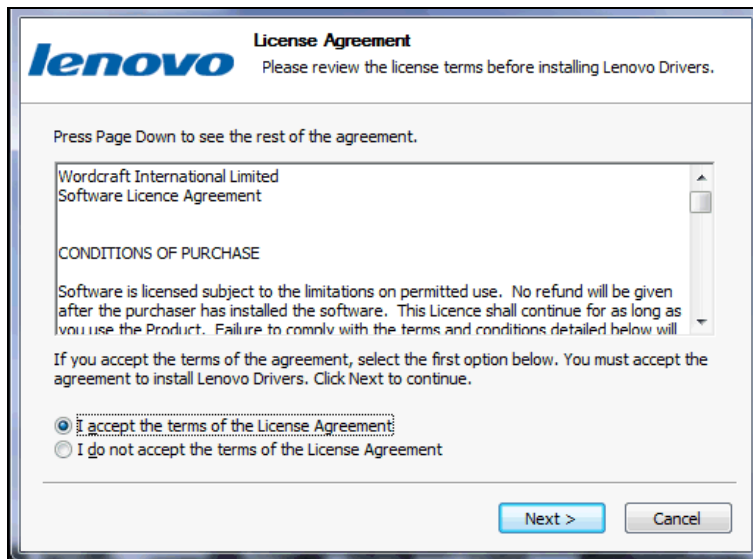


6. If running Windows Vista another screen will appear, click **Finish installing software (recommended)**.



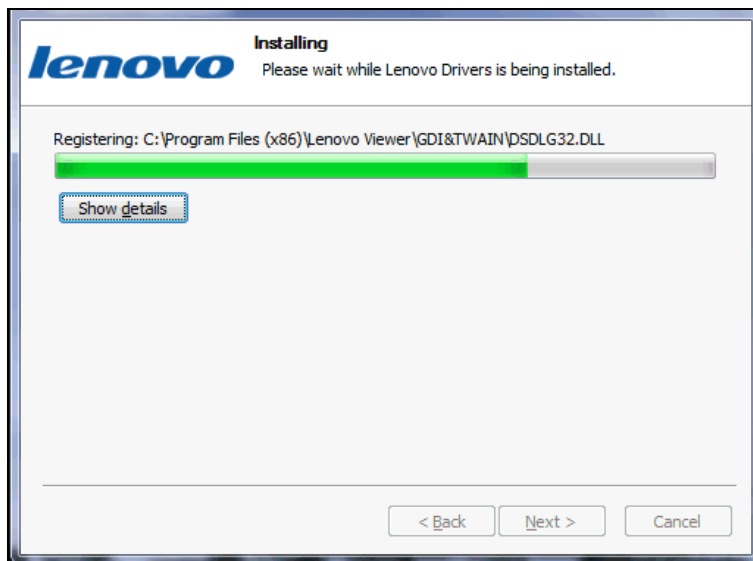
7. The Lenovo Viewer Installation Menu will notice the new Lenovo USB MFC is connected and start the Printer and Scanner drivers' installation.

Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Next** button. If you do not agree, click **Cancel** and the installation will stop.



If you have already installed printer and scanner drivers for another Lenovo Digital MFC on this PC this page will not be displayed.

8. Please wait while the files are copied from the CD.



9. Click the **Finish** button to complete the installation.



The MFC's device driver must be running before any remote user can scan using the MFC and can be started manually using the appropriate shortcut via **Start, Programs, Lenovo Viewer, Devices**. To start the Lenovo Digital MFC's device driver immediately, leave the **Allow remote users to scan with the Lenovo Digital MFC immediately** option ticked.

If the installer detects that it is necessary to restart Windows the above page will indicate this.



Consider copying the shortcut from **Start, Programs, Lenovo Viewer, Devices** to the **Startup** folder in the **Start, Programs** menu so that remote users can scan using the Lenovo Digital MFC as soon as you log into Windows.

On other compatible Windows PCs elsewhere on the LAN

Installing Printer Drivers



Before you can print from other Windows PCs on the Lenovo Digital MFC you must:

- Install the Printer and Scanner drivers onto the PC to which the Lenovo Digital MFC is connected. See the section starting on page 6 for more details.
- Share the printer using Windows' normal printer sharing functions accessed via **Start, Control Panel, Printers and Faxes** by right clicking on the printer and selecting **Sharing**.

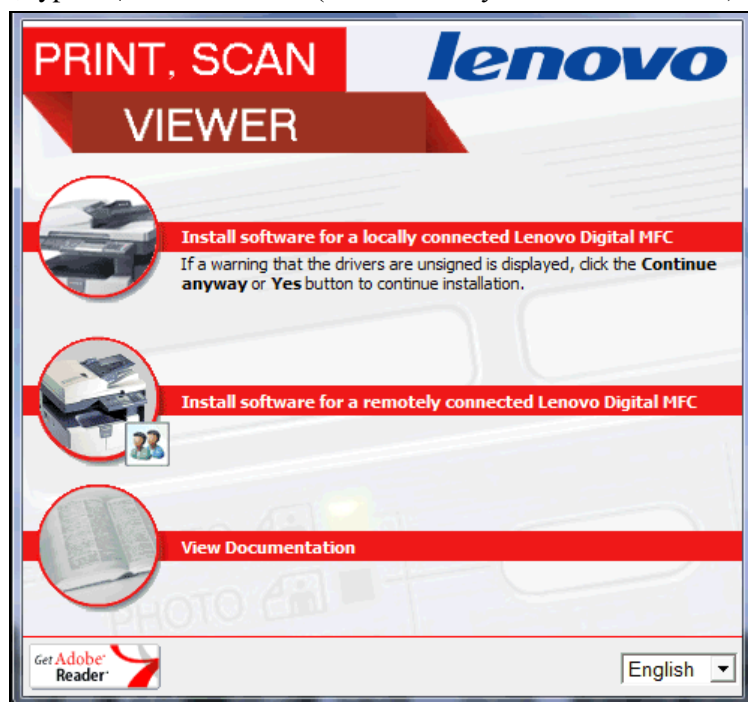
The following applies when both the PC to which the Lenovo Digital MFC is connected and the remote PC where the printer driver is being installed are running any combination of Windows XP x86, Vista x86, 7 x86, 8 x86, Server 2003 x86 or Server 2008 x86.

On the other PCs, from where you want to print on the Lenovo Digital MFC:

1. Click on **Start, Control Panel, Printers and Faxes**.
2. Click on **Add a Printer**.
3. Follow the instructions to connect to a **printer attached to another computer** – the printer driver will be downloaded to the remote Windows PC automatically.

