

User Guide



**GG IMAGE M4100 Series:GG5M-37S1-X1/
GG5M-37S3-51/M4100DW/M4100DN**

Monochrome Laser MFP



It is recommended that you read this Guide carefully before using the printer

Preface

Welcome to the GG IMAGE Series products!

We heartily appreciate your using of GG IMAGE Series products!

To protect your vital interests, please carefully read the following statements.

Legal Notice

Trademark

Microsoft®, Windows®, Windows Server® and Windows Vista® are trademarks registered by Microsoft Corporation in the United States or other countries/regions.

Apple, AirPrint and macOS are trademarks of Apple Inc., registered in the U.S. and other countries. Use of the Works with Apple badge means that an accessory has been designed to work specifically with the technology identified in the badge and has been certified by the developer to meet Apple performance standards.

Wi-Fi Direct, Wi-Fi Protected Setup(WPS), WPA, WPA2, and Wi-Fi Protected Access are marks of the Wi-Fi Alliance.

The ownership to the names of the software in this User Guide belongs to their respective companies in accordance with corresponding license agreement, and they are referred for instructions only.

All other product and brand names herein may be the registered trademarks, trademarks or service marks of their respective owners, and they are referred for instructions only.

Copyright

The Copyright of this User Guide is owned by Ninestar Corporation.

It is prohibited to copy, translate, modify and transmit this User Guide by any means or in any form without the prior written consent of Ninestar Corporation.

Version: V1.1

Disclaimer

For a better user experience, Ninestar Corporation. reserves the right to make changes to the User Guide. The information contained herein is subject to change without notice.

Users are responsible for any damages arising from failing to follow this User Guide. Meanwhile, except the express warranty made in the product maintenance manual or service commitment, Ninestar Corporation. does not make any express or implied warranty or guarantee to this User Guide (including composing or words).

Using this product to copy, print, scan certain documents or images or make other forms of operations may be prohibited by the local laws. If you are uncertain about the legality of using this product for certain documents or images, you should consult your legal advisor in advance.

The product can only be used safely in the non-tropical areas at an altitude no higher than 2000 meters.

Safety Precautions

Disconnect the power supply

The product should be placed close to or easily accessible to power sockets, so as to allow easy disconnection of power supply!

Laser Safety

The laser radiation is harmful to the human body. Since laser components are completely sealed in the printer, laser radiation will not leak. To avoid laser radiation, please do not randomly disassemble the printer!

The printer follows the provisions of Class 1 laser products under CFR standard. The printer has a Class III b laser diode, which has no laser radiation leakage among laser components.

The laser components shall complies with the requirements of: U.S. Code of Federal Regulations, 21 CFR 1040, IEC 60825-1.

The following label is attached to the laser components inside the printer:



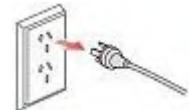
Safety Warning

Please note the following safety warnings before using the printer:

Warning



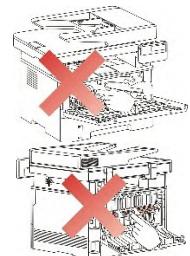
There is high-voltage electrode inside the printer. Before cleaning the printer, make sure the power is turned off!



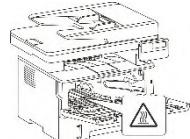
Plugging and unplugging the power cord plug with a wet hand can result in an electric shock.



The fuser unit is hot when and after printing. Touching the fuser unit (the shaded area as shown) may cause burns!



The fuser unit is attached with a high temperature warning label. Please do not remove or damage this label.



Precautions

Precautions before Using the Printer:

1. Read and understand all instructions.
2. Familiarize yourself with the basic principles associated with operating electrical appliances.
3. Comply with all warnings and instructions marked on the equipment or specified in the manual supplied with the equipment.
4. If the operating instructions conflict with the safety information, please refer back to the safety information, as you may have misunderstood the operating instructions. If you cannot resolve the conflicts, please call the Customer Service Hotline or contact a service representative for help.
5. Before cleaning the equipment, remove the power cord from the AC power supply outlet. Do not use liquid or aerosol cleaners.
6. Please make sure that the equipment is put on a stable desktop surface to avoid serious damage caused by the falling of the equipment.
7. Do not put the equipment near a radiator, an air conditioner, or a ventilation pipe.
8. Do not put any articles on the power cord. Do not put the equipment at the place where its power cord could be stepped on by people.
9. Outlets and extension cords must not be overloaded. This may reduce performance and could result in fire or electric shock.
10. Do not allow pets to chew on the AC power cord or the computer interface cable.
11. Do not allow sharp objects piercing equipment slot, so as to avoid contact with the high-voltage device, which otherwise may result in fire or electric shock. Take care not to spill liquids onto the equipment.
12. Do not disassemble the equipment so as to avoid the risk of electric shock. Necessary repairs may only be carried out by professional maintenance personnel. Opening or removing the cover could result in an electric shock or other potential hazards. Incorrect disassembly and assembly could also result in an electric shock during future use.
13. If any one of the following occurs, disconnect the equipment from the computer and pull out the power cord from the AC wall socket and contact a qualified member of the service personnel for maintenance:
 - Liquid has been spilled into the equipment.
 - The equipment has been exposed to rain or water.
 - The equipment falls, or the cover is damaged.
 - Significant changes in the equipment's performance.
14. Only adjust the control mentioned in the instructions. Incorrect adjustment of other controls may result in damage and mean that professional maintenance personnel need to spend more time fixing it.
15. Do not use the equipment in a thunderstorm so as to avoid the risk of an electric shock. If possible, pull out the AC power cord during a thunderstorm.
16. If you continuously print multiple pages, the surface of the tray will become very hot. Take care not to touch this surface, and keep children away from this surface.
17. The signal wire of the device connected with the printer can not be connected to the outdoors.
18. Please ensure timely ventilation in case of a prolonged use or printing huge amounts of documents in a poorly ventilated room.
19. In standby status, the product will automatically enter into the power saving (sleep) mode if it does not receive any job order for a while (such as 1 minute); and it can realize zero power consumption only if it has not been connected with any external input power supply.
20. As the Class 1 equipment, the product must be connected to the power supply outlet with protective grounding line when using.

21. This product should be placed according to the shipping marks on the product package box during delivery.
22. This product is a kind of low-voltage equipment. When using this product below the specified voltage range, please refer to the product precautions or call GG IMAGE Aftersales Service Centre, if the toner comes off the printed contents, or the equipment starts slowly.
23. This product is sold as a complete machine. The consumers can go to GG IMAGE Aftersales Service Centre to purchase parts they need. If the product sold is inconsistent with the package list, please go to the specified Aftersales Service Centre to solve the problem.
24. Install this product in a place with the temperature between 10°C and 35°C and the relative humidity between 20% and 80%.
25. For security and other reasons the printer may switch to intermittent printing after a certain amount of continuous printing.
26. Changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
27. The power consumption of the product with wireless function is 2.366W / 1.888W without wireless function is 1.888W in networked standby if all wired network ports are connected and all wireless network ports are activated.
28. changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

- 1) This device may not cause interference.
- 2) This device must accept any interference, including interference that may cause undesired operation of the device.

29. Radiation Exposure statement

This equipment complies with IC RSS-102 radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20 cm between the radiator and your body.

30. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

31. This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

32. Please keep this User Guide proper

33. To maintain compliance with the RF exposure guidelines, place the product at least 20cm from nearby persons.

34. FCC ID: 2A57D-4100MFP This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesired operation.

Legal Information



This symbol indicates that, at the end of your product's life, it must not be discarded as domestic waste. Instead, you should dispose of your used equipment at a designated collection point for the recycling of waste electrical and electronic equipment. Ref: EU Directive 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE). Please contact your distributor / supplier for further information.



This product is suitable for indoor use only.



European Community (EC) directives conformity

This product complies with the protection requirements of EC directives 2014/30/EU and 2014/35/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility and safety of electrical equipment designed for use within certain voltage limits. The manufacturer of this product is: Unit 18 9/f New Commerce Centre NO. 9 on Lai Street, Shatin, Hong Kong, China.

A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class B limits of EN 55032 and safety requirements of EN 62368.

Table of Contents

1. Before Using the Printer	1
1.1. Product series introduction	1
1.2. Supplied Accessories	2
1.3. Product View	3
1.4. Laser Toner Cartridge	5
1.5. Control Panel	6
1.5.1. Overview of control panel	6
1.5.2. Function of numeric keyboard	8
1.6. Function of status indicator	9
1.7. Function of power indicator	10
2. Paper and Print Media	11
2.1. Paper Specification	11
2.2. Special Paper	12
2.3. Non-printing Area and Non-scanning Area	13
2.4. Loading Paper	13
2.4.1. Loading into the Automatic Feeder Tray	13
2.4.2. Install manual feed tray	15
2.5. Paper and Manuscript Use Process	16
2.5.1. Scanning With Tablet	17
2.5.2. Scan with the automatic document feeder (ADF)	19
3. Driver installation and uninstallation	20
3.1. How to install Windows printer driver	20
3.1.1. One-click Installation	20
3.1.2. Manual installation	33
3.1.3. Method of driver unistallation	40
3.2. macOS system driver installation	40
3.2.1. Driver installation	41
3.3. Add printer to acOS system	43
3.3.1. Add up the printer via USB	43
3.3.2. Add up the printer via wireline connection	43
3.3.3. Add up the printer via wireless connection	43
3.3.4. Add AirPrint printer	44
4. Wired network setup (applicable to wired network models)	45
4.1. Set IP Address	45
4.1.1. Automatic Setting	45
4.1.2. Manual Setting	45
5. Wireless network setup (applicable to Wi-Fi models)	46
5.1. Basic structure mode	46
5.1.1. Wireless network setup tools	46
5.1.2. Wi-Fi Protected Setup (WPS) setup	50
5.1.3. How to disable the Wi-Fi network connected	51
5.2. Wi-Fi Direct mode	51
5.2.1. Preliminary preparations	51
5.2.2. Wi-Fi Direct connection	51
5.2.3. How to disable the Wi-Fi Direct	52

5.3. Wireless network setup FAQs	52
6. Web server	54
6.1. Visit the embedded Web server	54
6.2. Use Web server to manage printer	54
6.2.1. IP address setup	55
6.2.2. Wireless setup	56
6.2.3. Machine setup	56
6.2.4. Recover factory settings via Web server	59
7. Print	60
7.1. Print Function	60
7.2. Print Settings	61
7.3. Cancel printing	61
7.4. Printing Mode	61
7.4.1. Printing with the Automatic Feeder Tray	61
7.4.2. Printing with manual feed tray	62
7.5. Automatic Two-Sided Printing	62
7.5.1. Duplex printing unit setup	63
7.5.2. How to carry out auto duplex printing	64
7.6. Fine mode printing	66
7.7. Mute printing	67
7.8. Auto shut-off setting	68
7.9. Open Help Document	69
8. Copying	70
8.1. Copying function	70
8.2. Copying method	70
8.3. Copying cancel	70
8.4. Common copying setting	70
8.4.1. Image quality	71
8.4.2. Intensity	71
8.4.3. Resizing	71
8.4.4. Multipage	72
8.4.5. Clone	72
8.4.6. Poster	73
8.4.7. Collated copy	73
8.4.8. Manual duplex copying	73
8.4.9. Paper setting	75
8.5. ID card copying setting	75
8.5.1. Arrangement mode	76
8.5.2. Intensity	76
8.5.3. Paper dimension	76
8.6. Receipt setting	77
8.6.1. Intensity	77
8.6.2. Paper setting	77
9. Scan	78
9.1. Pull Scan	78
9.1.1. GG IMAGE Scan Application	78

9.1.2. TWAIN Scan Driver.....	79
9.1.3. WIA Scan Driver	81
9.2. macOS System Scan	85
9.2.1. ICA Scan.....	85
9.2.2. TWAIN Scan.....	88
9.3. Push Scan.....	89
9.3.1. Scan to PC.....	89
9.3.2. Scan to E-mail.....	89
9.3.3. Scan to FTP.....	90
9.3.4. Scan to U disk.....	91
9.4. Cancel Scan Job	91
10. Fax.....	92
10.1. Connect Devices	92
10.2. Fax Settings	92
10.3. Fax Functions.....	94
10.3.1. Send Fax	94
10.3.2. Receive Fax.....	96
10.3.3. Set the interference and the telephone line compatibility of VoIP system	96
10.3.4. Other Fax Functions.....	96
10.4. PC-Fax.....	98
10.4.1. Sending Fax with PC-Fax.....	98
11. Mobile Print (applicable to Wi-Fi models)	100
11.1. AirPrint mobile print.....	100
11.1.1. Operating systems supported by AirPrint mobile print	100
11.1.2. Preliminary preparations	100
11.1.3. How to use AirPrint mobile printing	100
12. General Settings	101
12.1. System Settings	101
12.1.1. Ink saving setting	101
12.1.2. Language Setting	102
12.1.3. Restore Factory Settings.....	102
12.1.4. Sleep Time Setting.....	103
12.1.5. Mute printing	103
12.1.6. Print a Page for Clean & Fix.....	104
12.1.7. Auto shut-off setting	104
12.2. Network Settings	105
12.3. Network Information	105
12.4. Print information report	106
12.5. Residual amount of toner	106
12.6. Configure the e-mail address book	107
12.7. Configure the FTP address book	107
12.8. Online upgrade.....	107
13. Routine Maintenance	108
13.1. Cleaning the Printer.....	108
13.2. Toner cartridge and drum component maintenance	111
13.2.1. About toner cartridge and drum component component.....	111

13.2.2. Replace toner cartridge and drum component.....	111
14. Troubleshooting	116
14.1. Cleaning Jammed Paper	116
14.1.1. Middle jam	116
14.1.2. Paper Jam in the Fuser Unit.....	119
14.1.3. Duplex Unit Jam.....	121
14.1.4. A paper jam occurs on the automatic document feeder (ADF)	122
14.2. Software Failure	124
14.3. Error Message.....	125
14.4. Common Troubleshooting	126
14.4.1. Common Trouble	126
14.4.2. Image Defects.....	128
14.5. Fax faults	131
15. Menu Structure	133
16. Product Specifications.....	134
16.1. Overview of the Specifications.....	134
16.2. Print Specifications.....	135
16.3. Copy Specifications.....	135
16.4. Scan Specifications	135

1. Before Using the Printer

1.1. Product series introduction

Product series parameters	M4100DN series	M4100DW series
Interface type	USB NET	• •
Print Language	GDI PDL	• •
Control Panel	LCD	• •
Print Speed	A4 Letter	30ppm 33ppm 32ppm 35ppm
Automatic Two-Sided Printing		• •
Mute printing		• •
Copy		• •
Scan		• •
Fax		
Scan to U-disk		• •
ADF		• •

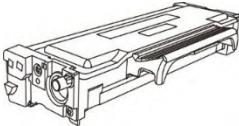
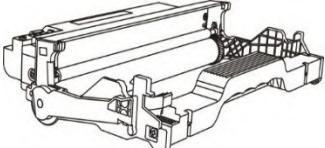
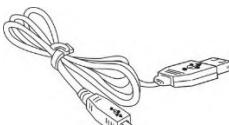
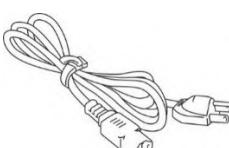
(•: Support; Blank: Unsupport)



Note: • This product series is subject to additions or changes without prior notice.

- For machine with the fax feature, it needs to execute language, system and fax settings following instructions on the panel in first startup or after restoring to factory settings.
- For this user manual, the "ADF" is short for automatic document feeder.

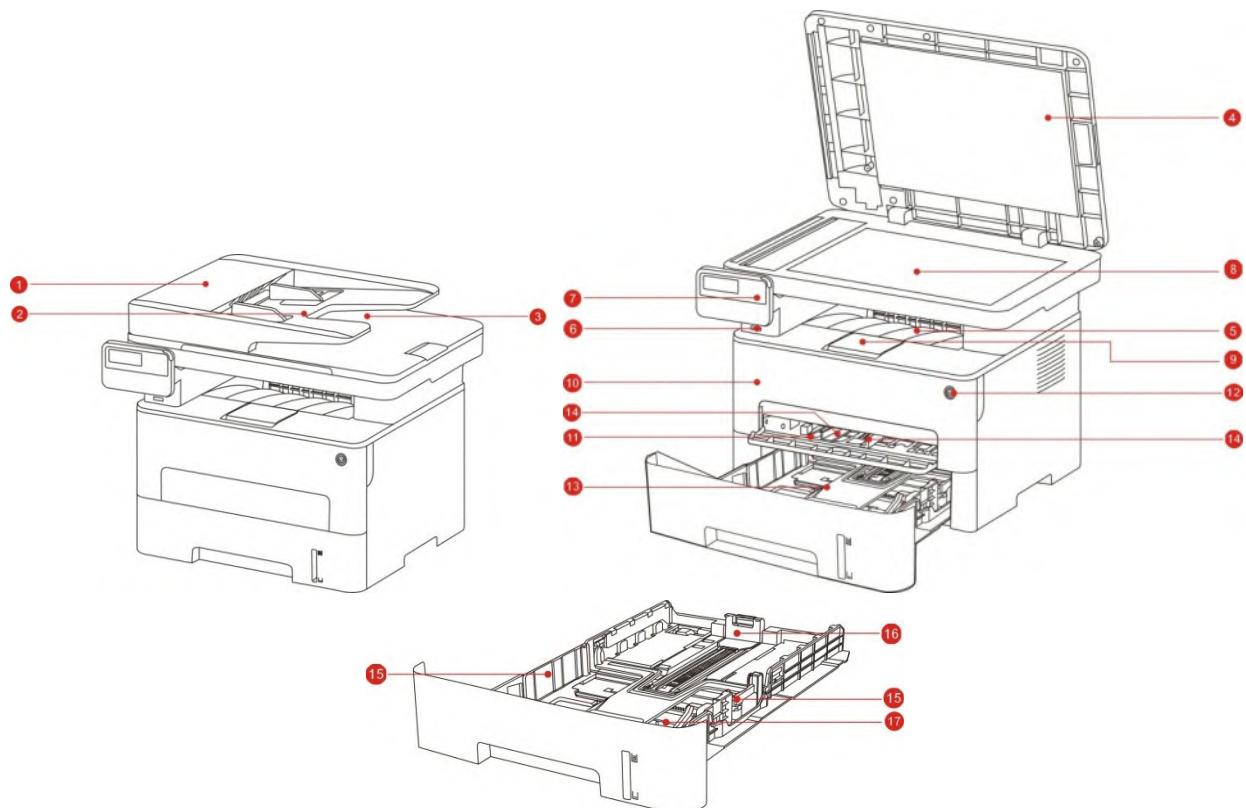
1.2. Supplied Accessories

Name	Parts
Toner cartridge	
Drum component	
USB Interface Cable	
Power Cord	
CD	
Quick Setup Guide	
GG IMAGE Warranty	

 **Note:**• The GG IMAGE Warranty may not be attached in some regions.

1.3. Product View

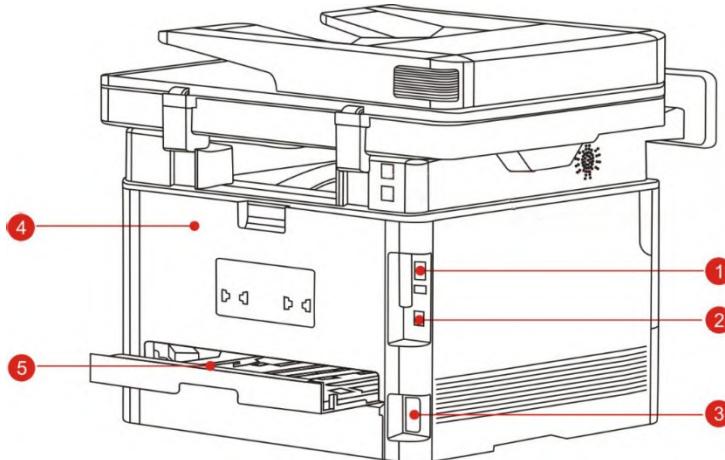
Side view



1 Cover of automatic document feeder	This is used to remove the paper jammed in scanning for the ADF.
2 Feed tray of automatic document feeder	This is used to place originals scanned from the ADF.
3 Exit tray of automatic document feeder	Prevent originals scanned from falling off.
4 Cover of scanner	Open the cover of scanner to place the scanned originals on its glass plate.
5 Output Bin	For storing the printed paper.
6 Front USB interface	This is used to scan to an U-disk without a computer.
7 Control Panel	Indicate printer status to conduct set operation.
8 Glass Platen	This is used to place originals scanned from platen.
9 Output Tray	To prevent the printed paper from falling.
10 Front Cover	To open the front cover to take out the laser toner cartridge.
11 Manual feed tray	For placing mediums that are printed in manual feed tray.
12 Power switch	Turn the power on or off and press this button under Ready state

		to enter energy-saving mode. Press and hold this button for more than 2s to turn the printer power off.
13	Automatic Feeder Tray	For placing mediums that are printed in auto feed tray.
14	Paper deflector of manual feed tray	Slide paper deflector to adapt to paper width
15	Paper width deflector of auto feed tray	Slide paper width deflector to adapt to paper width.
16	Paper length deflector of auto feed tray	Slide paper length deflector to adapt to paper length.
17	Clip of extended tray of auto feed tray	For adjustment of length extension of the tray .

Rear View



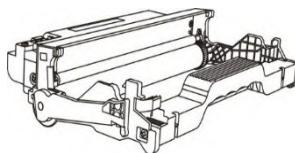
1	USB Interface	For connecting product to computer with USB cable.
2	Network Interface	For connecting product to network with network cable.
3	Power Interface	For connecting product to power with power cord.
4	Rear Cover	For paper release when it gets jammed.
5	Duplex Printing Unit	For paper feed at duplex printing and paper release when paper gets jammed at duplex printing.

 **Note:** • Printer appearance may differ because of various models and functions, so the schematic diagram is only for your reference.

1.4. Laser Toner Cartridge

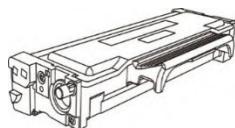
Laser toner cartridge is composed of drum component and toner cartridge.

Service life of drum component



Type	Average Print Volume
High volume drum component	About 25000 Pages(Based on A4/LTR size (3pages/job))

Service life of toner cartridge



Type	Average Print Volume
Standard-volume toner cartridge	About 3000 Pages(Based on ISO 19752 standard)
High-volume toner cartridge	About 6000 Pages(Based on ISO 19752 standard)
Super large volume cartridge	About 11000 Pages(Based on ISO 19752 standard)



Note:• The model is subject to increase without notice.

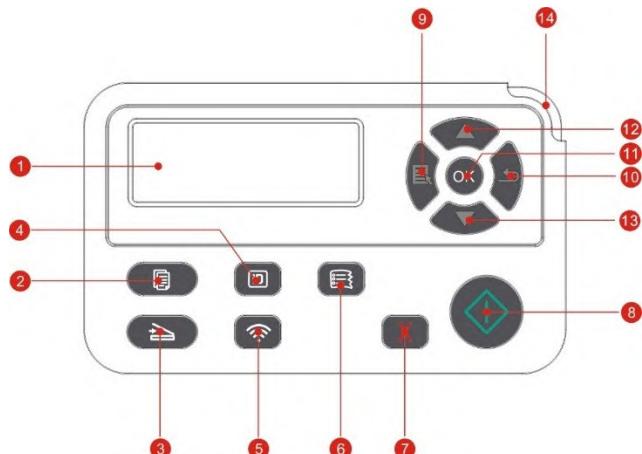
- Consumables capacity may vary with different using types.
- The Company does not recommend using consumables other than the original consumables provided, as any damages caused by non-original consumables are not covered by the scope of warranty.
- Toner cartridge appearance may differ because of multiple volume and models, so the schematic diagram is only for your reference.
- High volume drum component and super large volume cartridge are only applicable to some models, please refer to the specifications of the model that you actually purchase.

1.5. Control Panel

1.5.1. Overview of control panel

The layout of the printer control panel is shown below:

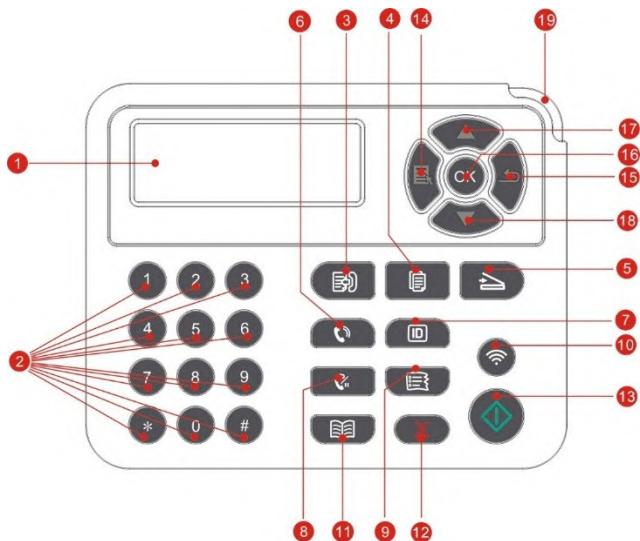
Control panel without the fax feature



No.	Name	Functions
1	LCD Display	Display operation interface and product information.
2	Copy Button	Press this button to enter into copy mode.
3	Scan Button	Press this button to enter into scan mode.
4	ID Card Copy Button	Press this button to enter into ID Card Copy mode.
5	Wi-Fi button	Short press Wi-Fi button to turn on direct Wi-Fi connection of the printer and automatically print out "Mobile Device Wi-Fi Connection Wizard" page (for models with Wi-Fi function only). Long press Wi-Fi button for over 2s to start WPS when Wi-Fi is not connected or to disconnect Wi-Fi when it has already been connected (for models with Wi-Fi function only). Open save toner function(applicable to non-Wi-Fi model only).
6	Bill Copy Button	Press this button to enter into Bill Copy mode.
7	Cancel	Execute cancel operation Idle state interface under copy mode, to reset the "Number of Copies" to 01.
8	Start Button	This is used to start relevant operations after finishing operation settings. In case of a feed failure, please press this key for pick-up and printing again.
9	Menu	Open the main menu of control panel

10	Back	Return to the previous menu.
11	OK	Confirm the selection on screen.
12	UP	Scroll through the menus and options . Increase 1 copy on the ready interface of Copy mode.
13	Down	Scroll through the menus and options . Decrease 1 copy on the ready interface of Copy mode.
14	Status Light	Indicate the status of printer. (Please see Chapter 1.6).

Control panel with the fax feature



No.	Name	Functions
1	LCD Display	Display operation interface and product information.
2	Numeric keyboard	Dial or input letters, numbers or characters. (Please see Chapter 1.5.2).
3	Fax	Press this button to enter into the Fax mode.
4	Copy Button	Press this button to enter into copy mode.
5	Scan Button	Press this button to enter into scan mode.
6	Speaker	This is used to manually receive and send faxes under Fax mode, or for phone calls.
7	ID Card Copy Button	Press this button to enter into ID Card Copy mode.
8	Redial/Pause	This is used to redial the last number dialed before under Standby mode or to insert a pause symbol in the fax number under Edit mode.
9	Bill Copy Button	Press this button to enter into Bill Copy mode.

		Short press Wi-Fi button to turn on direct Wi-Fi connection of the printer and automatically print out "Mobile Device Wi-Fi Connection Wizard" page (for models with Wi-Fi function only).
10	Wi-Fi button	Long press Wi-Fi button for over 2s to start WPS when Wi-Fi is not connected or to disconnect Wi-Fi when it has already been connected (for models with Wi-Fi function only). Open save toner function(applicable to non-Wi-Fi model only).
11	Contacts	This is used to enter quickly the Phone Book option under Fax mode.
12	Cancel	Execute cancel operation Idle state interface under copy mode, to reset the "Number of Copies" to 01.
13	Start Button	This is used to start relevant operations after finishing operation settings. In case of a feed failure, please press this key for pick-up and printing again.
14	Menu	Open the main menu of control panel
15	Back	Return to the previous menu.
16	OK	Confirm the selection on screen.
17	UP	Scroll through the menus and options . Increase 1 copy on the ready interface of Copy mode.
18	Down	Scroll through the menus and options . Decrease 1 copy on the ready interface of Copy mode.
19	Status Light	Indicate the status of printer. (Please see Chapter 1.6).

1.5.2. Function of numeric keyboard

Sometimes it needs to input names and numbers in executing some tasks. Letters, numbers and characters on the keyboard are distributed as below:

Keys	Numbers, letters and characters distributed
0	0
1	@ / ; . 1
2	a b c A B C 2
3	d e f D E F 3
4	g h l G H I 4
5	j k l J K L 5
6	m n o M N O 6
7	p q r s P Q R S 7
8	t u v T U V 8
9	w x y z W X Y Z 9
*	(Space) & + , - * % ~ ! \$ () []
#	# = ' _ ? " : { } < >



Note: • It may not allow to input all special characters above mentioned in different input environments.

- a. Input of fax/phone number. It supports only inputting with 0-9 number keys and the "*" and "#" keys. In addition, it is available to input spaces with the Down key and the symbol "-" with the Redial/Pause key.
- b. Mixed input of letters, numbers and symbols. It is only allowed to input with 0-9 number keys and the "*" and "#" keys. Specific corresponding characters are different according to the difference of input environments. (Under this condition, pressing the Down key could make the cursor move backward; the symbol "-" could not be input with the Redial/Pause key.)
- When inputting a number or name, short pressing Cancel could clear the last number or character; while to clear all numbers or characters, please long press it. You may also use the Up key to clear the last number or character.

1.6. Function of status indicator

The meanings of status displayed by the status indicator are as below:

No.	Status displayed by the status indicator	Status	Status Description
1		Die out	Shutdown or sleep state
2		Green indicator normally on	Printer is ready
3		Green indicator blinks	Operative modes of Print, Copy, Scan, Fax and others
4		Orange indicator blinks	Low toner warning
5		Red indicator normally on	<ul style="list-style-type: none">• Toner cartridge error (uninstalled ink cartridge, unmatching ink cartridge, invalid toner cartridge)• Drum unit error (the drum units are not installed, not compatible or come to the end of their service lives.)• Paper error (a paper out, paper jam or feed failure occurs)• Scan error (a scanning failure occurs, and the ADF has an open cover or a paper jam.)• Fax error or printer error such as the front cover of the printer is open.

1.7. Function of power indicator

No.	Status displayed by power indicator	Status	Status Description
1		Die out	Shutdown status
2		Always on	Booting and ready states
3		Blink	Sleep mode

2. Paper and Print Media

2.1. Paper Specification

Automatic Feeder Tray	Media Type	Plain paper(70~105g/m ²),thin paper(60~70g/m ²)
	Media size	A4, Letter, A5, Legal, Statement, JIS B5, Folio, Oficio, Executive, ISO B5, A6, B6, 16K, Big 16K, 32K, Big 32K,Custom
	Media weight	60~105g/m ²
	Maximum capacity of the tray	250 pages (80 g/m ²)
Manual feed tray	Media Type	Plain paper(70~105g/m ²),thin paper(60~70g/m ²),thick paper(105~200g/m ²),transparent film,card paper,label paper, envelope
	Media size	A4, Letter, Legal, Folio, Oficio, Statement, Executive, JIS B5, ISO B5, A5, A6, B6, Monarch Env, DL Env, C5 Env, NO.10 Env, C6 Env, Japanese Postcard, ZL, 16K, Big 16K, 32K, Big 32K, Yougata4, Postcard, Younaga3, Nagagata3, Yougata2,Custom
	Media weight	60~200 g/m ²
	Maximum capacity of the tray	1 pages



Note:

- 80 g/m² standard paper is recommended for this printer.
- It is not recommended to use special paper extensively, which may affect the service life of the printer.
- The print media that does not meet the guidelines listed in this User Guide may result in poor print quality, increased paper jam and excessive wear of the printer.
- Properties such as weight, composition, texture and humidity are important factors affecting the printer performance and output quality.

Please note the following matters when selecting the print media:

1. Desired print effect: The print media selected should meet the requirement of the print tasks.
2. Surface smoothness: The smoothness of the print media may affect the sharpness of the print outcome.
3. Some print media may meet all the use guidelines contained herein, but they still can not bring satisfactory effect. This may be due to incorrect operation, inappropriate temperature and humidity, or other factors beyond the control of GG IMAGE. Before purchasing large quantities of print media, make sure that the print media meets the specifications specified in this User Guide.

2.2. Special Paper

This printer supports using the special paper for printing. Special paper includes: label paper, envelope, transparent film, thick paper, carton paper, thin paper.



Note:• When using special paper or print media, be sure to select matched print type and size in the print settings so as to get the best print effect.

Please observe the following standards:

Types of Print Media	Correct Practices	Incorrect Practices
Label Paper	<p>Use labels with no exposed lining paper only.</p> <p>Labels shall be put flat when using.</p> <p>Use labels of full sheet only.</p> <p>There is no guarantee that all the labels in the market can meet corresponding requirements.</p>	<p>Use wrinkled, blistered or damaged label papers.</p>
Envelope	<p>Envelopes should be loaded evenly.</p>	<p>Use wrinkled, nicked, stuck or damaged envelopes.</p> <p>Use envelopes with clips, snaps, windows, or coated linings.</p> <p>Use envelopes with self-adhesive stickers or other synthetic materials.</p>
Transparent Film	<p>Only use transparent films approved for use in laser printers.</p>	<p>Use transparent print media that is not suitable for laser printers.</p>
Thick Paper, carton paper	<p>Only use heavy paper that is approved for use in laser printers and meets the weight specifications of this printer.</p>	<p>Use the paper whose weight is more than the specification of the media recommended for this printer, unless the paper is approved for use in this printer.</p>

2.3. Non-printing Area and Non-scanning Area

The shaded part indicates the non-printing area and non-scanning area.



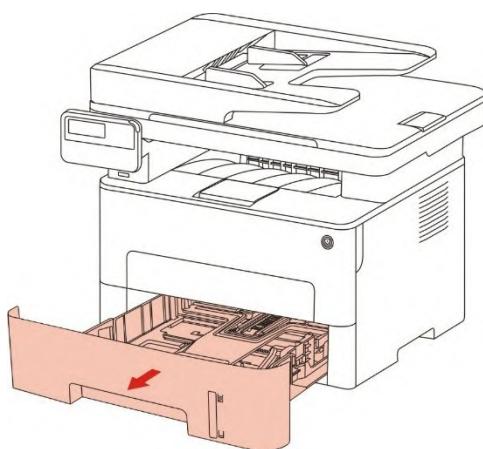
Usage	Paper Size	Top and bottom margins (A)	Left and right margins (B)
Printing	A4	5mm(0.197inch)	5mm(0.197inch)
	Letter	5mm(0.197inch)	5mm(0.197inch)
Scan	A4	5mm(0.197inch)	5mm(0.197inch)
	Letter	5mm(0.197inch)	5mm(0.197inch)

2.4. Loading Paper

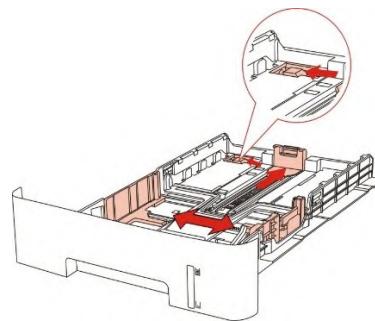
 **Note:** • Printer appearance may differ because of various models and functions, so the schematic diagram is only for your reference.