If either the PC to which the Lenovo Digital MFC is connected or the remote PC where the printer driver is being installed are running a 64 bit version of Windows XP, Vista, 7, 8, Server 2003 or Server 2008/2008R2/2012 then:

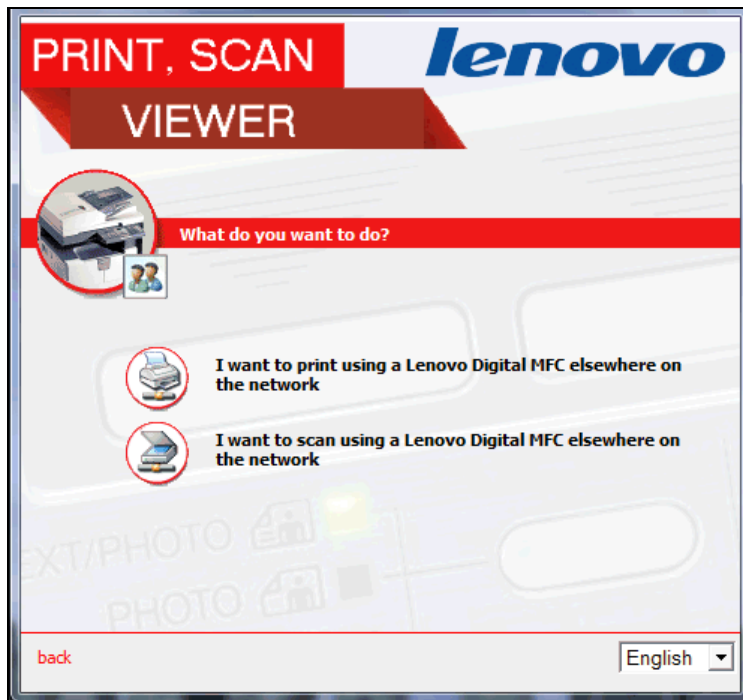
1. Insert the Lenovo Viewer CD-ROM in to the CD-ROM drive.
2. The Lenovo Viewer Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\INSTALL.EXE (where "F" is your CD-ROM drive) and then click the **OK** button.



Select the required language from the list shown in the lower right corner of the Lenovo Viewer Installation Menu.

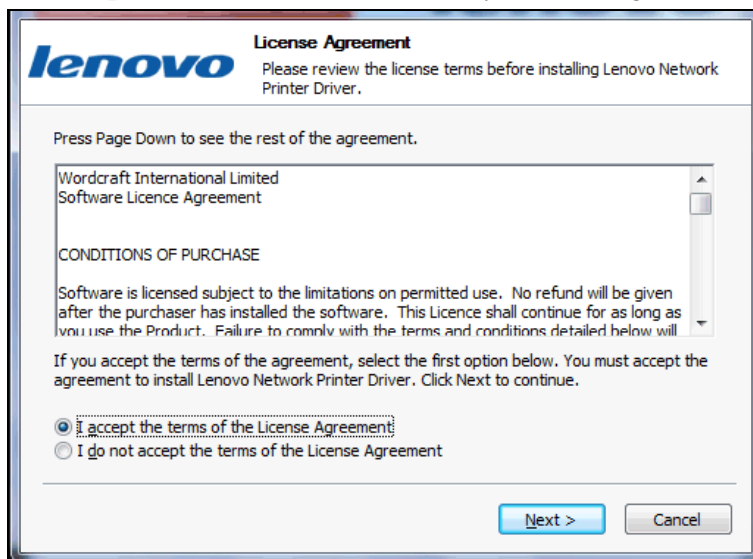
Click **Install software for a remotely connected Lenovo Digital MFC**.

3. Click **I want to print using a Lenovo Digital MFC elsewhere on the network**.

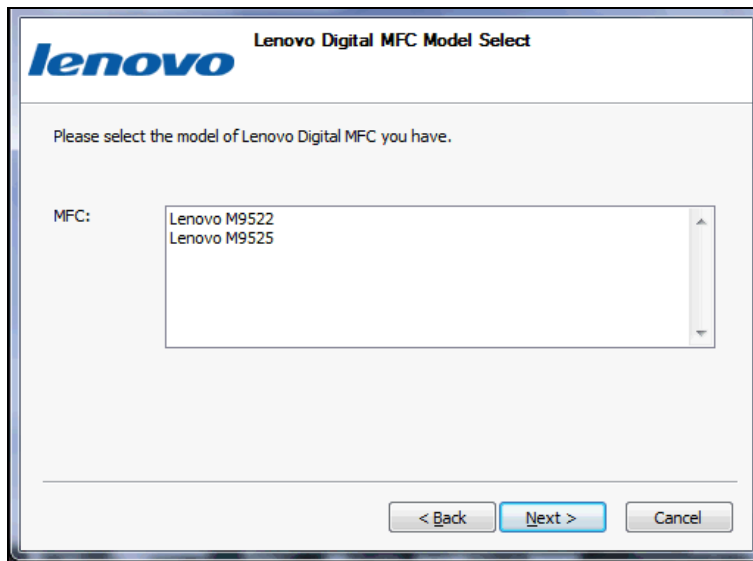


4. The Network Printer drivers' installer will start.

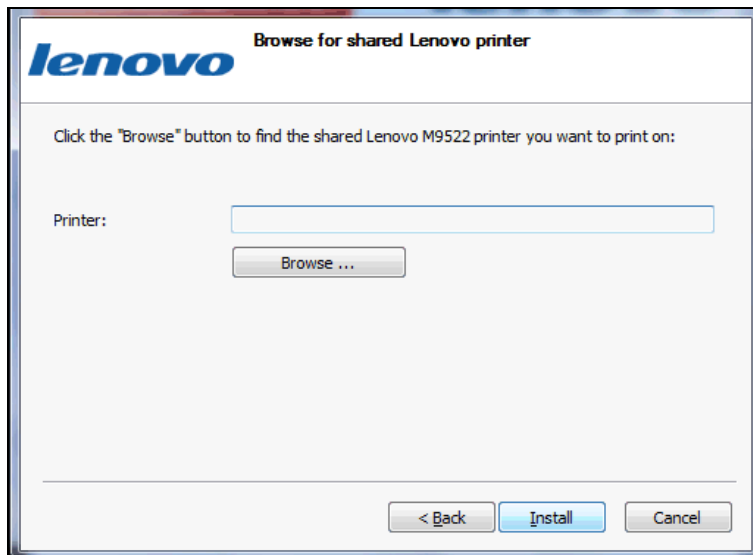
Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Next** button. If you do not agree, click **Cancel** and the installation will stop.



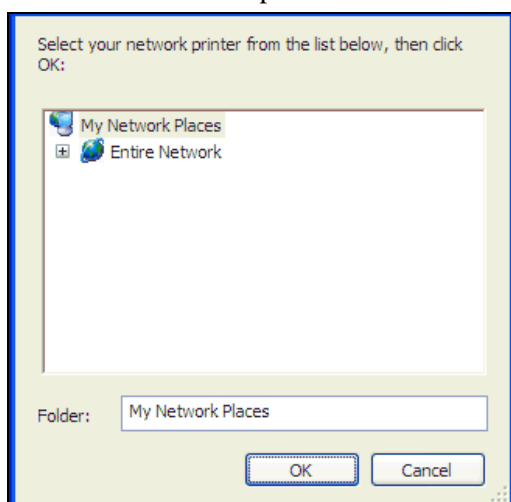
5. Select the Lenovo Digital MFC model you are using and then click the **Next** button.



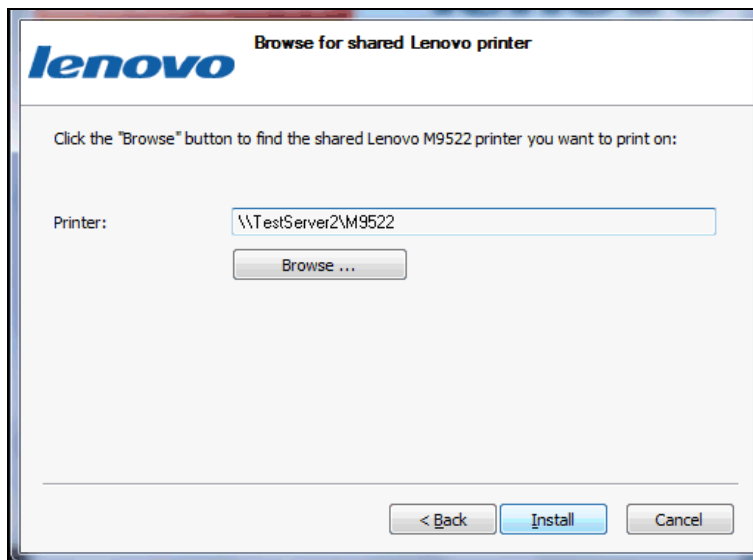
6. Click the **Browse** button to search for the already shared Lenovo printer.