2.4.1. Loading into the Automatic Feeder Tray

1. Slide out the automatic feeder tray from the printer.

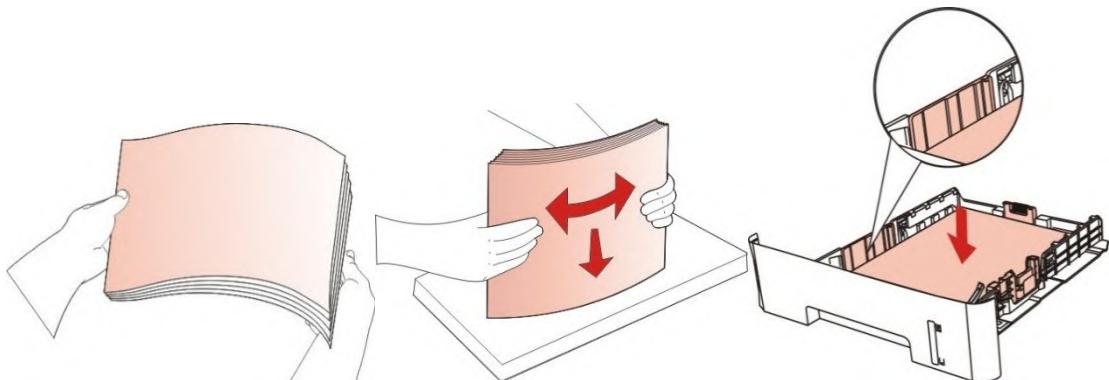


2. Slide the clip of extended tray of auto feed tray, paper length deflector and paper width deflector to the slot suitable for paper size, in order to match paper length and width.

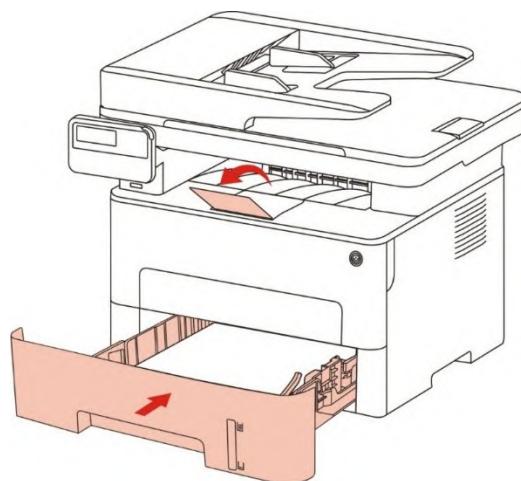


 **Note:** • Do not overly squeeze the "paper length guide" and "paper width guide", otherwise it could easily lead to deformation of paper.

3. Before loading paper, please unfold the stacked paper to avoid a paper jam or feed error, and then load the paper into the tray print-side down. The automatic feeder tray can be loaded up to 250 pages, 80g/m² paper.



4. Raise the output tray to avoid the printed paper from slipping and falling, or immediately remove the printed document after the printing is complete.



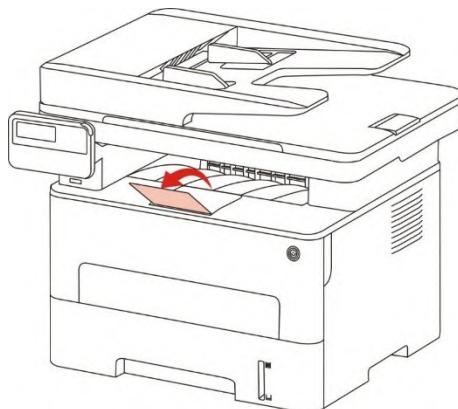


Note: • It is recommended that you raise the output tray to prevent the paper from slipping and falling after printing. If you choose not to raise the output tray, we recommend that you immediately remove the printed paper from the printer.

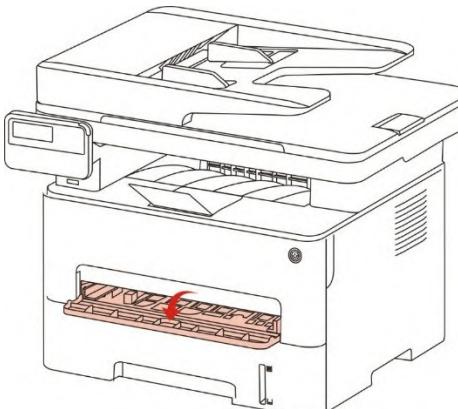
- If more than 250 pages (80 g/m²) are put inside the auto feed tray at one time, paper jam or paper feed failure will be led to.
- If carrying out single-sided printing, please make sure that the side to be printed (the blank side) is face down.

2.4.2. Install manual feed tray

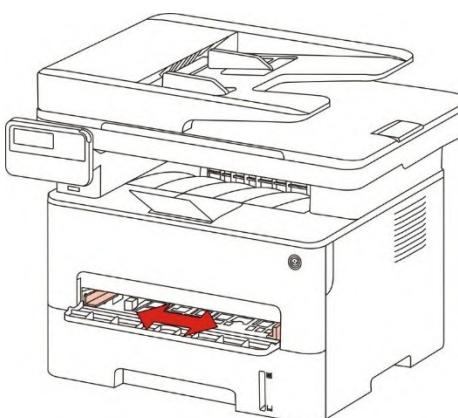
1. Raise the output tray to avoid the printed paper from slipping and falling, or immediately remove the printed document after the printing is complete.



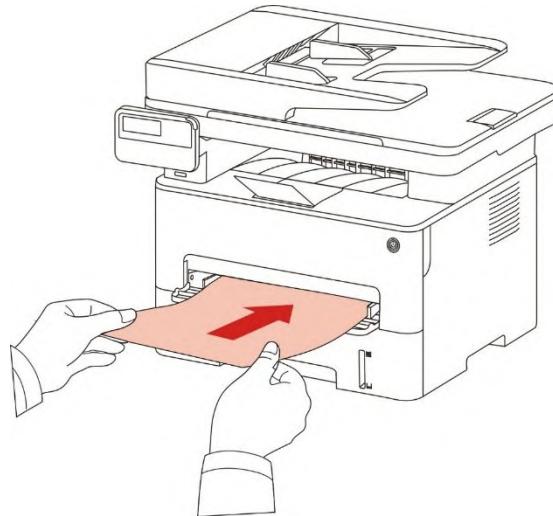
2. Open manual feed tray.



3. Slide the paper deflector of manual feed tray to match the two sides of paper. Do not use excessive force; otherwise, paper will be made jammed or skewed.



4. Put a flat printing medium into the manual feed tray with both hands.



 **Note:** • The printer will enter manual feed mode automatically when you put papers inside the manual feed tray.
• Please put one printing medium inside the manual feed tray each time and put in another piece after finishing printing.
• Put the printing medium inside the manual feed tray with the printing side up; the top of paper should be put inside first.

5. When the printed page is output from the printer, put the second piece inside according to the above steps to continue printing. Slow action will lead to the prompt of paper out or paper failure of manual feed tray. After paper is put inside, printing will be resumed automatically; too quick action may make paper caught up in the printer, which will easily result in paper jam.

 **Note:** • After printing, please take out printed papers output from printer immediately. Stacked papers or envelopes will lead to paper jam or wrapped paper.

2.5. Paper and Manuscript Use Process

Manuscript requirements:

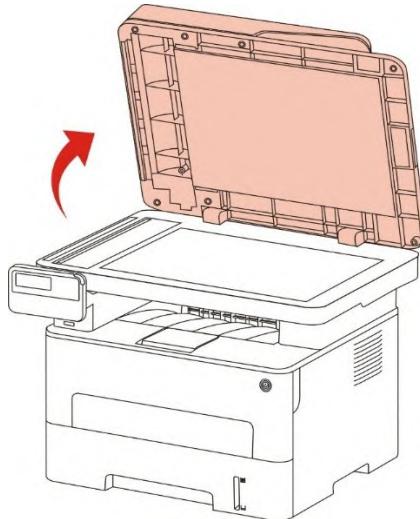
Source	Type	Size
Automatic document feeder (ADF)	Plain paper	A4, A5, B5, A6, Letter, Folio, Legal
Platen	Plain paper, thin paper, thick paper, transparent film, carton paper, label paper, envelope	A4, A5, B5, Letter, Full Scanning Platen, Custom

2.5.1. Scanning With Tablet

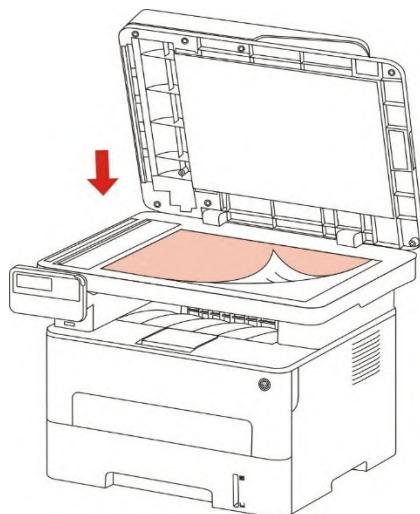
 **Note:** • Printer appearance may differ because of various models and functions, so the schematic diagram is only for your reference.

Steps of Use:

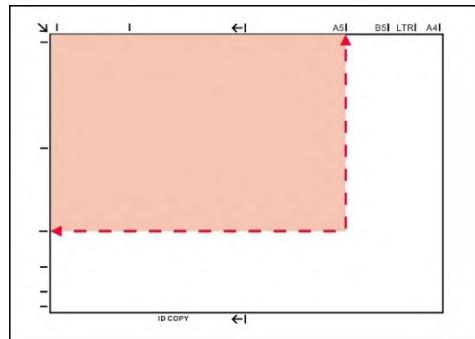
1. Lift up the scanner cover.



2. Load the manuscript face down.

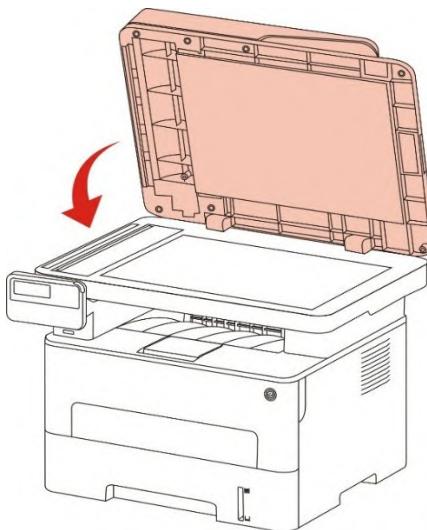


3. Align the manuscript to match the appropriate paper size.



 **Note:** • If the manuscript does not match with any size marker, please align the upper-left corner of the manuscript with the arrow.
• Make sure there is no document in the ADF. If a document is detected in the ADF, it will be more preferential than that on glass platen.

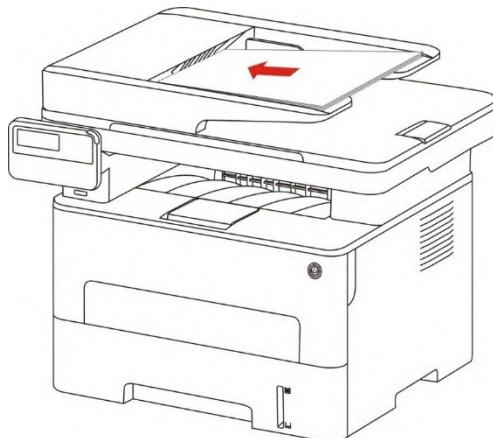
4) Close the scanner cover gently.



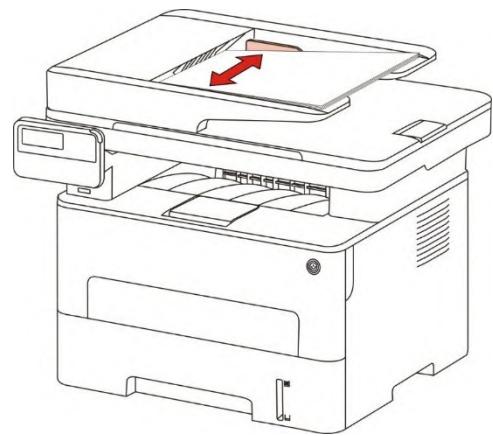
 **Note:** • Please put the paper or document on the scanner glass after the glue, ink or correction fluid are completely dried.
• Rough textured, uneven, oil stained and extremely smooth paper will make printing effect poor.
• Please make sure that there is no dust, fluff, etc. on the paper.
• Paper shall be put on a flat surface and stored under a cool and dry environment.
• To avoid influencing the definition, please don't open the scanner cover during scanning with the platen.

2.5.2. Scan with the automatic document feeder (ADF)

1. Put the original into the ADF with its front upward and top fed first.



2. Adjust the document guide till it gets close to the paper stack.



 **Note:** • The ADF supports feeding 50 pieces of paper at most that should be fed one by one.

3. Driver installation and uninstallation

3.1. How to install Windows printer driver

Windows driver installation software provides two installing methods: one-click installation and manual installation. We recommend one-click installation, which can help to install driver automatically in a faster and more convenient way. If you have any difficulty in using one-click installation, please try manual installation.

 **Note:**• Driver installation interface may differ because of different models and functions, so the schematic diagram is only for your reference.

3.1.1. One-click Installation

One-click installation provides three methods of installation: connect the printer via USB cable, connect the printer via wired network, and connect the printer via wireless network. You can choose one of them according to your habit.

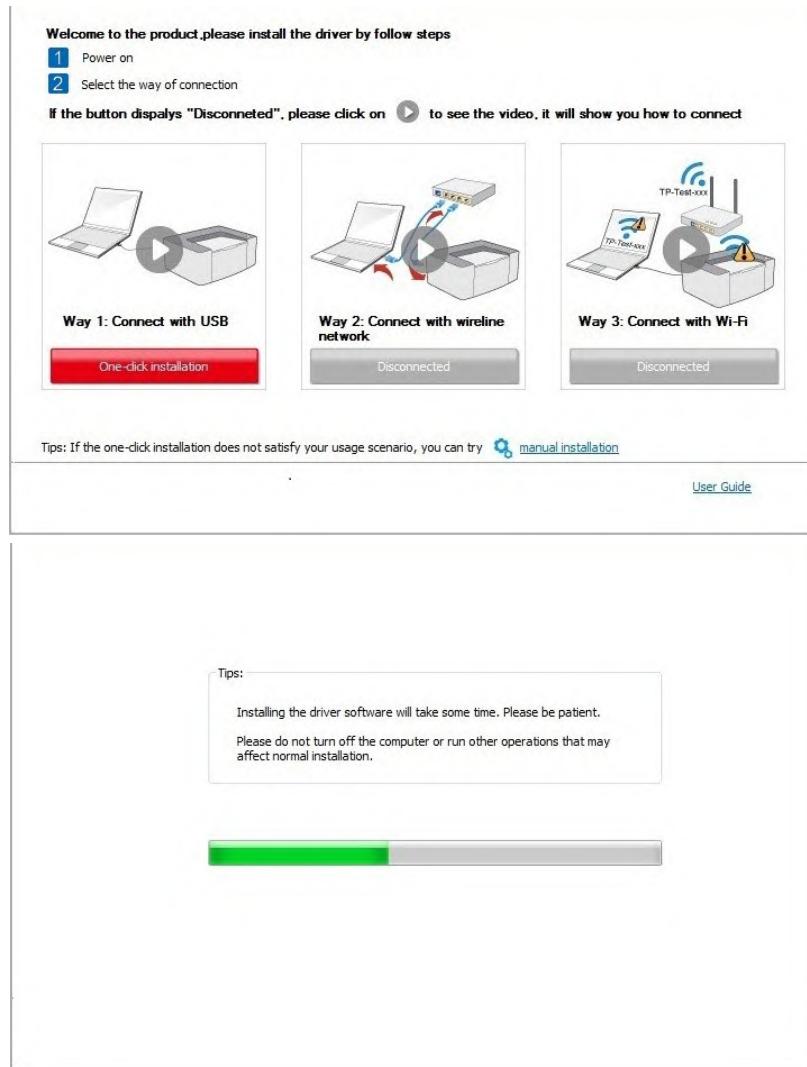
3.1.1.1. Method I: Connect the printer via USB cable

1. Connect the printer to computer via USB cable, power the printer and computer on.
2. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

 **Note:**• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

3. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.

4. Click on the "One-click installation" button in Method I and enter into the installation process. The process may need some time, and the duration is related to your computer configuration, please wait patiently.



5. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.1.2. Method II: Connect the printer via wired network

1. Turn the power of printer and computer on.
2. Connect the computer to wired network.
3. Connect network cable to the network interface of printer, to make sure the printer is connected to computer network (please refer to [Chapter 4](#) for network setup).
4. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.