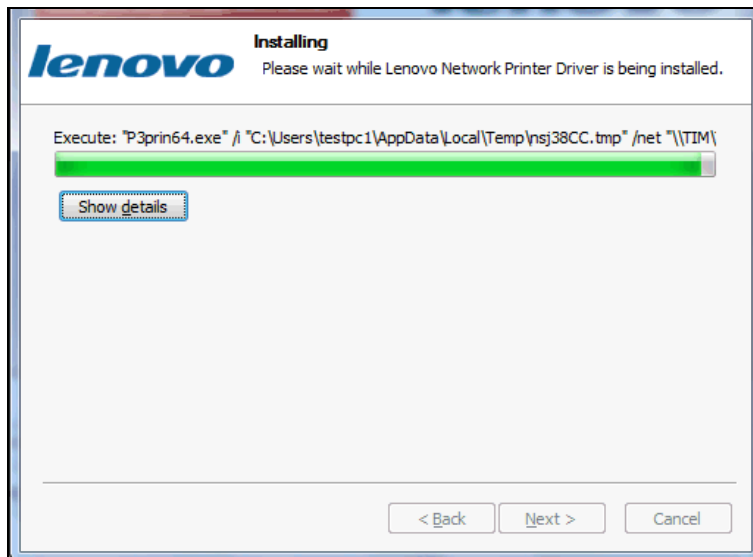
7. Click the "+" icon to the left of the appropriate entries in the list of Network locations to find and then select the shared Lenovo printer then click the **OK** button.



8. The path to the shared Lenovo printer is shown on the installer's page as it reappears; click the **Install** button to continue.



9. Please wait while the files are copied from the CD.



10. Click the **Finish** button to complete the installation.



If the installer detects that it is necessary to restart Windows the above page will indicate this.

Installing the Network Scanner Drivers

The Network Scanner Drivers allow you to scan using a Lenovo Digital MFC connected to another PC on the same LAN as the PC on which you install the Network Scanner Drivers.



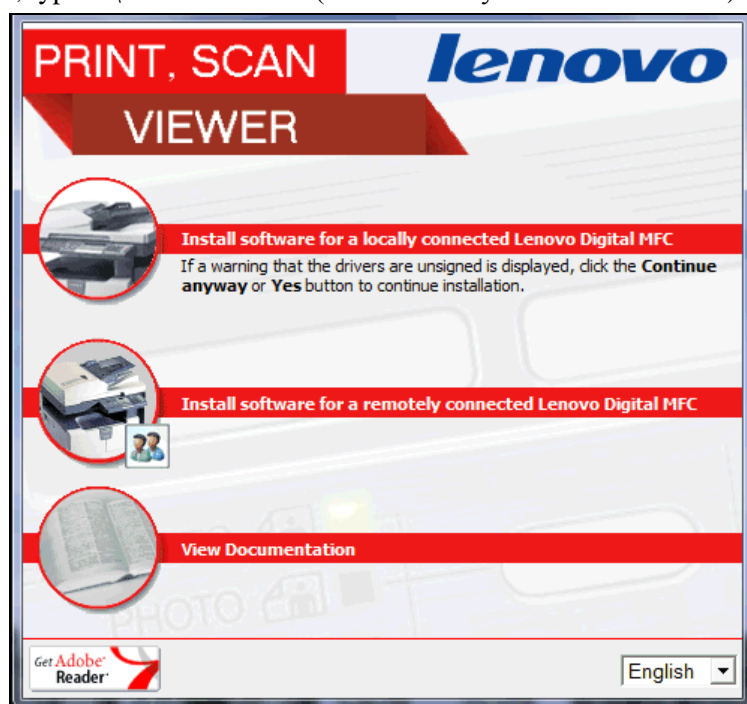
Before you can scan from other Windows PCs using the Lenovo Digital MFC you must install the Printer and Scanner drivers onto the PC to which the Lenovo Digital MFC is connected and allow remote users to scan using it. See the section starting on page 6 for more details.

The Lenovo Viewer applications will also be installed during this process, these include:

- Viewer (P3console): A Viewer which you can use to scan pages and save them as images;

On the other PCs, where you want to be able to scan using the Lenovo Digital MFC:

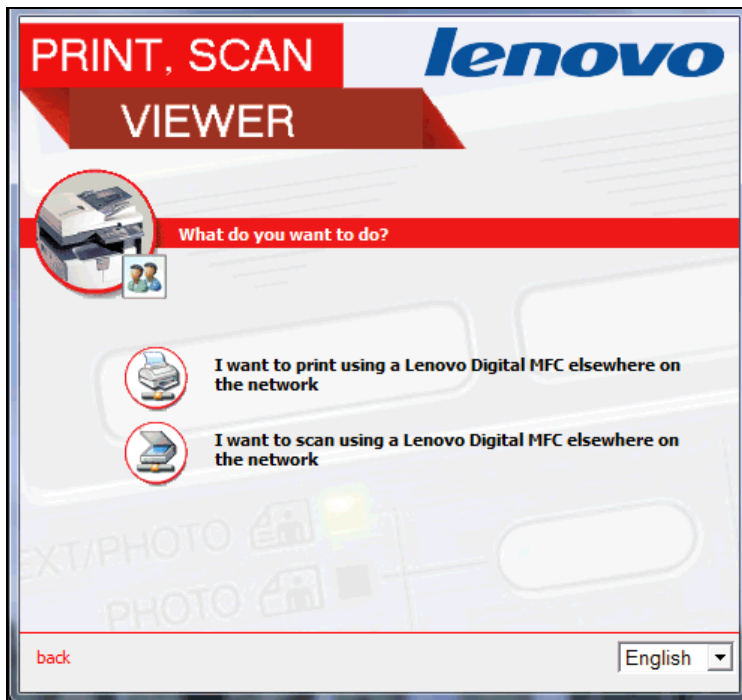
1. Insert the Lenovo Viewer CD-ROM in to the CD-ROM drive.
2. The Lenovo Viewer Installation Menu (below) should automatically appear, if it does not click **Start, Run**, type F:\INSTALL.EXE (where “F” is your CD-ROM drive) and then click the **OK** button.



Select the required language from the list shown in the lower right corner of the Lenovo Viewer Installation Menu.

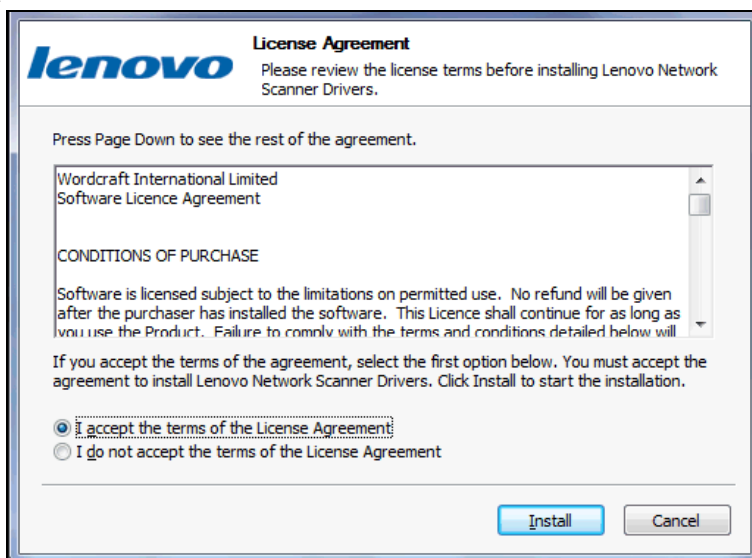
Click **Install software for a remotely connected Lenovo Digital MFC**.