Note:• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

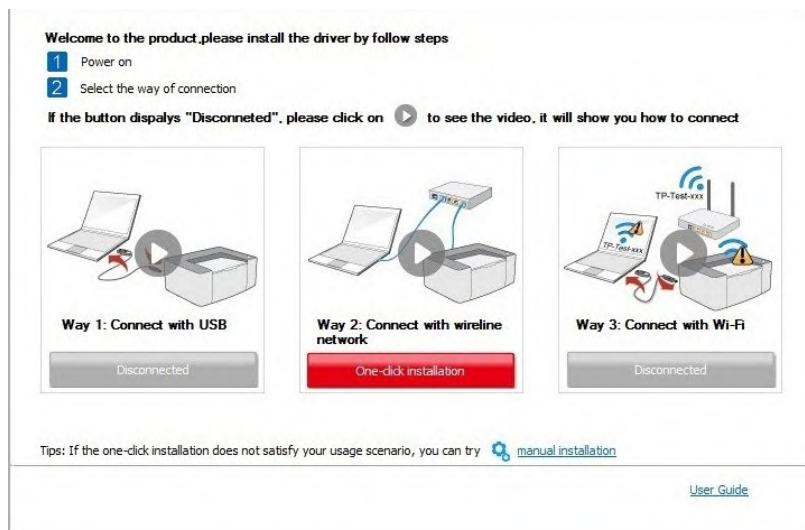
5. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.

6. Please click on the "One-click installation" button in Method II and install driver software.

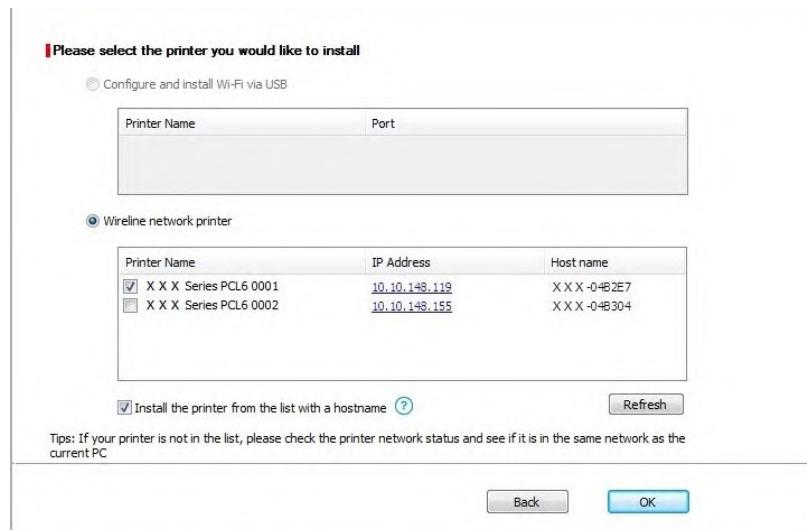
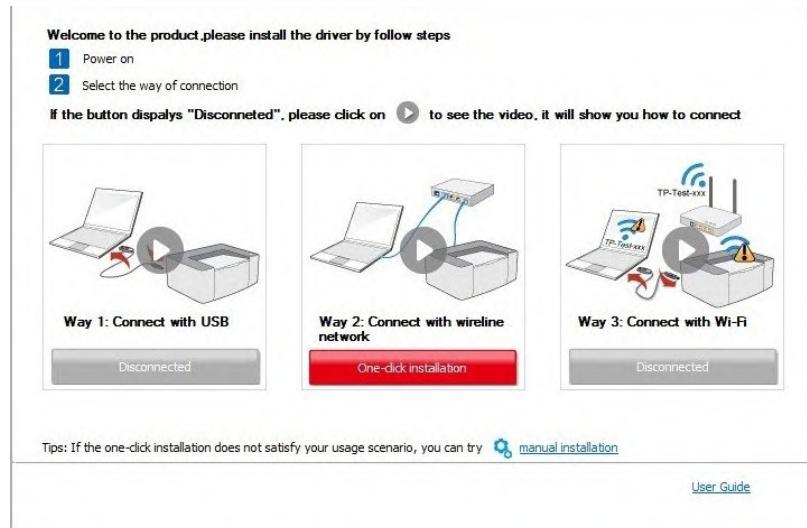


Note:• You can put your mouse cursor in the "One-click installation" button to check the popup information in order to confirm if the current printer is the one you need to install through IP address before you click the button.
• You can check the printer IP address through "Network configuration page" (Please see [Chapter 12.4](#) for how to print)

• Click on the "One-click installation" button to enter installation process if your software has searched only one printer. The process may need some time, and the duration is related to your computer configuration. Please wait patiently.



- If your software has searched several printers, click on the "One-click intallation" button, and the printer list interface will pop up. Please select the printer that you need according to your printer wired network IP address or host ID.



7. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.1.3. Method III: Connect the printer via wireless network

Please check if the printer is connected with wireless network when installing the printer driver software. If disconnected, please install it with reference to [Chapter 3.1.1.3.1](#). If connected, please install it with reference to [Chapter 3.1.1.3.2](#).

Note:• You can print "Network configuration page" to confirm printer network connection status to see if printer is connected with network (Please see [Chapter 12.4](#) for how to print).

3.1.1.3.1. The printer is not connected with wireless network

3.1.1.3.1.1. Configure wireless network via USB cable and install driver

Since some computers are not provided with wireless network function, this section is divided into "Connect computer to router via Wi-Fi" and "Connect computer to router via wired connection" to introduce installation process.

I. Connect computer to router via Wi-Fi

1. Computer is already connected to router via Wi-Fi.
2. Connect the printer to computer via USB cable, then power the printer on.
3. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

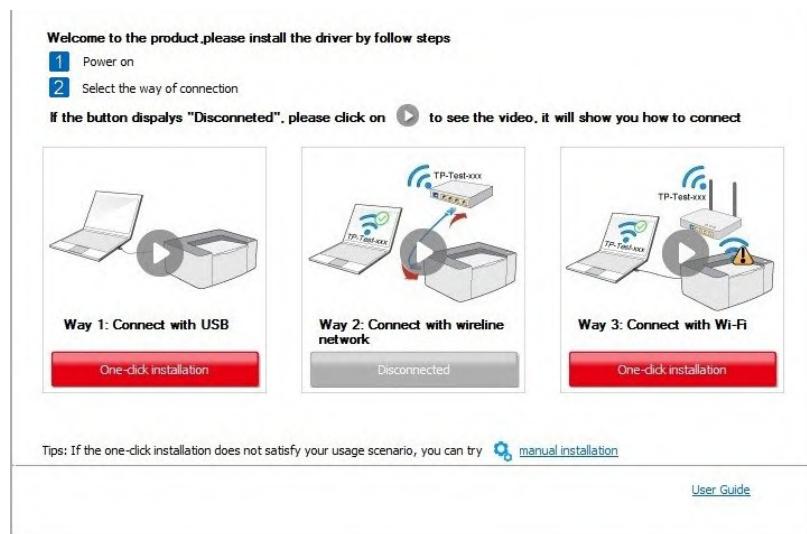
 **Note:**• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.
5. Click the "One-click installation" button in Method III to install driver software.

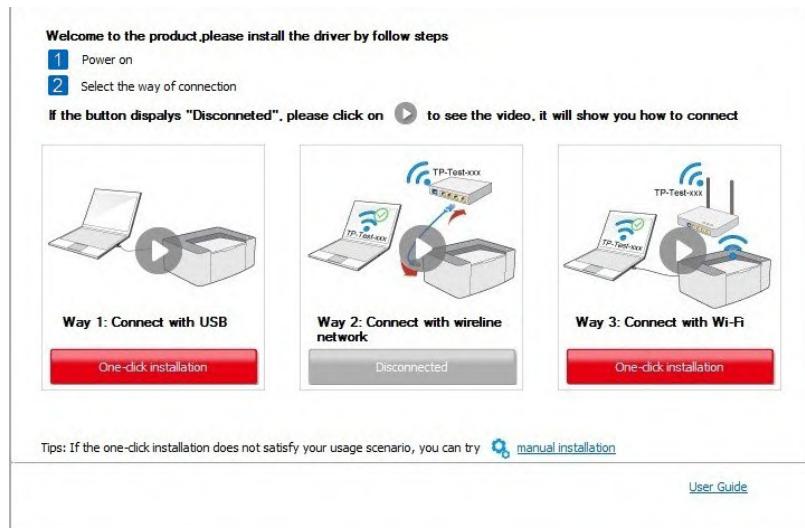
 **Note:**• You can put your mouse cursor in the "One-click installation" button to check the popup information in order to confirm if the current printer is the one you need to install through IP address before you click the button.

- You can check the printer IP address through "Network configuration page" (Please see [Chapter 12.4](#) for how to print)

- Click "One-click installation" button if your software has searched only one printer, and enter into installation process to complete automatic network configuration and driver installation.



- If your software has searched several printers, click "One-click intallation" button, and the printer list interface will pop up. Please select "Configure printer with Wi-Fi via USB and install" and select USB printer, click "Confirm" button and enter into installation process to complete automatic network configuration and driver installation.



Note: • When the printer IP address changes under printer driver installed with host ID , you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".

6. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

II. Connect computer to router via network cable

1. Connect computer to router via network cable.
2. Connect the printer to computer via USB cable, then power the printer on.
3. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

 **Note:**• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.
5. Please click on the "One-click installation" button in Method III and install driver software.

 **Note:**• You can put your mouse cursor in the "One-click installation" button to check the popup information in order to confirm if the current printer is the one you need to install through IP address before you click the button.

- You can check the printer IP address through "Network configuration page" (Please see [Chapter 12.4](#)for how to print).

- Click on the "One-click installation" button if your software has only searched one printer, and the wireless network configuration interface will pop up, input the SSID and password that you need, then click "Confirm" button, and enter into installation process. The process may need some time, and the duration is related to your computer configuration, please wait patiently.



1. Please click on "Printing wireless network information page" to get the network name and encryption method. Please skip this step if you already know the network name and encryption method.

[Printing wireless network information page](#)

2. Please enter wireless network user name and password.

Network Name(SSID):
Test-AP2

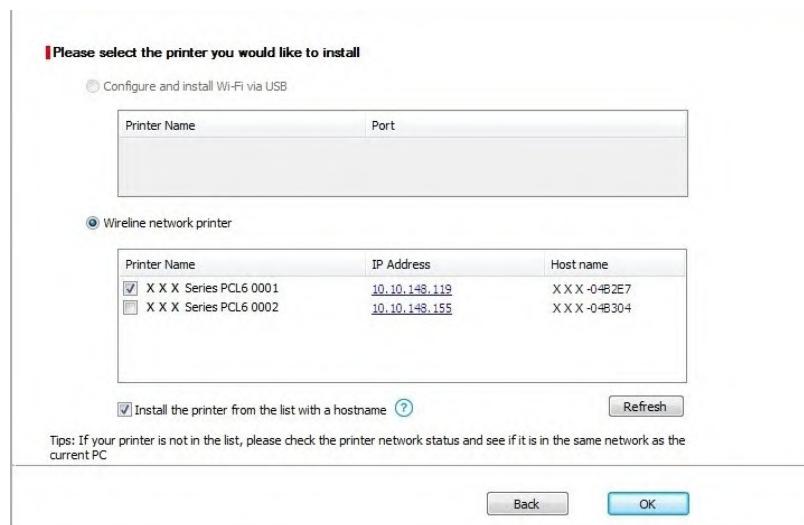
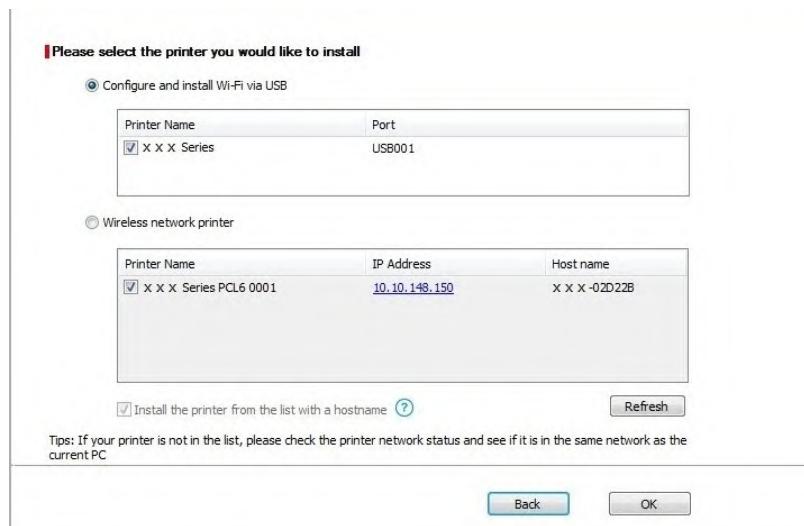
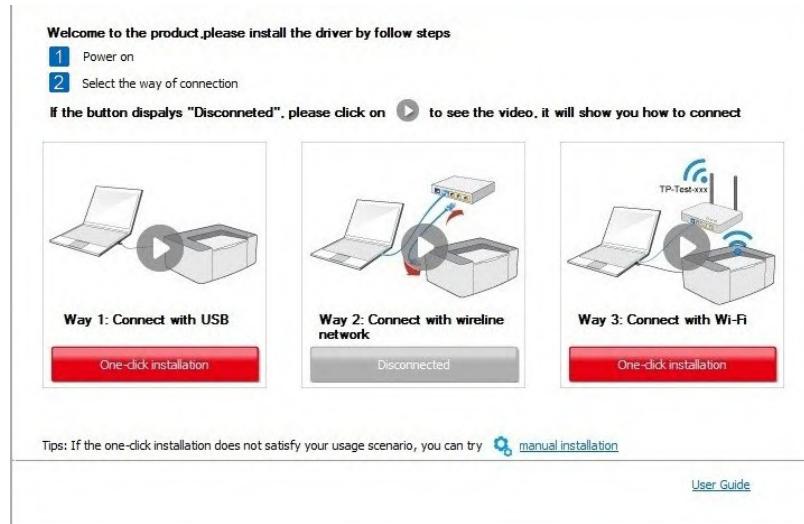
Encryption method:
WPA/WPA2

Password:

Show password:

Back

- If your software has searched more than one printers, the printer list interface will pop up. You need to configure the current printer which is connected via USB cable to wireless network and install driver. Please select "Configure the print via USB and install" on the printer list interface and check the USB printer option. Click the "Confirm" button, and the wireless network configuration interface will pop up. Input the wireless SSID and password that you need, then click "Confirm" button, and enter into installation process. The process may need some time, and the duration is related to your computer configuration, please wait patiently.





Note:• When the printer IP address changes under printer driver installed with host ID , you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".

6. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.1.3.1.2. Connect computer to printer via Wi-Fi direct and install the driver

Connect the computer to printer via a direct Wi-Fi connection. It is applicable to wireless network without infrastructure mode, but it still needs scenario of temporary use of printer via wireless network. You can directly connect the computer that has wireless function to the printer to realize printing function.

1. Turn the power of printer and computer on.

2. Connect computer to the Wi-Fi Direct network of the printer (please refer to [Chapter 5.2.2.2](#) for setup method).

3. Place the attached installation CD in the computer CD-ROM:

• Windows XP system: automatically run the installation procedure.

• Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.

• Windows 8 system: When the " DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.

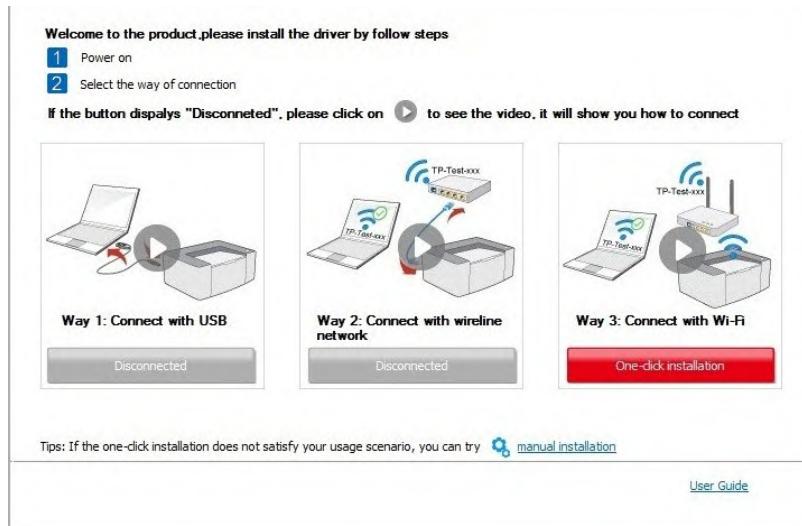
• Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.



Note:• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.

5. Click on the "One-click installation" button in Method III, and enter into installation process. The process may need some time, and the duration is related to your computer configuration, please wait patiently.



6. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.1.3.2. The printer is already connected to wireless network

1. The printer is already connected to wireless network, you can print the "Network configuration page" to check.(See [Chapter 12.4](#) to for how to print).
2. Connect the computer to printer network.
3. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.



Note: • Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

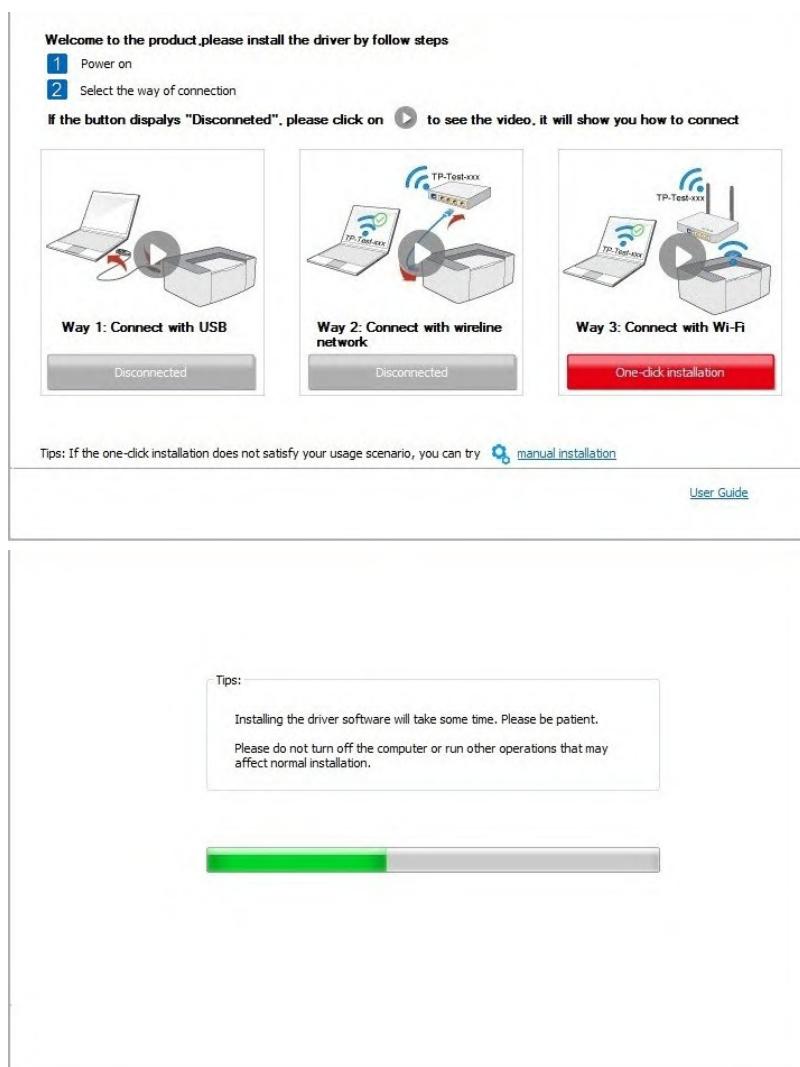
4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.

5. Click the "One-click installation" button in Method III to install driver software.

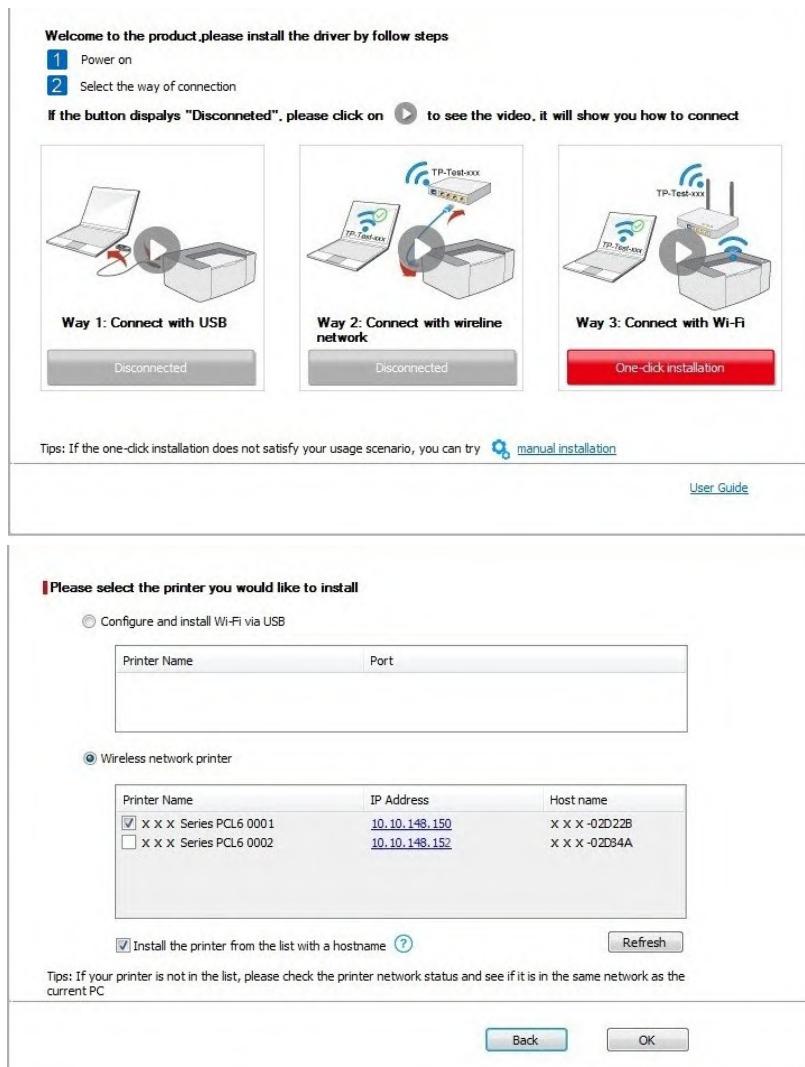


Note: • You can put your mouse cursor in the "One-click installation" button to check the popup information in order to confirm if the current printer is the one you need to install through IP address before you click the button.
• You can check the printer IP address through "Network configuration page" (Please see [Chapter 12.4](#) for how to print)

• Click on the "One-click installation" button to enter installation process if your software has searched only one printer. The process may need some time, and the duration is related to your computer configuration. Please wait patiently.



- If the software has searched several printers, the printer list interface will pop up. Please select the printer you need according to your printer wired network IP address or host ID.



 **Note:** • If the printer you need is not shown in the list, please click "Refresh" button to search again. If it is not found, please check if the printer and computer are in the same network. (Please see [Chapter 5.3](#) for how to check).
 • When the printer IP address changes under printer driver installed with host ID, you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".

6. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.2. Manual installation

- Before installing the drive, you need to learn about printer model by printing printer information page out and check the product name (please refer to [Chapter 12.4](#) for printing methods).

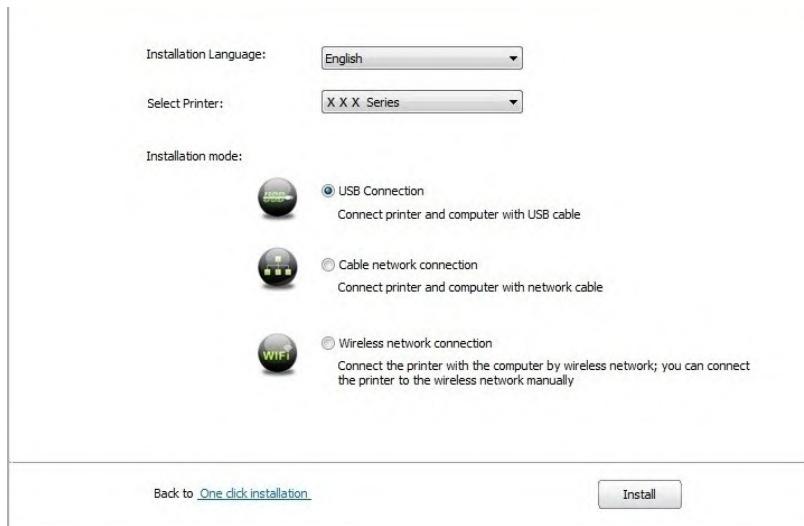
3.1.2.1. Installation via USB connection

1. Connect the printer to computer via USB cable, power the printer and computer on.
2. Place the attached installation CD in the computer CD-ROM:
- Windows XP system: automatically run the installation procedure.

- Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
- Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
- Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

 **Note:** Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

3. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.
4. Click on the "Manual installation" at the bottom of driver installation interface, and enter into manual installation interface.
5. Please select installation language and printer model.
6. Select "Connect via USB" and click on "Install".



7. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.
8. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

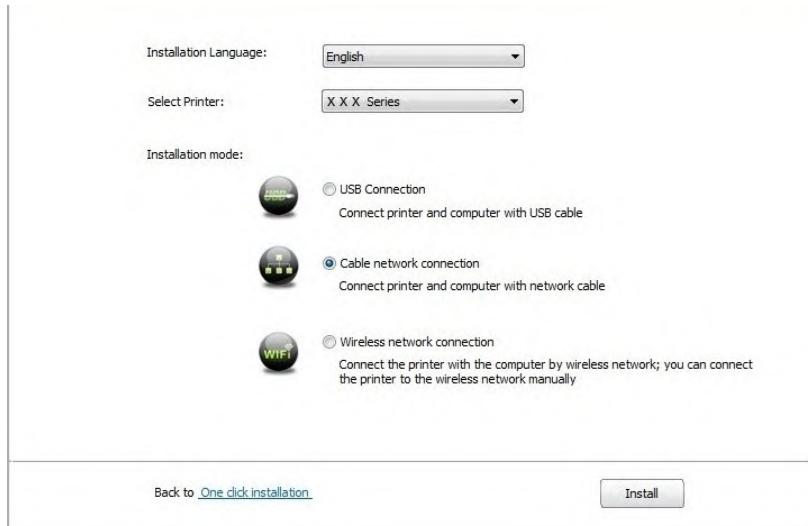
3.1.2.2. Installation via wired network connection

1. Turn the power of printer and computer on.
2. Connect the computer to wired network.
3. Connect network cable to the network interface of printer, to make sure the printer is connected to computer network (please refer to [Chapter 4](#) for network setup).
4. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.

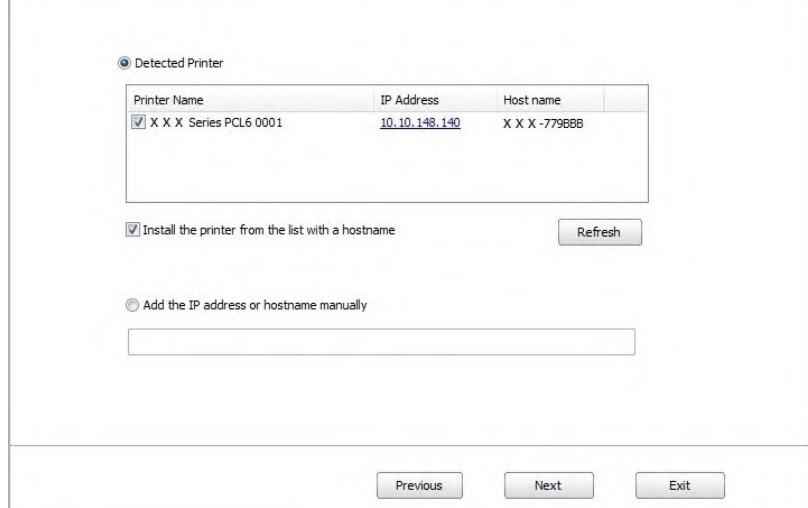
- Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
- Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

 **Note:** Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

5. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.
6. Click on the "Manual installation" at the bottom of driver installation interface, and enter into manual installation interface.
7. Please select installation language and printer model.
8. Select "Wireline network connection" and click on "Install".



9. The installation software will search the printer automatically and the searching process may need some time.
10. After finishing searching, select the printer that needs to be connected and click "Next".





Note:• If the printer you need to connect is not in the list of printers searched, please click "Refresh" to search again.

- When the printer IP address changes under printer driver installed with host ID, you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".
- If IP address or host name is added manually, you need to know the IP address of the printer connected or host name. If they are not made clear, please print the "NetConf Pg" and view "IP Address" and "Host name" (Please refer to [Chapter 12.4](#)).

11. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.

12. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.2.3. Installation by wireless network connection mode

Wireless network connection type is divided into basic structure mode and Wi-Fi Direct mode (please refer to [Chapter 5](#) for details).

3.1.2.3.1. Installation in basic structure mode

1. Connect computer to access point (wireless router).
2. Connect the printer to computer via USB cable, then power the printer on.
3. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.



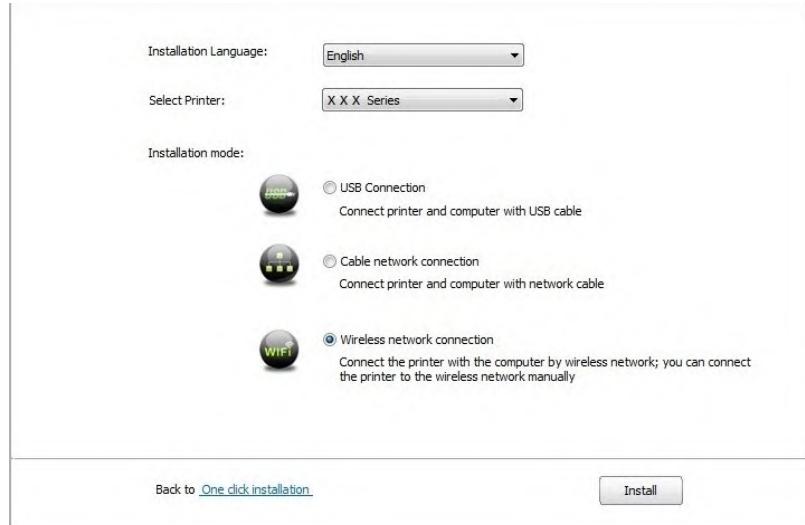
Note:• Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.

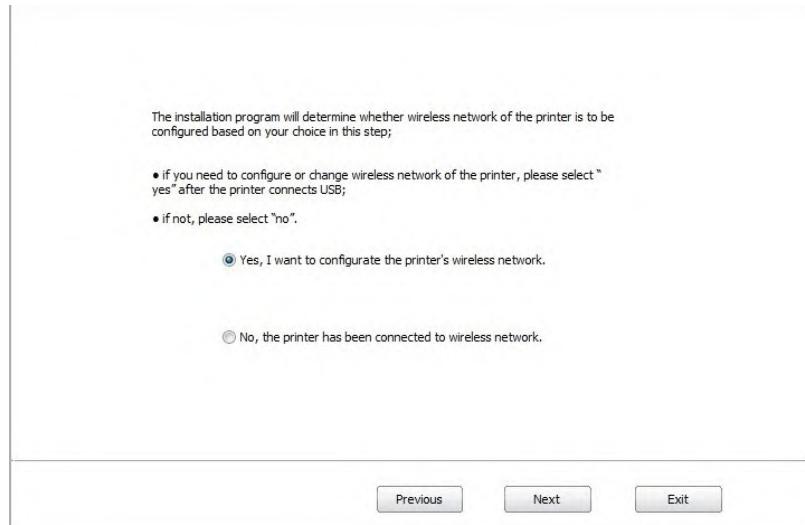
5. Click on the "Manual installation" at the bottom of driver installation interface, and enter into manual installation interface.

6. Please select installation language and printer model.

7. Select "Wireless network connection" and click on "Install".

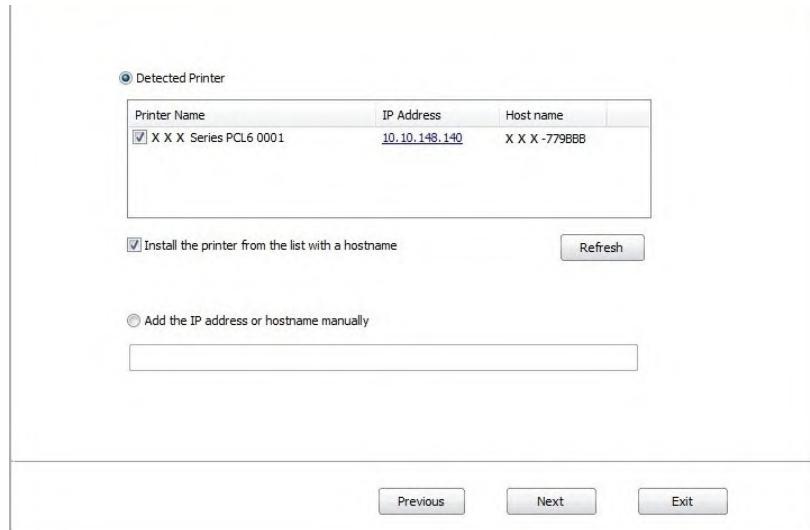


8. Select "Yes, I want to configurate the printer's wireless network" on the wireless setup window popped out, and operate according to the prompts to set up the printer to wireless network (please refer to [Chapter 5.1.1](#) for setup method).



9. The installation software will search the printer automatically after wireless network is configured successfully. The search process may need some time.

10. Select the printer needs to be connected and click "Next".



 **Note:** • If the printer you need to connect is not in the list of printers searched, please click "Refresh" to search again.
• When the printer IP address changes under printer driver installed with host ID, you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".
• If IP address or host name is added manually, you need to know the IP address of the printer connected or host name. If they are not made clear, please print the "NetConf Pg" and view "IP Address" and "Host name" (Please refer to [Chapter 12.4](#)).

11. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.