3. Click **I want to scan using a Lenovo Digital MFC elsewhere on the network**.



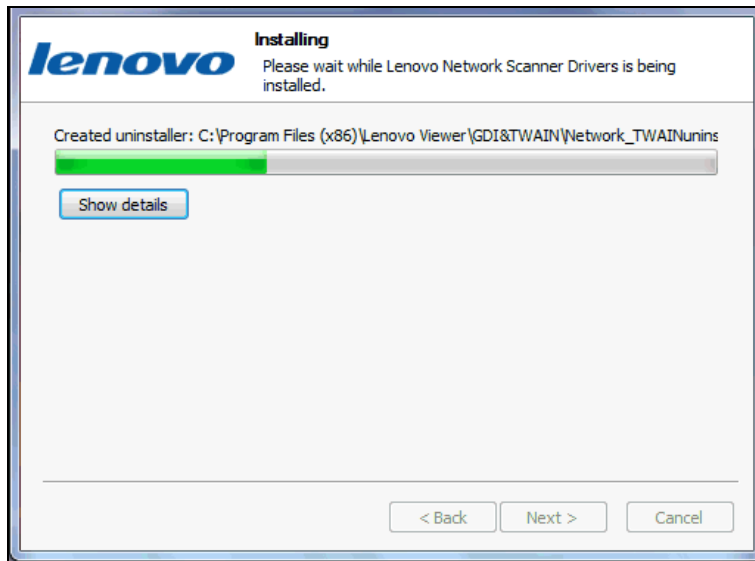
4. The Printer and Scanner drivers' installer will start.

Read the Software License Agreement. If you agree to accept the terms of the License Agreement, select **I accept** and click the **Install** button. If you do not agree, click **Cancel** and the installation will stop.

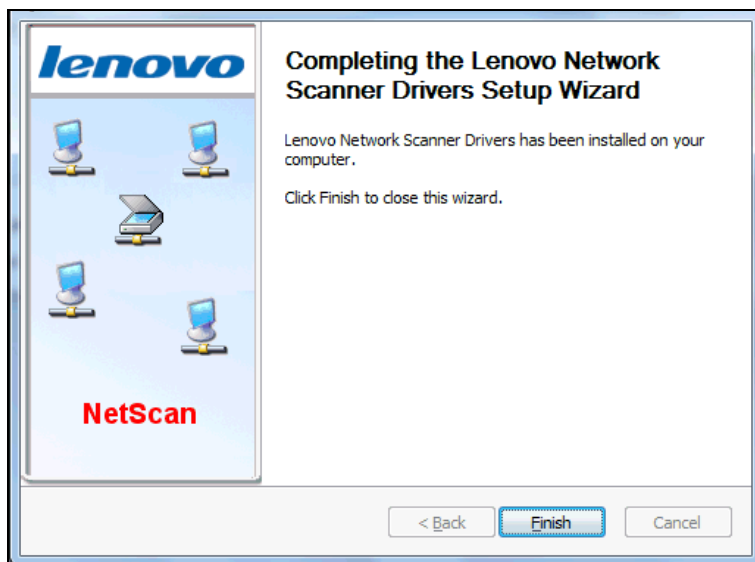


If you have already installed printer and scanner drivers for another Lenovo Digital MFC on this PC, this page will not be displayed.

5. Please wait while the files are copied from the CD.

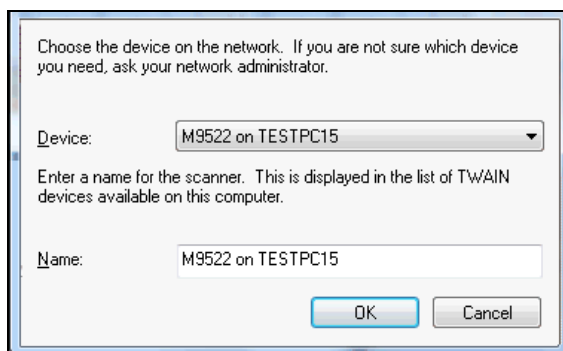


6. Click the **Finish** button.

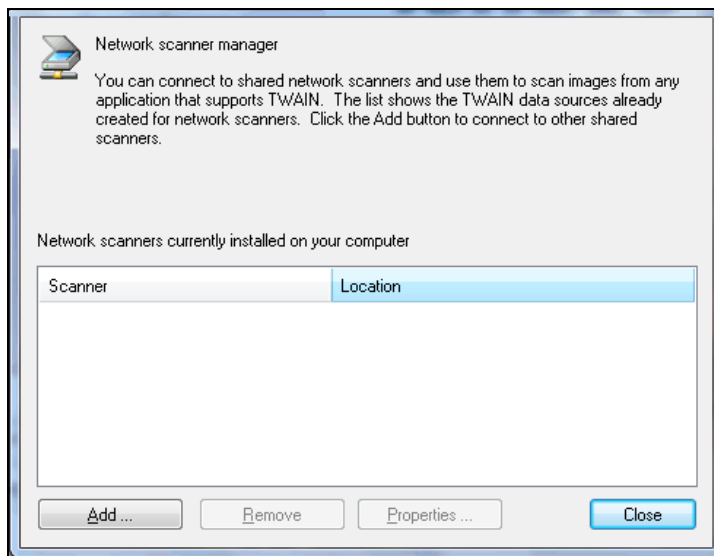


If the installer detects that it is necessary to restart Windows the above page will indicate this.

7. The **Network Scanner Configuration** program will start automatically. Select the Lenovo Digital MFC that you want to be able to use for scanning and change the name if the default is not suitable, and then click the **OK** button.



8. The list of remote Lenovo Digital MFCs that can be used for scanning at this PC is displayed; click the **Close** button to finish.



This program can be used later to reconfigure the Lenovo Digital MFCs that can be used to scan at this PC using the **Start, Programs, Lenovo Viewer, Network Scanner Configuration** shortcut.

You can now use the remote Lenovo Digital MFC to scan as though it was connected to the PC directly as long as the device driver for the Lenovo Digital MFC is running on the PC to which it is physically connected at the time.



Consider asking the user at the PC to which it is physically connected to copy the appropriate shortcut in their **Start, Programs, Lenovo Viewer, Devices** shortcut folder into the **Startup** shortcut folder so that the Lenovo Digital MFC is available for scanning by remote users as soon as the local user logs into Windows.

Uninstalling

Uninstalling the Printer and Scanner Drivers

1. Disconnect the Lenovo Digital MFC.
2. Click **Start** then **Control Panel**.
3. Select **Add/Remove Programs** or **Programs and Features**.
4. Select **Lenovo Printer and Scanner Drivers** and click the associated **Remove/Uninstall** button.
5. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
6. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

Uninstalling the Network Scanner Drivers

1. Click **Start** then **Control Panel**.
2. Select **Add/Remove Programs**.
3. Select **Lenovo Network Scanner Drivers** and click the associated **Remove/Uninstall** button.
4. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
5. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

Uninstalling the Lenovo Viewer

1. Click **Start** then **Control Panel**.

2. Select **Add/Remove Programs** or **Programs and Features**.
3. Select **Lenovo Viewer** and click the associated **Remove/Uninstall** button.
4. To confirm that the software should be uninstalled click the **Uninstall** button, to abort and leave the software installed click the **Cancel** button
5. When the removal of the software is completed, click the **Finish** button to close the uninstaller.