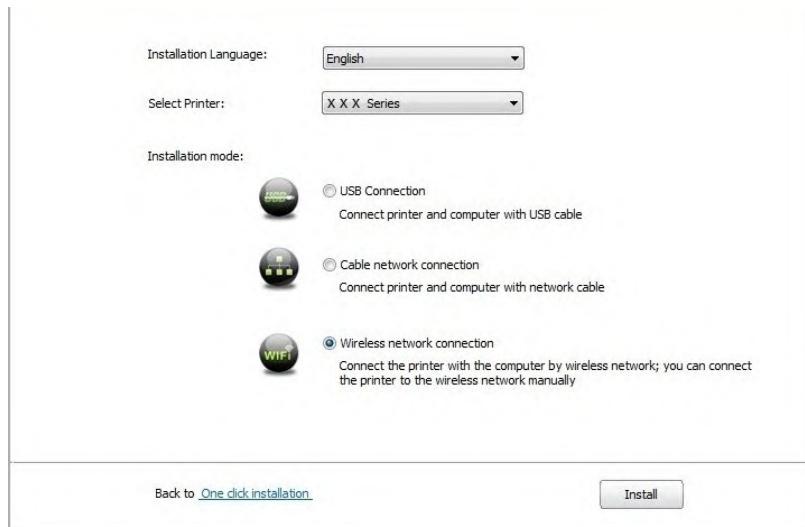
12. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.2.3.2. Installation in Wi-Fi Direct mode

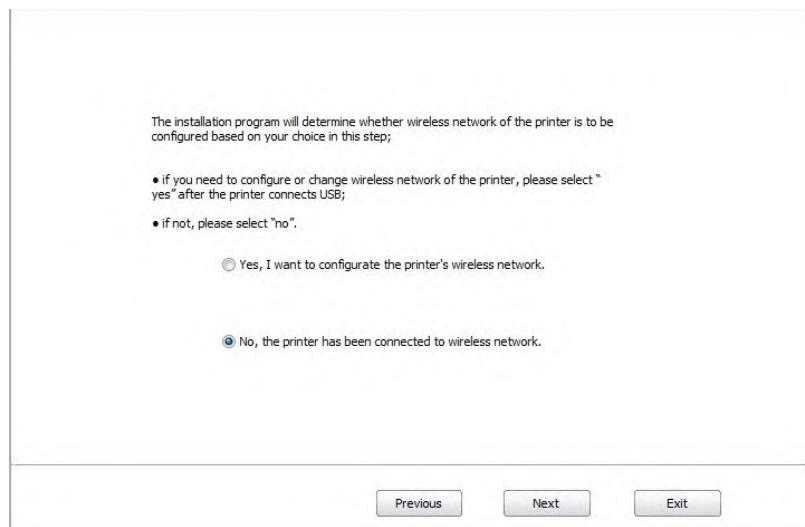
1. Turn the power of printer and computer on.
2. Connect computer to the Wi-Fi Direct network of the printer (please refer to [Chapter 5.2.2.2](#) for setup method).
3. Place the attached installation CD in the computer CD-ROM:
 - Windows XP system: automatically run the installation procedure.
 - Windows 7/Vista/Server 2008 system: Pop up "Autoplay" interface, click "Autorun.exe" to run the installation procedure.
 - Windows 8 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the pop-up window, then click "Autorun.exe" to run the installation procedure.
 - Windows 10 system: When the "DVD RW driver" window pops up from the right top corner of computer desktop, click anywhere in the window, then click "Autorun.exe" to run the installation procedure.

 **Note:** • Some computers may be unable to auto play the CD because of system configuration. Please double click "Computer" icon, find "DVD RW driver", then double click "DVD RW driver" to run the installation procedure.

4. Click on the "I agree" button on the right bottom corner after reading the license agreement and enter into driver installation interface.
5. Click on the "Manual installation" at the bottom of driver installation interface, and enter into manual intallation interface.
6. Please select installation language and printer model.
7. Select "Wireless network connection" and click on "Install".

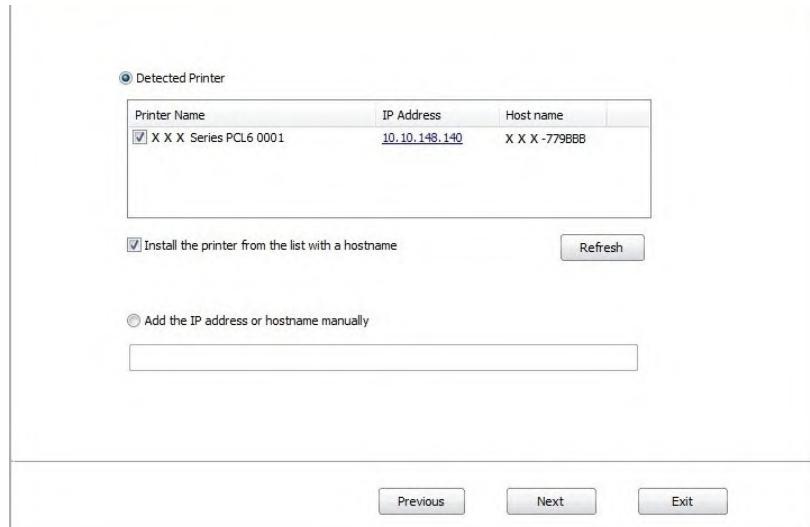


8. Select “No, the printer has been connected to wireless network” on the wireless setup window popping out, and then click “Next”.



9. The installation software will search the printer automatically and the searching process may need some time.

10. Select the printer needs to be connected and click “Next”.



 **Note:** • If the printer you need to connect is not in the list of printers searched, please click “Refresh” to search again.
• When the printer IP address changes under printer driver installed with host ID , you can also directly print without re-installing the driver. If you need to install the printer driver with the host ID, please check the option "Install the printer in the list with host ID".
• If IP address or host name is added manually, you need to know the IP address of the printer connected or host name. If they are not made clear, please print the “NetConf Pg” and view “IP Address” and “Host name” (Please refer to [Chapter 12.4](#)).

11. The software installs the driver automatically and the installation process may need some time. The duration is related to your computer configuration, please wait patiently.

12. After the installation, click "Print & Test Page" button. If your printer prints the test page successfully, it means that you have installed the driver correctly.

3.1.3. Method of driver unistallation

Windows 7 is taken as the example in the following operation. The information on your computer screen may differ because of multiple operating systems.

1. Click the Start menu of computer and then click All programs.
2. Click GG IMAGE, and then Click GG IMAGE XXX Series.
GG IMAGE XXX Series where XXX represents product model.
3. Click uninstall to delete the driver according to instructions on uninstall window.
4. Restart computer after finishing unloading.

3.2. macOS system driver installation

- Driver installation under macOS system is divided into 2 steps, driver installation and adding a printer. If you are going to print in AirPrint mode, there is no need to install a driver and you just need to add a printer directly.
- When you are installing a driver with wired or wireless network, you may need to know the Bonjour name of printer. Please print the “Network setup page” to view it. (Please refer to [Chapter 12.4](#)).

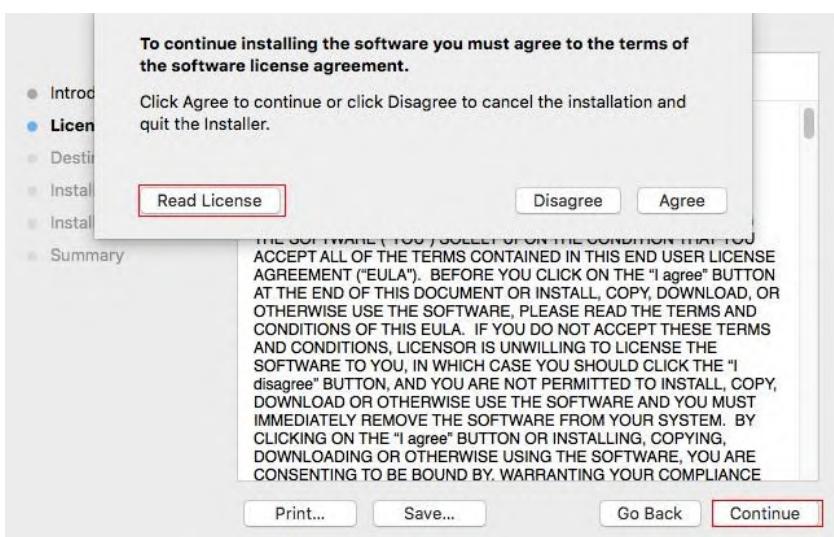
3.2.1. Driver installation

macOS 10.11 is taken as the example in the following operation. The information on your computer screen may differ because of multiple operating systems.

1. Turn the power of printer and computer on.
2. Insert the CD companying with printer in the CD driver of your computer, and double click GG IMAGE XXX Series installation package. (XXX in GG IMAGE XXX Series represents product model.)



3. Click "Continue".
4. Read licensing agreement and then click "Continue".



5. Click "Agree" on the prompt window popping out to accept the licensing agreement.
6. Click "Install".

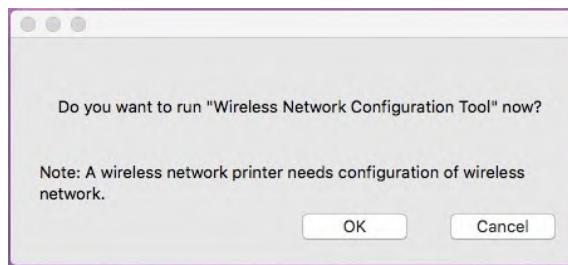
7. Input computer password and click “Install Software”.



8. Click “Continue Installation” on the prompt window popping out.

9. The system will finish driver installation automatically.

- If using a USB cable to connect a computer with a Wi-Fi model printer, a wireless network configuration prompt window will pop up during driver installation, as shown in following picture.



 **Note:** • click “Yes”, you can configure printer’s wireless network via wireless network configuration tool (refer to [Chapter 5.1.1](#) for how to make configuration). When configuration is completed, unplug USB cable, and then on the pop-up “Add Printer” interface, you may add the network-connected printer(refer to [Chapter 3.3](#) for how to add printer).
• Click “No”, you can add a USB-connected printer on the pop-up “Add Printer” interface (refer to [Chapter 3.3](#) for how to add printer).

If using a USB cable to connect a computer with a non-Wi-Fi model printer, a “Add Printer” interface will pop up during the driver installation and you can add a printer here (refer to [Chapter 3.3](#) for how to add printer).

3.3. Add printer to macOS system

3.3.1. Add up the printer via USB

1. Connect the printer to computer with USB cable and then turn power on.
2. Enter the “System Preferences” – “Printers & Scanners” of computer.
3. Click  button to select “Add Printer or Scanner”.
4. Select printer and then select the corresponding printer mode from the “Use” menu popping out.
5. Click “Add”.

3.3.2. Add up the printer via wireline connection

1. Turn the power of printer and computer on.
2. Connect the computer to wired network.
3. Connect the network cable to the network interface of printer, and make sure the printer is connected to the computer network (Please refer to [Chapter 4](#) for network setup).
4. Enter the “System Preferences” – “Printers & Scanners” of computer.
5. Click  button to select “Add Printer or Scanner”.
6. Select printer and then select the corresponding printer mode from the “Use” menu popping out.
7. Click “Add”.

3.3.3. Add up the printer via wireless connection

1. Turn the power of printer and computer on.
2. Make sure the wireless network connection between computer and printer is set up.

 **Note:** • In case of basic structure mode, connect wireless network printer to the access point (wireless router). Please refer to [Chapter 5.1](#) for connection method.
• In case of Wi-Fi Direct mode, connect wireless client to wireless network printer directly. Please refer to [Chapter 5.2](#) for connection methods.

3. Enter the “System Preferences” – “Printers & Scanners” of computer.
4. Click  button to select “Add Printer or Scanner”.
5. Select printer and then select the corresponding printer mode from the “Use” menu popping out.
6. Click “Add”.

3.3.4. Add AirPrint printer

1. Turn the power of printer and computer on.
2. Make sure the connection between printer and computer is set up (USB connection or network connection).
3. Enter the “System Preferences” – “Printers & Scanners” of computer.
4. Click  button to select “Add Printer or Scanner”.
5. Select printer and select “Secure AirPrint” (data encryption) or “AirPrint” (no encryption) in the “Use” option box.
6. Click “Add”.



Note:

- When the printer is connected to computer with USB cable, the system will recognize and add AirPrint automatically.
- If AirPrint printer of network connection is added, then the connecting USB cable should be disconnected first before adding the printer.
- AirPrint printer is named after the ending of "AirPrint".

4. Wired network setup (applicable to wired network models)

In case printers support wired network printing, they can be connected to network to control printer to print in wired network mode.

4.1. Set IP Address

The IP address of the printer may be automatically obtained through DHCP function or set manually.

4.1.1. Automatic Setting

DHCP automatic setting function is enabled by default on the printer.

1. Connect the printer to the network through a network cable and complete the startup preparation work.
2. The printer will receive the IP address assigned by server automatically. It may take server minutes to receive IP address under the influence of network environment.

You can check the IP address of printer by printing "Network setup page" out (please refer to [Chapter 12.4](#) for printing method) or check network information by viewing the control panel of printer (please refer to [Chapter 12.3](#) for viewing methods). If the IP address is not listed, please check network environment and then try again after waiting for several minutes.



Note: • If DHCP server fails to assign IP address automatically, the printer will get the link-local address assigned by printer automatically: 169.254.xxx.xxx.

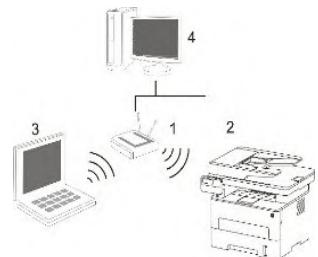
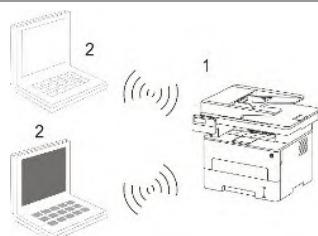
4.1.2. Manual Setting

To set up IP address for printer through the control panel of printer manually, please refer to [Chapter 12.2](#) for details.

To set up IP address for printer through the embedded Web server manually, please refer to [Chapter 6.2.1](#) for details.

5. Wireless network setup (applicable to Wi-Fi models)

Wireless network connection type is divided into basic structure mode and Wi-Fi Direct mode. If you have problems with wireless network setup, please refer to [Chapter 5.3 Wireless Network Setup FAQs](#).

	<p>Basic structure mode: connecting to a wireless device via router</p> <ol style="list-style-type: none">1. Access point (wireless router)2. Wireless network printer3. Computer connecting to access point via wireless network4. Computer connecting to access point via network cable
	<p>Wi-Fi Direct mode: wireless client is connecting to a printer with Wi-Fi function</p> <ol style="list-style-type: none">1. Wireless network printer2. Wireless client is directly connecting to a wireless network printer

5.1. Basic structure mode

You can connect a computer to your printer via access point (wireless router) as the medium. Access point (wireless router) connection is divided into wireless network setup and Wi-Fi Protected Setup (WPS).



Note: • The machine with the fax feature supports automatic search of wireless network through the printer's control panel to select the wireless network you desire and then input its password for connection.

Important: Before wireless network installation, you must learn about the service set identifier (SSID) and password of your access point in order to use them during wireless network setup. If they cannot be determined, please consult your network administrator or access point (wireless router) manufacturer.

5.1.1. Wireless network setup tools

If your computer has been installed with a driver and had been connected to wireless network, but the wireless network was changed, you can set it again with wireless network setup tools.

5.1.1.1. Preliminary preparations

1. Access point (wireless router).
2. A computer that has been connected to network.
3. A printer that has wireless network function.

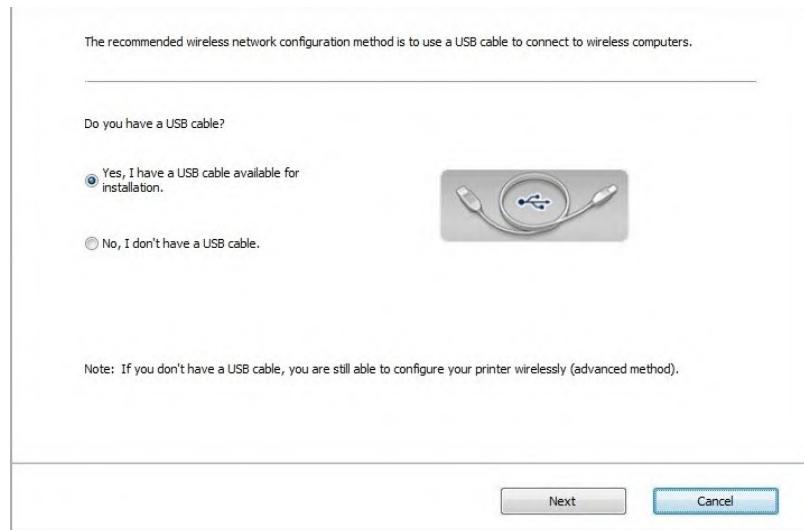
5.1.1.2. Setup methods of wireless network setup tools

1. Take the wireless network setup tool in computer.

1) Windows system: Click the “Start menu” – “All programs” - “GG IMAGE” – Product name – “Wireless network setup tool”.

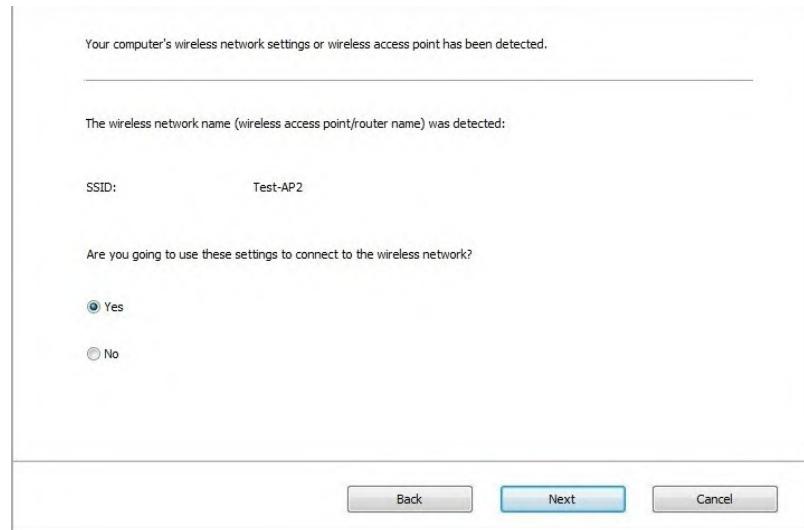
2) macOS system: click "Go" - "Applications" - "GG IMAGE" - "Utilities" - "Wireless Network Configuration Tool" on the computer Finder menu bar.

2. Use USB cable to connect and configure. Select "Yes, I have an USB cable that can be used for installation" in the following interface. Click "Next".



2.1 The computer has been connected to wireless network.

1) The currently wireless network currently connected to computer is selected as wireless network configuration tool by default. Complete configuration according to interface prompt.



Note: • The SSID you selected should be consistent with the SSID of access point (wireless router) connected to your computer.

2) Please tick “No” to configure other wireless network needed to connect to. Complete configuration according to interface prompt.

Please select the corresponding network name (SSID) from the following list, or manually enter the SSID and password if necessary, and then click “Next” to configure.

Network Name	Encryption method	Signal Strength
Test-AP2	WPA/WPA2	100%
Test-AP3	WPA/WPA2	100%

Network Name (SSID):
Test-AP3

Encryption method:
WPA/WPA2

Password:
 Show password

Back Next Cancel

 **Note:**

- At present, the printer supports 3 types of safe modes: none, WEP and WPA/WPA2.
- 1) None: There is no encryption method used.
- 2) WEP: Send and receive data via security key by using WEP (Wired Equivalent Privacy). WEP key is applicable to 64-digit and 128-digit encrypted network and can contain numbers and letters at the same time.
- 3) WPA/WPA2: it is the pre-shared key (PSK) of Wi-Fi protected access which connects wireless device and access point via TKIP or AES encryption (WPS-Personal). The working length of WPA/WPA2 is within the PSK of 8-63 characters.
- The display password is not ticked by default; if it is ticked, all passwords input can be seen in clear text.

2.2 The computer is not connected to wireless network Input the SSID (case sensitive) and password of access point (wireless router) in the interface below. Complete configuration according to interface prompt.

1. Please click on “Print wireless network information page” to get the network name and encryption method. Please skip this step if you already know the network name and encryption method.

2. Please enter wireless network user name and password.

Network Name (SSID):

Encryption method:
None

Back Next Cancel

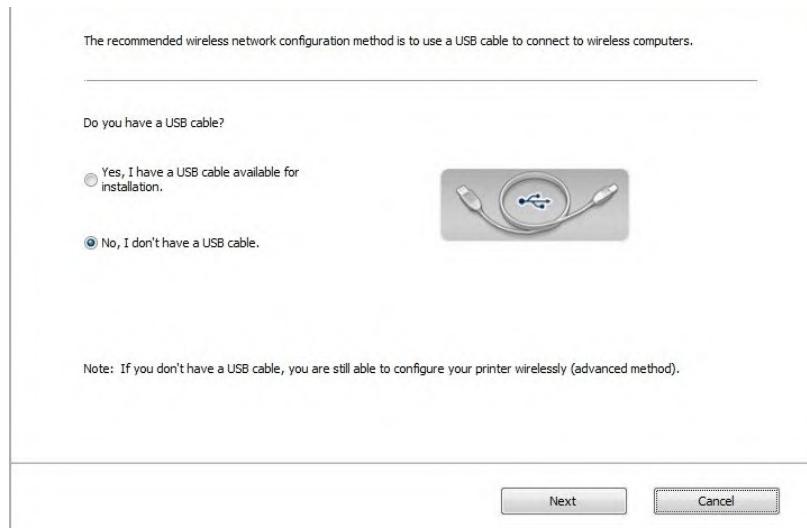


Note:

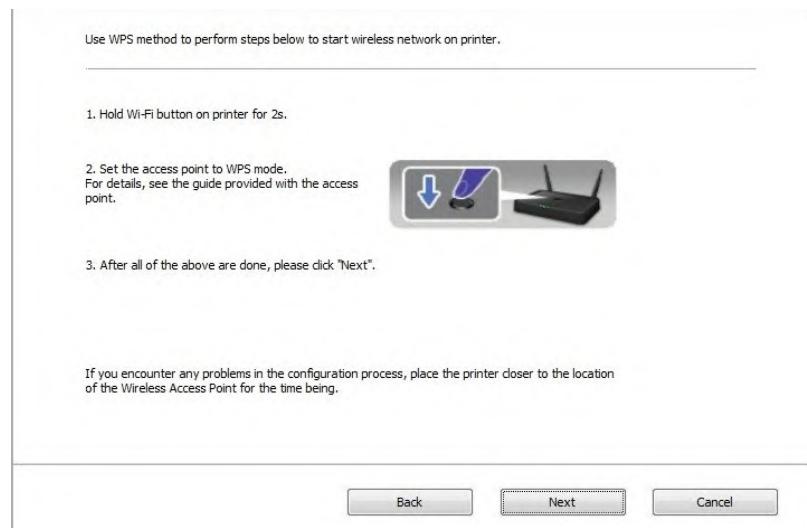
- If you do not know the SSID of access point (wireless router), please click “Print Wireless Network Information Page” to view the SSID of the needed access point (wireless router).
- If the printer cannot be used normally after wireless network setup is finished, please install the drive again.

3. Use WPS connection.

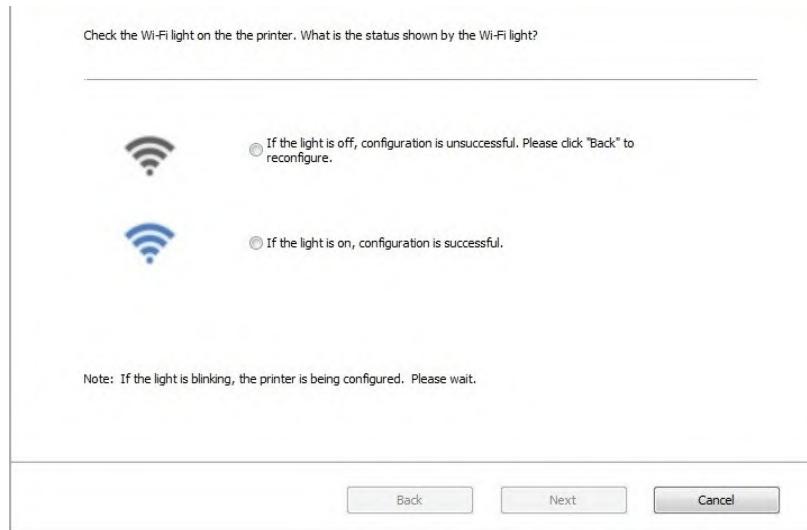
Select “No, I don't have a USB cable” in the interface below and then click “Next”.



1) Use WPS method to perform steps below to start wireless network on printer. (Please refer to [Chapter 5.1.2](#) for detailed WPS configuration)



2) Judge if the printer is successfully connected according to the status of Wi-Fi indicator on printer. If configuration failed, please click “Previous” to configure again; if configuration succeeded, please click “Done” to complete configuration.



 **Note:** • If the printer cannot be used normally after wireless network setup is finished, please install the drive again.

5.1.2. Wi-Fi Protected Setup (WPS) setup

If the access point (wireless router) supports Wi-Fi Protected Setup (WPS), the Wi-Fi key on the control panel of printer and WPS key on access point (wireless router) can be pressed in order to connect the printer to wireless network.

5.1.2.1. Preliminary preparations

1. The access point (wireless router) supports Wi-Fi Protected Setup (WPS).
2. A printer that has wireless network function.

5.1.2.2. Wi-Fi Protected Setup (WPS) method

1. Turn on the power of printer and access point (wireless router).
2. Make sure the printer is in ready state.
3. Press "Wi-Fi" button on the printer panel for over 2s until the Wi-Fi indicator flashes in blue and then release the button.
4. Press the WPS key on access point (wireless router) within 2min and then release it.
5. When the access point (wireless router) and printer start to connect, the blue Wi-Fi indicator of printer starts to blink. The blue Wi-Fi indicator of printer will be normally on after successful connection.

If the connection is not established after more than 2min, the printer will return to its ready state, the Wi-Fi indicator will be off and Wi-Fi Protected Setup (WPS) connection will fail. If it is needed to connect again, please repeat steps 3-4 above.

 **Note:** • Please refer to [Chapter 1.5](#) for how to cancel and disconnect Wi-Fi connection.
• After successful Wi-Fi Protected Setup (WPS) connection, please install a driver if you want to print via wireless network.

5.1.3. How to disable the Wi-Fi network connected

Connect the wireless network in infrastructure mode by the steps above. If connected, the Wi-Fi light on the control panel is normally on. Press and hold this button for more than 2s to disconnect from Wi-Fi network (Wi-Fi light will be off).

5.2. Wi-Fi Direct mode

You can connect wireless client (including the computer and mobile device with wireless network feature) to wireless network printer without using the access point (wireless router).

5.2.1. Preliminary preparations

1. Printer with the Wi-Fi Direct feature.
2. Wireless client (including computer and mobile device with wireless network feature).

5.2.2. Wi-Fi Direct connection

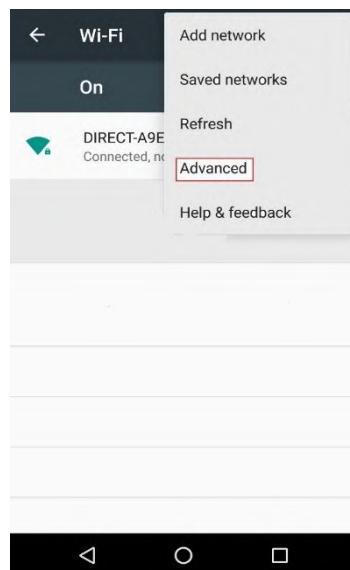
Before connecting to printer hotspot, turn on direct Wi-Fi connection of the printer by short pressing "Wi-Fi" button on the panel.

 **Note:** • Short press "Wi-Fi" button on the printer panel to automatically print out "Mobile Device Wi-Fi Connection Wizard" page for Wi-Fi connection by mobile devices.

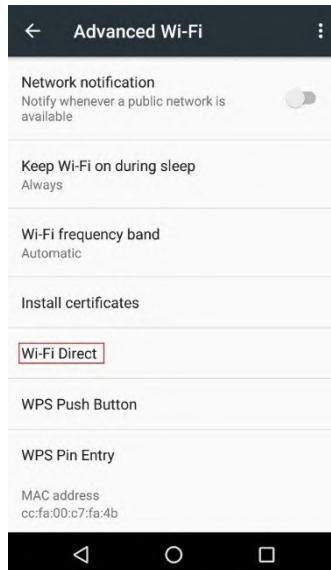
5.2.2.1. Connection method of wireless client that supports Wi-Fi Direct feature (direct invitation to connect)

You must use mobile devices that support Wi-Fi Direct function for Wi-Fi Direct connection. The operating steps may differ because of the mobile device you are using.

1. Turn on printer power.
2. Turn on the mobile device and select setup to enter Wi-Fi connection interface.



3. Select “Advanced” and then select “Wi-Fi Direct” in advanced WLAN interface.



4. Select printer SSID on direct interface to launch a connection invitation.

5. Press “OK key” to confirm connection when the panel lead to prompts whether to connect to start Wi-Fi Direct connection.

 **Note:** • In case of auto connection mode, the mobile device will start to connect automatically after initiating connection invitation without panel confirmation.

5.2.2.2. Connection method of wireless client that does not support Wi-Fi Direct function (input password to connect)

1. Turn on printer power.
2. Press the “Menu key” – “Network Info” – “Wi-Fi dir. Info” on control panel of printer to view “SSID” and “Password”.
3. Turn on the computer or mobile device with wireless network function; select the SSID of Wi-Fi Direct and input password to connect.

5.2.3. How to disable the Wi-Fi Direct

1. Turn on printer power.
2. Press "Menu", "Network Set", "Wi-Fi Direct" and then "Off" on the printer's control panel to disable Wi-Fi Direct.

5.3. Wireless network setup FAQs

1. The printer is not found.
 - If the power of computer, access point (wireless router) or printer is turned on.
 - If the computer is connected to printer with USB cable.
 - If the printer supports wireless network connection.
2. SSID cannot be found when network is connected
 - Inspect if the power switch of access point (wireless router) is turned on.

- The printer cannot find the SSID of the access point (wireless router) you need to connect, please check the SSID of access point and try to connect again.
- Every time when the setup of access point (wireless router) is changed, you must set up the wireless network of printer again.

3. Connection failure

- Please inspect if the safe mode and password of access point (wireless router) and printer is correct.
- Inspect the wireless receiving around printer. Signal receiving may be affected if the router is away from the printer or there is an obstacle between them.
- Turn the power of access point (wireless router) and printer off and then restart them and set up.

4. The following aspects should be inspected if the printer has problems while they are used in network:

- Inspect if the firewall software blocks communication. If the computer and printer are connected in the same network but they cannot be searched, the communication might be blocked by firewall software. Please refer to the user guide of firewall software to turn firewall off and then try to search the printer again.
- Inspect if the IP address assignment of printer is correct. You can inspect IP address by printing the network setup information page of printer out.

• Please refer to the following steps to check if printer and computer are in the same network:

1) Select "Command prompt" as shown below.

a. Windows 8/10 system: Select "Search" button in the Start Menu and input "Command prompt" in search bar, then press the "Enter" button in the keyboard.

b. Windows 7/Vista/XP system: click "Start" menu-"All procedures"- "Attachment"- "Command prompt".

2) Input ping and your printer IP address in popup window, and press "Enter" button.

For example: ping XXX.XXX.XXX.XXX ("XXX.XXX.XXX.XXX" is printer IP address)

3) If RTT is indicated in the window, that is to say your printer and computer are in the same network. If RTT is not indicated in the window, please refer to [Chapter 5](#) to re-configure the printer wireless network.



Note: • Please refer to the user guide or consult the manufacturer for information related to access point (wireless router).

6. Web server

You can manage printer setup via the embedded Web server.

6.1. Visit the embedded Web server

1. Turn on the power of printer and computer.
2. Connect the printer to network to ensure that the printer is connected to the network where the computer is connected to (please refer to [Chapter 4](#) or [Chapter 5](#) for network setup method).
3. Input the IP address of printer in the address bar of Web browser to visit the Web server imbedded in printer.

View the IP address of printer via control panel (please refer to [Chapter 12.3](#)) or print the “NetConf Pg” out to view the IP Address of printer (please refer to [Chapter 12.4](#)).



Note:

- Windows users are suggested to use Microsoft Internet Explorer 8.0 (or higher version) or Firefox 1.0 (or higher version), macOS users are suggested to use Safari 4.0 (or higher version). No matter what kind of browser you are suing, please ensure that JavaScript and Cookies are always enabled. Please ensure compatibility with HTTP 1.0 and HTTP 1.1 when other network browsers are used.
- If the computer cannot visit the Web server embedded in printer, then your computer and printer may be connected to different networks. Please inspect your network environment or consult your network administrator.

4. Click “Log in” option, input user name and password (the default user name is admin and the initial password is 000000) and click “Log in”.



Note:

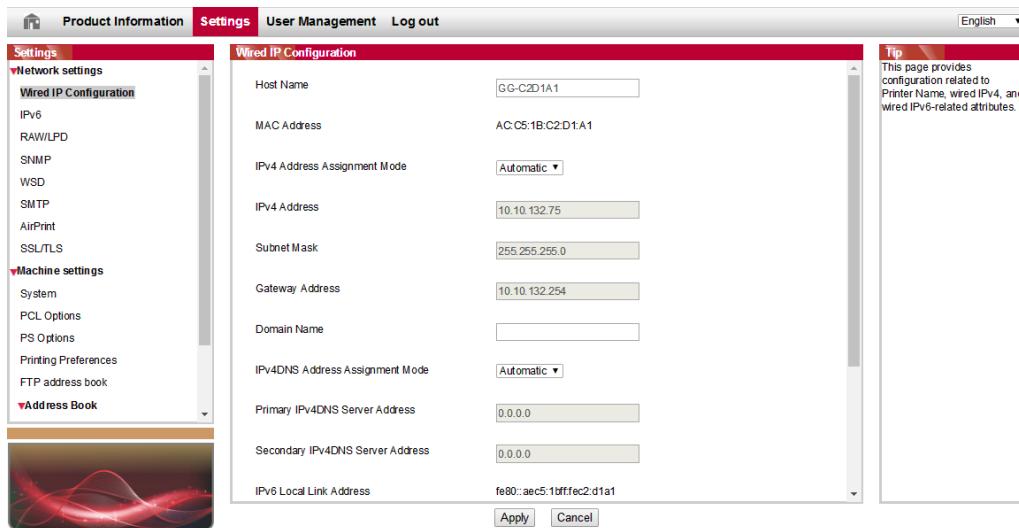
- For safety reasons, you are suggested to change the default password, which can be finished in the “User Management” interface.

6.2. Use Web server to manage printer

You can use the embedded Web server to manage printer.

1. View the basic information including product name, printer state and ink cartridge of printer.
2. Set up the network protocol parameters supported by printer.
3. Set up the wireless network connection of printer, and turn on/off wireless network and Wi-Fi Direct function.
4. Set up mail server client and acquire printer state via E-mail notification.

5. It supports to configure e-mail address and FTP address to scan the file to be scanned directly to E-mail box or FTP server.



6.2.1. IP address setup

You need to connect your printer to network before IP address setup.

1. In case of wired network model, connect the printer to wired network by connecting to its network interface with network cable.
2. In case of wireless network model, the printer can be connected to wireless network via wireless network setup tools or Wi-Fi Protected Setup(WPS) (please refer to [Chapter 5.1](#)).

6.2.1.1. IPv4 setup

IPv4 address of the printer is divided into DHCP auto assignment and manual setting, and the DHCP auto assignment function is on by default. You can set up the IPv4 address of printer manually to set up fixed IPv4 address for the printer.

1. Turn on printer power to connect printer to network.
2. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
3. Click “Settings” – “Network settings” – “Protocol Settings” – “Wired IP Configuration”.
4. Set the IPv4 address assignment mode as “Manual”.
5. Input “IPv4 Address”, “Subnet Mask” and “Gateway Address”, and then click “Apply”.

6.2.1.2. IPv6 setup

1. Turn on printer power to connect printer to network.
2. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
3. Click “Settings” – “Network settings” – “Protocol Settings” – “IPv6”.
4. Tick “Enable IPv6 protocol” and “Enable DHCPv6” (ticked by default) and then click “Apply”.