Operation

Lenovo Viewer

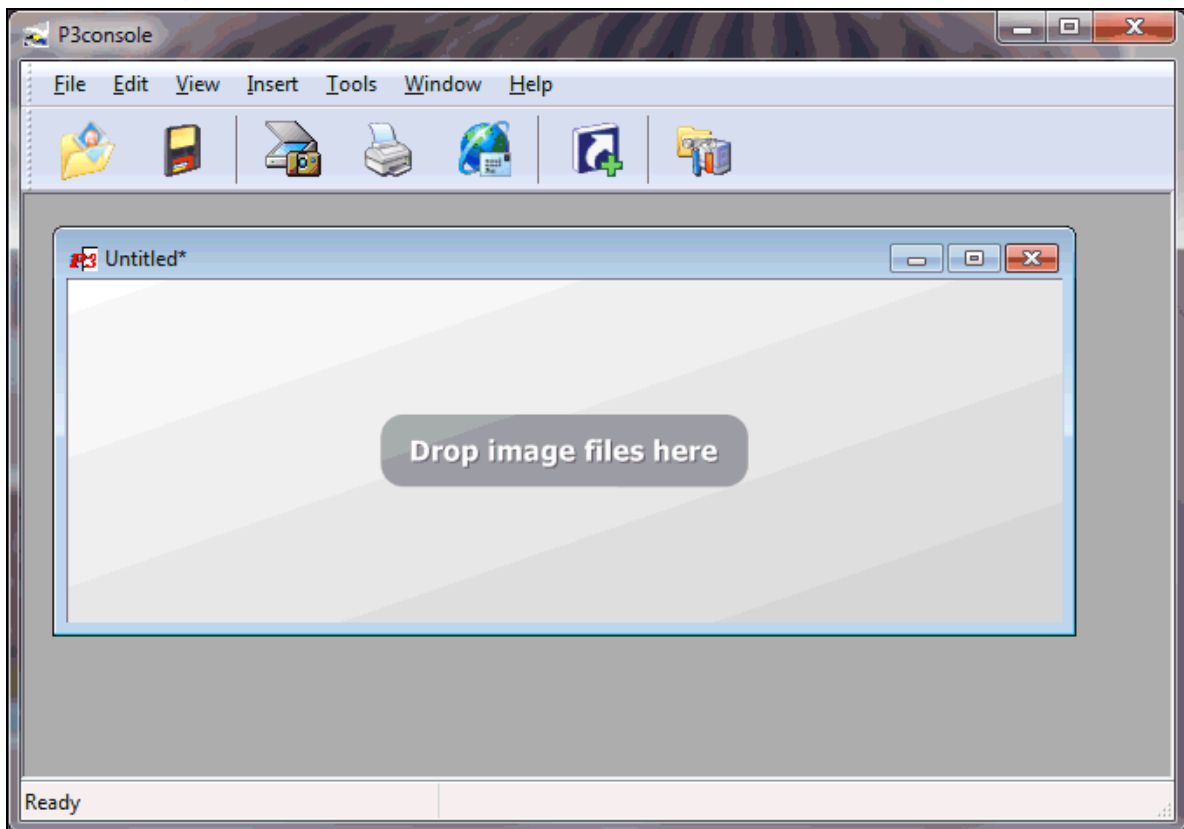
The Lenovo Viewer application installs up to three components:

- Viewer: used to view, scan, print and save images and to create “shortcuts” that combine these functions.
- Configure MFC Utility: used to configure the Lenovo Digital MFC from the PC.

Viewer – P3console

Main Display

Use the **Start, Programs, Lenovo Viewer, Lenovo Viewer** shortcut to start P3console:



The main display consists of 4 parts:

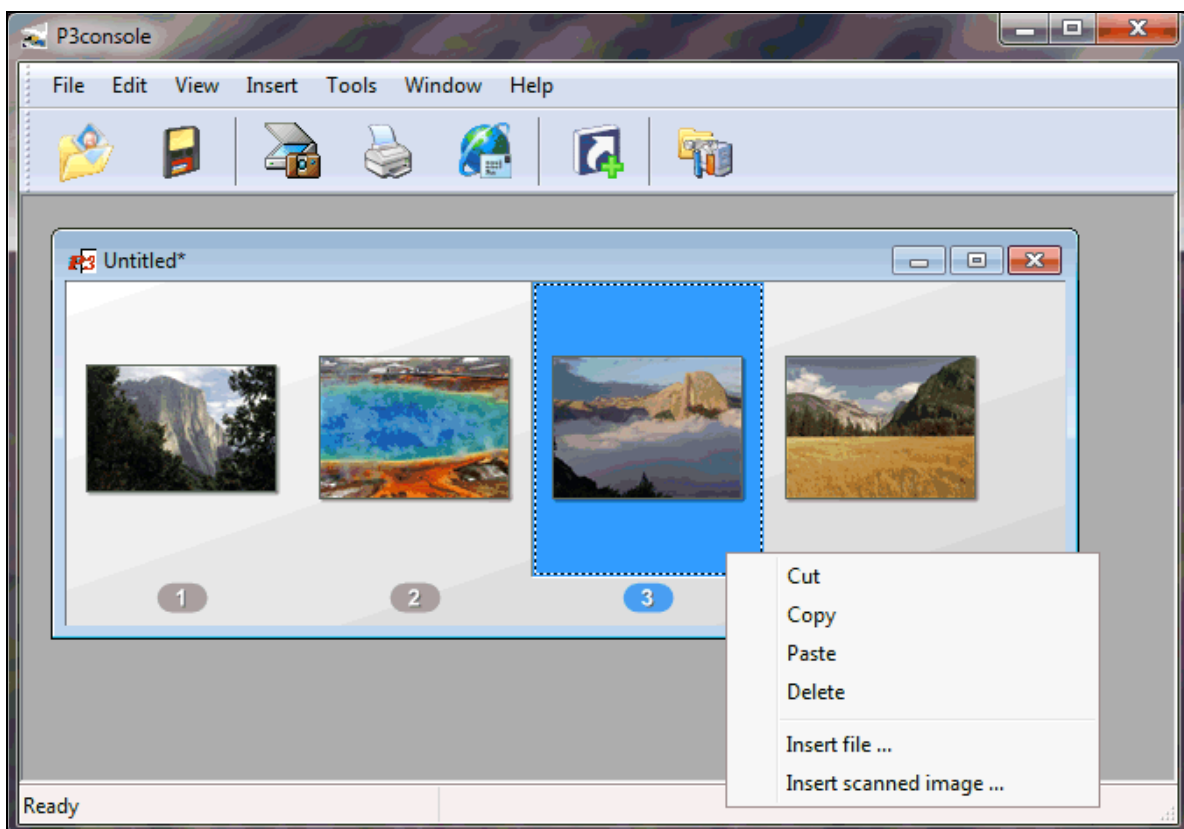
1. The menu bar: **File, Edit, View, Insert, Tools, Window** and **Help**.
2. The toolbar: **Open, Save, Scan, Print, Send, Create Shortcut** and **Preferences**.
3. The image area: Open image files appear in this area, each in a separate window. Some image files can contain multiple images (known in P3console as pages) – all pages related to an image file are shown in the same window.
4. The Status bar: Shows status information messages.

Start new image files using the **File, New** or **File, Acquire** menu or the **Scan** toolbar button depending on how the image will be created.

To open existing image files use the **File, Open** menu or the **Open** toolbar button or drag image files from Windows Explorer to the background of the P3console image area. To combine separate image files into one image file in P3console you can either select and drag several at once from Windows Explorer or select several in the **Open** dialog before clicking the **Open** button.

To add additional images as new pages to the current image file use the **Insert, File** or **Insert, Scanned image** menu. Pages can also be added by dragging image files from Windows Explorer and dropping them into an open image file in P3console.

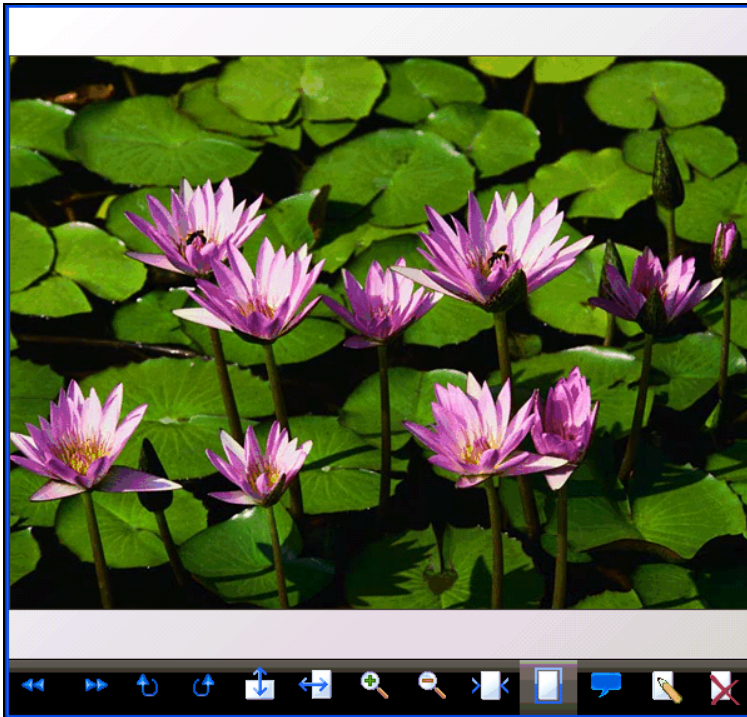
Click on pages within an image to select them, hold down the **Ctrl** key while clicking individual pages to select multiple pages; selected pages have a darker border and a highlighted page number. Drag selected pages within the current image file to re-order them or to another image file also open in P3console to move them to the other image file. To copy pages, instead of moving them, hold down the **Ctrl** key while dragging from the original location. Right-click on selected pages to access **Copy**, **Cut**, **Paste** and **Delete** functions.



The **Tools, Arrange pages** menu also provides a means to re-order pages within an image file.

Page Viewer

Double-click on a page to view it in detail in P3console's built in page viewer.



The toolbar at the bottom of the page viewer provides the following functions:

- Show previous page in the image.
- Show next page in the image.
- Rotate this page 90 degrees clockwise.
- Rotate this page 90 degrees counter-clockwise.
- Mirror this page vertically.
- Mirror this page horizontally.
- Zoom in.
- Zoom out.
- Zoom to show whole page width.
- Zoom to show whole page
- Enter/Exit Annotation Mode.

In annotation mode, notes can be added to the page by clicking and dragging to draw a rectangle where the note should be positioned.

Until the page viewer is closed, or the **Next/Previous Page** toolbar button is clicked, annotations can be edited or removed by double clicking on them, moved by clicking and dragging them and resized by clicking on and dragging the annotation's borders or corners. All annotations present are merged into the image as the page being viewed is closed and cannot then be edited or removed.

- Edit image using external editor.

By default, whatever application is associated with the image will be used to edit the image; you can set a specific application via the **File, Preferences** menu on the **Advanced** dialog.

- Delete this page from the image.



Click and drag on the image to move it, roll the mouse scroll wheel to scroll the image up and down or roll the mouse scroll wheel while holding down the **Ctrl** key to zoom in/out.

Scanning

P3console can scan, or acquire, single or multi-page images from any TWAIN compatible image scanner – this might include an MFC, flatbed scanner or digital camera.

To change where P3console retrieves the images, use the **File, Select scanner** menu.

To scan page(s) into a new image file, use either the **File, Acquire** menu or the **Scan** toolbar button.

To scan additional page(s) into an image file already open and selected in P3console, use either the **Insert, Scanned image** menu or right-click on the existing image and select **Insert scanned image**.

When acquiring images using the **Scan** toolbar button or the **Insert scanned image** entry in an image file's right-click menu you can choose whether the TWAIN dialog (on which you configure the settings with which the image is scanned) is displayed or not via the **File, Preferences** menu in the **Scanning** section.

Duplex scanning

If you have paper to scan on both sides, but you do not have a scanner that can scan both sides of the paper, you can use P3console to produce a single image file containing scans of both sides of the paper:

1. Use the **File, Acquire** menu or the **Scan** toolbar button to scan the odd numbered pages in ascending order into a new image file.
2. Use the **Insert, Scanned image** menu to scan the even numbered pages in ascending order.
3. Select the **Tools, Arrange pages** menu and click the **Duplex** button to reorganize the pages into their original sequence.



If you are scanning using a Lenovo Digital MFC fitted with an RADF, select the **Double sided** option to scan both sides of the paper in a single pass.

Insert pages with the top edge first.

Printing an image file

To print an image file open and selected in P3console either:

- Select the **File, Print** menu.
The Windows print dialog, on which you can select a printer other than the default, will always be displayed.
- Click the **Print** toolbar button.

Configure options for printing pages that are too large for the paper in your printer and whether the Windows print dialog is displayed when printing images using the **Print** toolbar button via the **File, Preferences** menu in the **Printing** section on the **Printing** tab.

Saving an image file

Having opened or created an image file and selected it in P3console:

- Select the **File, Save as** menu to save the image file using a new name or as a new image type or the **File, Save** menu to replace the original image file (if any).
- If you selected the **File, Save as** menu or the image file hadn't been previously saved the **Save as** dialog will appear. Browse to the folder in which you want to save the image file, type a name for the image file, select the required file type and then click the **Save** button.

Sending image files as email attachments

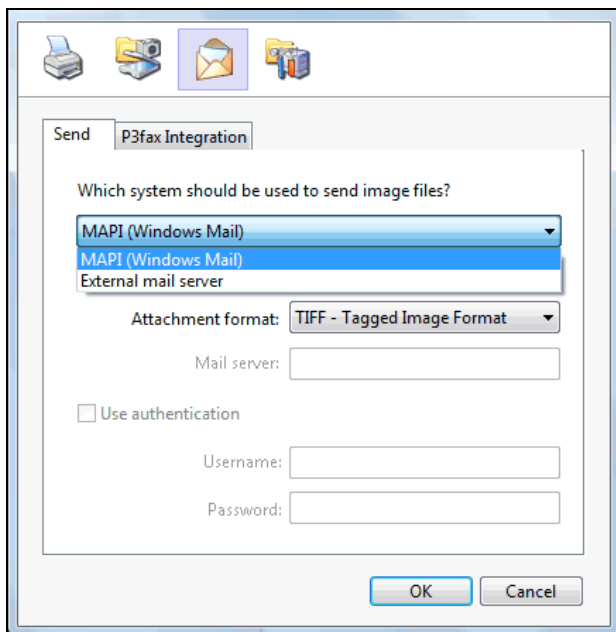
You can send messages with the image file open in P3console attached to email addresses in several ways:

- Start the process:
 - Having opened or created an image file and selected it in P3console:
 - Select the **File, Send** menu.

- Click the **Send** toolbar button.
- Press **Ctrl+D**.
- If P3console is configured to use a separate MAPI compatible email application to send messages a new message will be created in the email application.

Otherwise P3console will display its **Send Message** dialog on which you can specify recipient email addresses before clicking the **Send** button to send the message.

You can configure P3console's message delivery system via it's **File, Preferences** menu in the **Send** section:



Select to **MAPI** to send messages via a separate MAPI compatible email application (such as Microsoft Outlook Express) installed on the same PC as P3console.

Select **External mail server** to connect directly to an SMTP mail server.

Creating User Shortcuts



Before you can use shortcuts you must have already installed printer and scanner drivers and the device(s) must be connected and ready.

It is possible to create new shortcuts to combine a **Scan** function with a **Print**, **Save** or **Send** function using the **Tools, Create shortcut** menu.

Name: P3Console shortcut

What do you want the shortcut to do?

Means to create a document: Scan

Output method: Print (with dialog)

File:

Recipients:

Where do you want to create the shortcut?

☒ Desktop
☐ Folder

Folder: ts and Settings\testpc1\Start Menu

Browse ...

OK Cancel

Examples

- If you often want to scan images to a specific folder, create a shortcut that combines the **Scan** or **Scan (with dialog)** creation action with the **Save** output action, specify the output file name and optionally select the **Make file name unique** option.
- If you want to scan and then print the scanned pages, effectively a copy function, create a shortcut that combines the **Scan** or **Scan (with dialog)** creation action with the **Print** output action.

You can create as many shortcuts as you want and save them either on your desktop or in the **Start, Programs** menu.

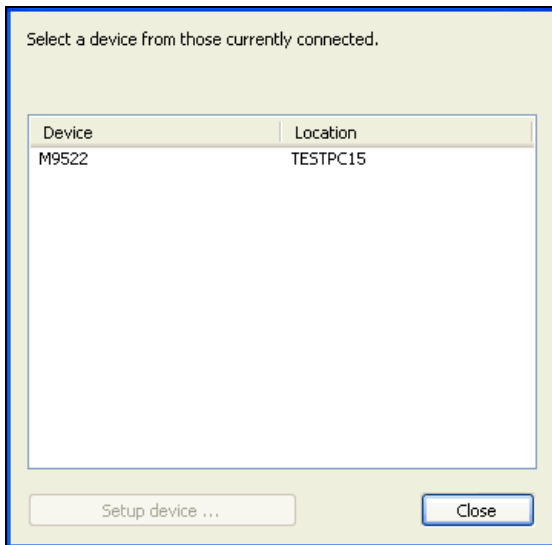


You can also use the **Create Shortcut** toolbar button to access this function.

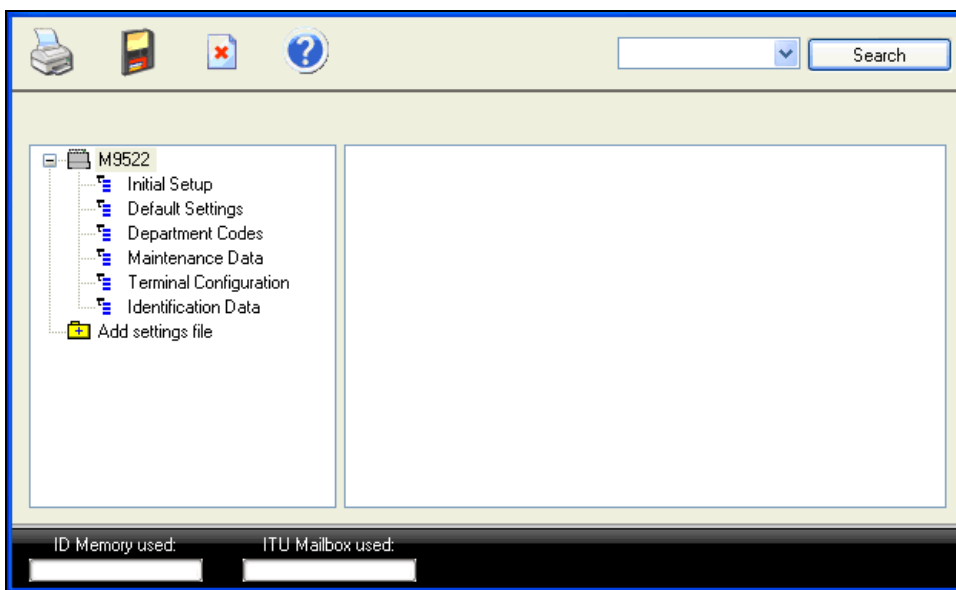
Device Setup

Use the **Start, Programs, Lenovo Viewer, Start Device Setup** shortcut to start the utility.

A list of installed Lenovo Digital MFCs that can be configured from the PC will then be displayed, select the MFC you want to configure and then click the **Setup device** button.



After reading the current settings from the Lenovo Digital MFC, they are displayed on the PC screen. The toolbar provides the following functions: **Print**, **Write Settings**, **Cancel**, **Help**, **Search text** and **Search** button



Editing Settings

Select the section in which the setting you want to configure is stored from the left column and then expand the settings shown in the right column by clicking the “+” symbols.

After making the required changes, click the **Write Settings** toolbar button to configure the MFC to match the settings shown on screen.



If you know the name of the setting that you want to change for, e.g. “Date”, but not its location, type the name into the **Search** box and click the **Search** button. Click the **Search** button repeatedly to search for the next match.

Saving Settings on the PC

Every time you run the utility, the current settings are read from the attached MFC and shown on screen.

If required, you can store the settings within Lenovo Viewer or save them as a file on your hard disk for future reference or to allow you to copy the settings from one MFC to another.

Within the Configure MFC utility

To save settings for future use on the same PC:

1. Double click on **Add settings file** to create a new branch in the left column.
2. Type a suitable name for the settings, e.g. Settings as of 20071201.
3. Drag, while holding down the mouse button, from the MFC's name, e.g. M9525, to the settings file and then release the mouse button.



Initially, your mouse pointer will become a “circle with diagonal line”. On reaching the destination, the pointer will change to an “address label” to indicate that the settings can be dropped there.

4. Click the **Write Settings** toolbar button to configure the MFC to match the settings shown on screen and save any new settings files you have created.

As a file on disk

To save settings in a separate .ST2 file, which you can then move to another PC or store elsewhere:

1. Double click on **Add settings file** to create a new branch in the left column.
2. Type a suitable name for the settings, e.g. Settings as of 20071201.
3. Drag, while holding down the mouse button, from the MFC's name, e.g. M9525, to the settings file and then release the mouse button.



Initially, your mouse pointer will become a “circle with diagonal line”. On reaching the destination, the pointer will change to an “address label” to indicate that the settings can be dropped there.

4. Right-click on the new settings file and select **Save as**.
5. The Save settings screen appears. Designate the location on your hard disk and enter an appropriate file name, then click the **Save** button.
6. The settings file is saved as a .ST2 file on your hard disk that can be subsequently opened in the Configure MFC utility.
7. Click the **Write Settings** toolbar button to configure the MFC to match the settings shown on screen and save any new settings files you have created.

Loading Settings saved on the PC

Within the Configure MFC utility

To apply settings previously stored within the Configure MFC utility to the MFC:

1. Drag, while holding down the mouse button, from the setting file's name, e.g. “Settings as of 20071201”, to the MFC's name, e.g. “M9525”.



Initially, your mouse pointer will become a “circle with diagonal line”. On reaching the destination, the pointer will change to an “address label” to indicate that the settings can be dropped there.

2. Click the **Write Settings** toolbar button to configure the MFC to match the settings shown on screen.

From a file on disk created by the Configure MFC utility

1. Double click on **Add settings file** to create a new branch in the left column.
2. Right-click on the new settings file and select **Load**.
3. The Open settings screen appears; locate and select the saved settings file, and then click the **Open** button.

4. Drag, while holding down the mouse button, from the setting file's name to the MFC's name, e.g. "M9525".



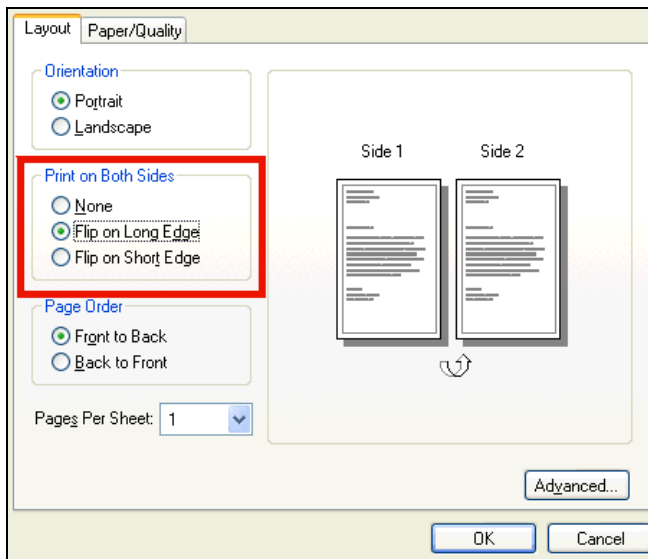
Initially, your mouse pointer will become a "circle with diagonal line". On reaching the destination, the pointer will change to an "address label" to indicate that the settings can be dropped there.

5. Click the **Write Settings** toolbar button to configure the MFC to match the settings shown on screen.

Duplex Printing

The M9522/M9525 can print on both sides of each piece of paper, known as duplex printing.

When using one of the above Lenovo Digital MFCs, select duplex printing via the printer's **Properties** dialog:



The verso (even) pages print first, and then the recto (odd) pages. Therefore, when using pre-printed stationery, such as letterhead, the letterhead should be inserted face down into the main paper cassette initially.

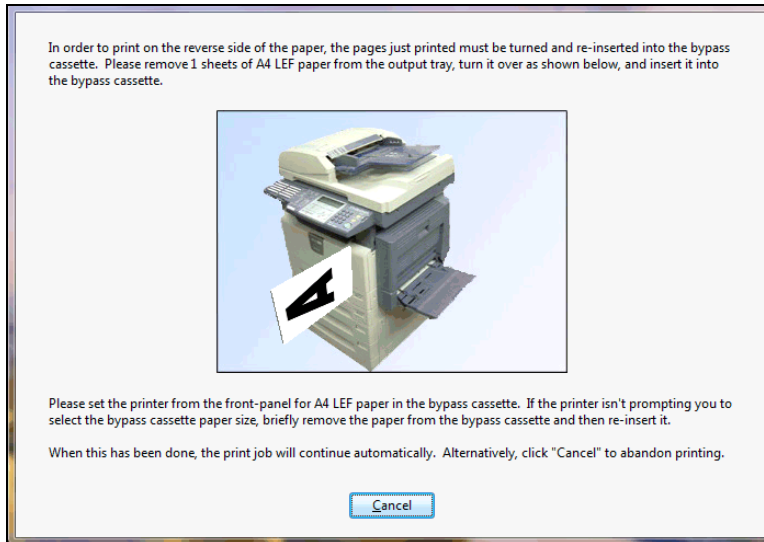
Automatic Duplex Printing

An optional Automatic Duplex Unit [ADU] is available for the M9525 and will always be used for duplex printing if present.

Manual Duplex Printing

If no ADU is present, each piece of paper must be turned and re-fed manually to print the reverse side. After the verso (even) pages are printed, the paper must be re-fed via the Lenovo Digital MFC's bypass cassette so that the recto (odd) pages can be printed.

Detailed instructions explaining how to move the pages from the output tray to the bypass cassette are shown on the PC to which the Lenovo Digital MFC is connected:



Brief textual instructions appear in the Windows printer queue as well.

Suggestions

For best results, we recommend:

- When duplex or booklet printing, select “front to back” page order.
- When booklet printing, select “flip on long edge”.

Troubleshooting

Printer not created

1. Insert the Lenovo Viewer CD.
2. Select the **Install software for a locally connected Lenovo Digital MFC** option.
3. Follow screen prompts to connect and power on the Lenovo Digital MFC.
4. If the printer installation does not start automatically:
 - a. Leave the new M9522/M9525 connected and powered, but power off any other USB printers connected to the same PC.
 - b. Open Windows Device Manager.
 - c. Expand the **Universal Serial Bus Controllers** section.
 - d. Right-click on **USB Printing Support** and select **Uninstall** and confirm the uninstallation.
 - e. Disconnect and reconnect the Lenovo Digital MFC.



To access Device Manager:

1. Right click on “My Computer” or “Computer” on your Windows desktop or in the Windows Start menu and select **Manage**.
2. Select **Device Manager** in the left-hand pane, entries are shown in the right-hand pane.

Domain Server

If, when using a domain server and after installing Viewer, Windows indicates that there is a problem with the server, network connection, or the user account, please re-define your network ID as follows:

1. Log onto the local computer as a local PC administrator, and connect to a workgroup.
2. Right click on “My Computer” and select “Properties”; select the “Computer Name” tab; click the “Network ID” button to launch the Windows Network ID Wizard; redefine your network domain ID.
3. Upon restarting Windows, then you can log onto the domain.

Excel 2007 does not print all of a worksheet onto Folio, K8 or 13" Legal paper

Try updating Excel 2007, reducing the bottom margin and/or adding a footer.

Scanned images inserted into MS Word 2000 appear blank

Scan and save the images using Lenovo Viewer, then use the **Insert, Picture, From File** menu in Word to insert the images into the document.

A4/Letter pages printed from Word are resized slightly

Consider clearing the Allow A4/Letter paper resizing option in Word’s **Tools, Options, Printing** dialog. Check that the size of paper in each of the Lenovo Digital MFC’s paper cassettes is accurately set on:

- The Lenovo Digital MFC.
- The Lenovo GDI Printer, via the printer’s **Properties, Device Settings** dialog.

Dense pattern/dark colour Excel cells print as solid black

Try selecting a less dense pattern/lighter colour or printing the XLS file to the “Microsoft Document Image Writer” (selecting MDI output) or “Microsoft XPS Document Writer” and then print the file created on the Lenovo Digital MFC.

Manual Duplex animation not shown

Try updating the Windows display driver or changing SOFTWARE_RENDER=NO to SOFTWARE_RENDER=YES in the appropriate .DEV file stored in the “Program Files\Lenovo Viewer\GDI&TWAIN” folder.