You can refresh the browser and view the “IPv6 Local Link Address” and “Stateful Address” in “Wired IP Configuration” interface.



Note: The printer supports using the following IPv6 addresses for network printing and management (please refer to [Chapter 12.4](#) and print “NetConf Pg” view IPv6 address).

- IPv6 local-link address: local IPv6 address set up by oneself (addresses beginning with FE80).
- Stateful address: IPv6 address set up by DHCPv6 server (if there is no DHCPv6 server in network, the “Stateful Address” cannot be assigned).
- Stateless address: IPv6 address set up by network router automatically.

6.2.2. Wireless setup

You can set up the wireless network, wireless IP setup, Wi-Fi Direct and WPS via wireless setup page. Before setup, please log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).

6.2.2.1. Wireless network

1. Click “Settings” – “Network settings” – “Wireless setup” – “Wireless Network”.
1) If you need to set up wireless network, please click the SSID of access point (wireless router) in search list, input secret key and click “Apply”.

6.2.2.2. Wireless IP setup

Only when the wireless network of printer is turned on, the Wireless IP Configuration can be displayed on Web server.

1. Click “Settings” – “Network settings” – “Wireless setup” – “Wireless IP Configuration”.
1) DHCPv4 is ticked by default. If IP address needs to be set up manually, please cancel the DHCPv4 checkbox ticked and input the “IPv4 Address”, “Subnet Mask” and “Gateway Address” that you need to set up and then click “Apply”.

6.2.2.3. WPS setup

1. Click “Settings” – “Network settings” – “Wireless setup” – “WPS”.
1) Select the “WPS Startup Method” you need, and then click “Apply” and operate according to page prompt.

6.2.2.4. Wi-Fi Direct setup

1. Click “Settings” – “Network settings” – “Wireless setup” – “Wi-Fi Direct”.



Note:

- If Auto selected, the mobile terminal will realize automatic connection upon initiating the connection invitation without the need of confirmation on panel.
- If Manual selected, the mobile terminal cannot realize connection until initiating the connection invitation prior to confirmation on panel.

6.2.3. Machine setup

You can add mail address contacts, set up e-mail notification, set up sleep time and recover factory settings via machine setup page.

6.2.3.1. Set up e-mail notification

If you set up e-mail notification, an e-mail will be sent to the mail address specified by you when abnormality such as paper out occurs. You can receive emails only if you made correct email setup. Please consult your network administrator for detailed setup steps. You need to log in the embedded Web server before setting up email notification (please refer to [Chapter 6.1](#) for login method).

I. Set up SMTP client

1. Click “Settings” – “Network settings” – “Protocol Settings” – “SMTP”.

2. On SMTP page, input SMTP server address, set up the mailbox login name and password and then click “Apply”.

II. Add recipient address

1. Click “Settings” – “Machine settings” – “Address Book” .

2. Click “Add”, input recipient address and then click “Apply”.

III. Set up email notification

1. Click “Settings” – “Machine settings” – “E-mail Notification”.

2. Click  button and select the email addresses you want to add in the list of contacts popping out.

You can also tick “address X” (such as address 1) and input the email addresses you want to add.

3. Tick the email addresses and notification contents you want to notify and then click “Apply”.

6.2.3.2. Configure the E-mail address book

If you want to scan a file to an e-mail address, you need to configure the e-mail address book first and then scan the file to the assigned e-mail address. The e-mail will not be received before proper setting on the e-mail box; for specific setting steps, please consult your network administrator.

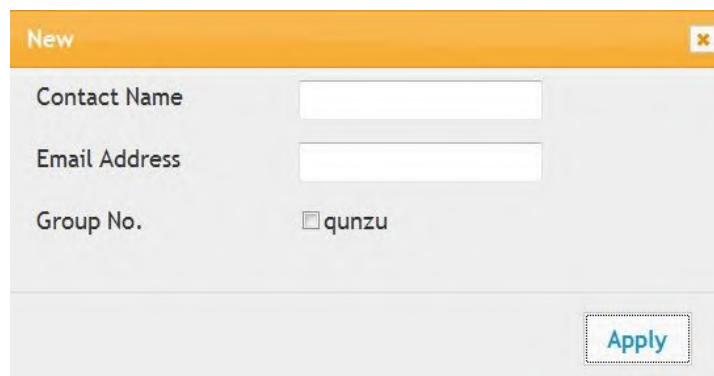
I. Set the E-mail address book

1. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).

2. Click "Settings", "Machine Settings" and then "E-mail Address Book" to enter the setting interface of e-mail address book.

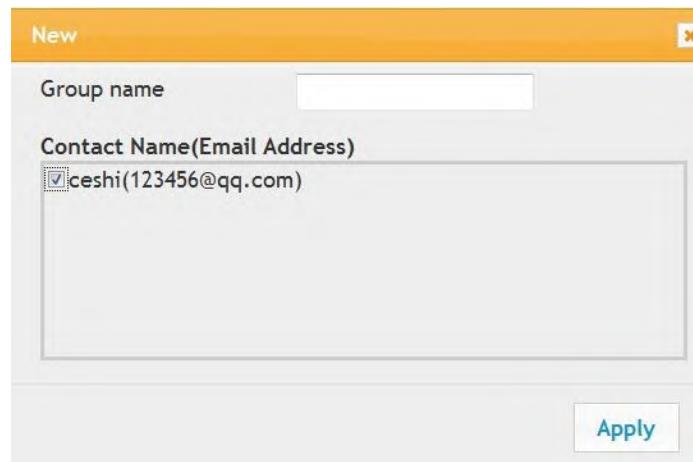
3. Click "Create" to pop out a window as below and edit the contact name and input the e-mail address, and then click "Apply".

 **Note:** • If some groups have been created, you may click to check a corresponding group to add the newly created e-mail address into it.



II. Set the e-mail group

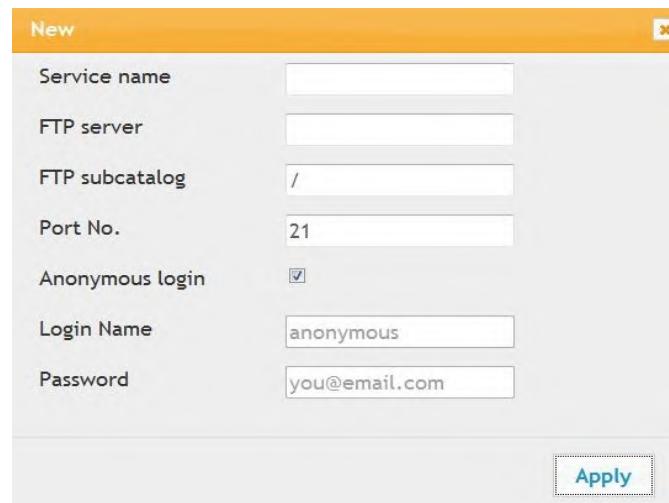
1. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
2. Click “Settings”, “Machine Settings” and then “E-mail Group” to enter the setting interface of e-mail group.
3. Click “Create” to pop out a window as below and edit the group name and check the e-mail address to be added in the contact name (e-mail address) listbox, and then click “Apply”.



6.2.3.3. Configure the FTP address book

If you want to scan a file to the FTP server, you need to configure the FTP address book first. When scanning, you may send the image scanned to the FTP server. Before configuring the FTP address book, you may need to ask your network administrator for the server IP address, port number, login name, password and server name.

1. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
2. Click "Settings", "Machine Settings" and then "FTP Address Book" to enter the setting interface of FTP address book.
3. Click "Create" to pop out a window as below and set relevant parameters; after settings completed, and then click "Apply".



6.2.3.4. Sleep time setup

1. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
2. Click “Settings” – “Machine settings” – “System”.
3. Select sleep time according to you need and then click “Apply”.

6.2.4. Recover factory settings via Web server

1. Log in the embedded Web server (please refer to [Chapter 6.1](#) for login method).
2. Click "User Management" and input the correct "User name" and "Password"; then, click "Restore to Factory Settings". After completion, the printer will reboot automatically.



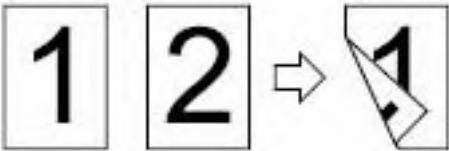
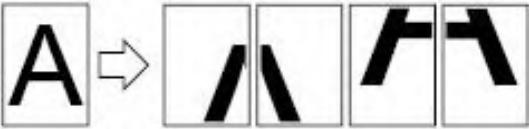
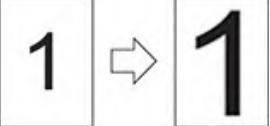
Note:

- After factory settings of printer are recovered, user name of the administrator will be recovered to admin and the login password will be recovered to 000000.
- You can also recover factory settings via keys on the control panel of printer, please refer to [Chapter 12.1.3](#).

7. Print

7.1. Print Function

You can set the print function through "Start"- "Devices and Printers"- select corresponding printer- right click – set print function in "Printing preferences". Some functions are as follows:

Functions	Diagram
Automatic Two-Sided Printing	
Collate Print	
Reverse Print	
N-in-1	
Poster Print(for Windows Operation System only)	
Zoom Print	
Custom Size	

 **Note:**

- Windows 7 is taken as example in the above description.
- You can realize poster printing feature by selecting 2x2 poster printing in multipage.
- You can enable printing preference and click the help button to view detailed function description. Please refer to [Chapter 7.9](#) for the method to open help document.

7.2. Print Settings

You can set up printing parameters with the following two methods before sending printing work (such as paper type, paper size and paper source).

Operating system	Temporary printing setup change	Permanent default setup change
Windows 7	1. Click “File” menu – “Print” – “Select printer” - “Printer properties” (the detailed steps may differ because of multiple operating systems).	1. Click “Start” menu- “Control Panel” – “Devices and Printers”. 2. Right click on the printer icon, select “Printing preference” and then change setup and save it.
macOS	1. Click “File” menu – “Print”. 2. Change setup in the window popping out.	1. Click “File” menu – “Print”. 2. Change setup in the window popping out and click to save the preset. (Select preset every time before printing, or print according to default setup.)



Note: • Priority of App setup is senior to printer setup.

7.3. Cancel printing

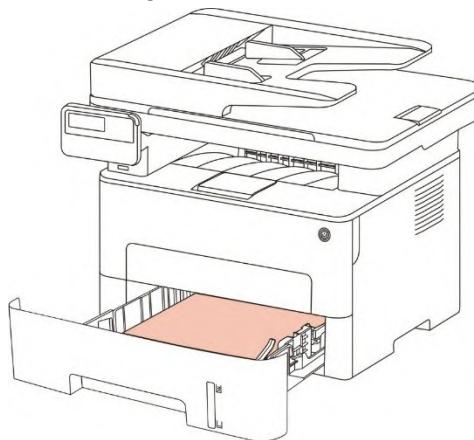
If you want to cancel the operation during printing, please press “Cancel” key on the printer's control panel.

7.4. Printing Mode

The printer can print with auto feed tray and manual feed tray. The defaulted state is auto selection, and if there is printing medium in the manual feed box, papers in manual feed tray will be used with priority.

7.4.1. Printing with the Automatic Feeder Tray

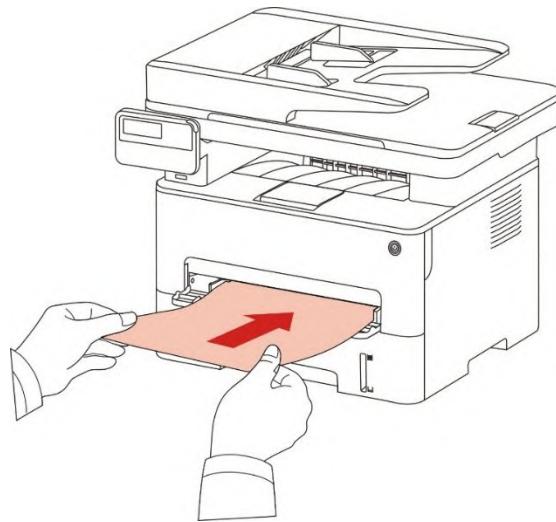
Before printing, please make sure mediums of corresponding quantity have been installed inside the auto feed tray, and there is no printing medium in the manual feed tray.



Note: • For precautions on loading paper, see [Chapter 2](#).
• For the type of media to be printed with the automatic feeder tray, see [Chapter 2.1](#).

7.4.2. Printing with manual feed tray

When you put papers in the manual feed tray, the printer will enter manual feed mode.



 **Note:**

- Manual feed mode means that papers will be fed from the manual feed tray first if there are papers being put inside it.
- Generally, the manual feeder tray is used to print on special paper, such as envelopes, transparencies, etc., and only one piece of paper can be loaded each time.
- Please refer to [Chapter 2](#) for putting papers inside manual feed tray.
- Please refer to [Chapter 2.1](#) for type of mediums that can be printed via manual feed tray.

7.5. Automatic Two-Sided Printing

The printer supports automatic two-sided printing of plain paper. Paper size supported by the automatic two-sided printing: A4, Letter, Legal, Oficio, Folio, 16K.

 **Note:**

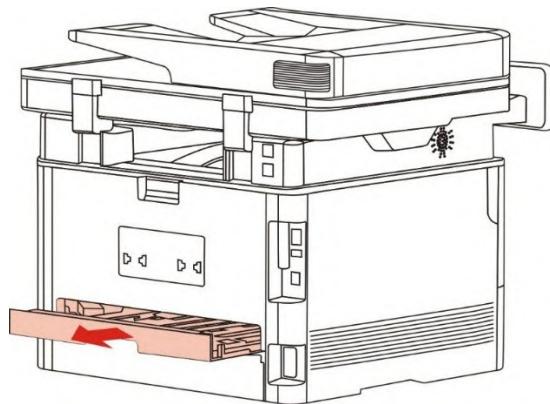
- Trying the automatic two-sided printing may damage the printer if some paper media are not suitable for automatic two-sided printing.
- Auto duplex printing does not support poster printing.
- Please refer to [Chapter 2](#) for paper loading and type of mediums that can be printed via auto feed tray.

7.5.1. Duplex printing unit setup

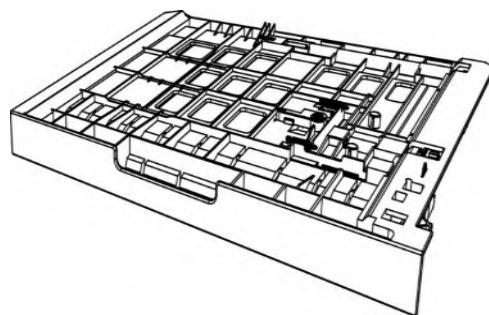
For the purpose of achieving the best printing result, you can set up the paper size of duplex printing unit. As for duplex printing of A4 and 16K papers, the slide should be adjusted to the A4 position; as for Letter, Legal, Folio and Oficio duplex printing, the slide should be adjusted to the Letter position.

Setup steps of duplex unit are:

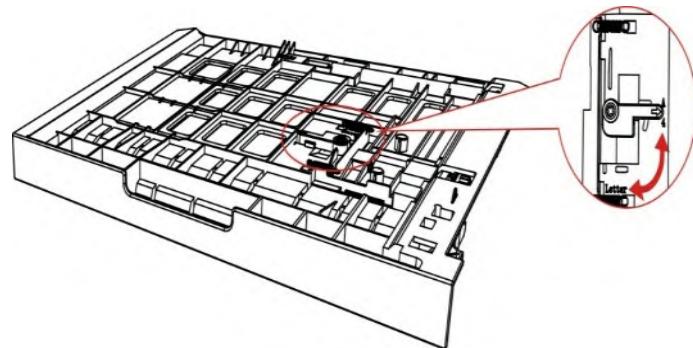
1. Draw out duplex unit.



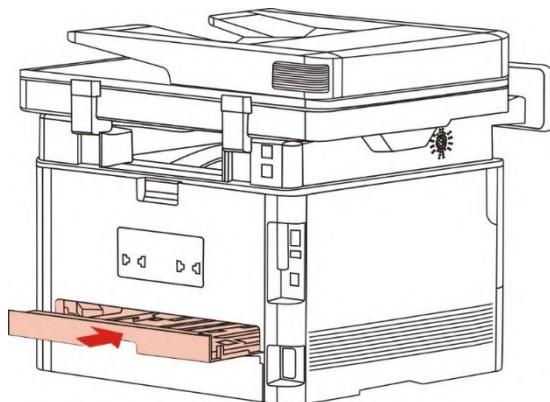
2. Make the backside of duplex unit up.



3. Adjust paper size slide to A4 or Letter position to finish setting up.

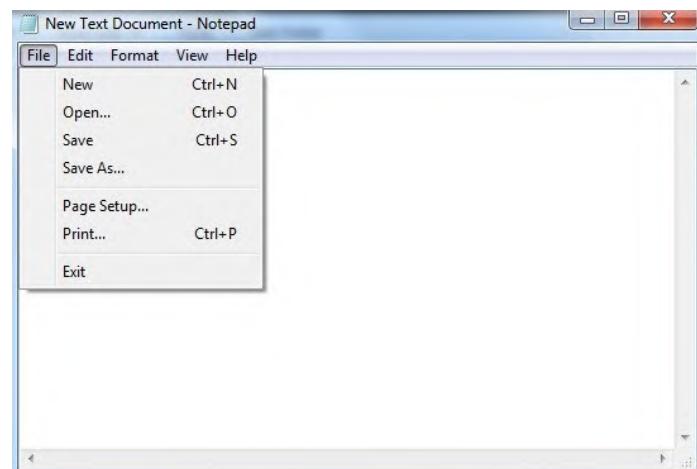


4. Install the duplex unit in the printer.

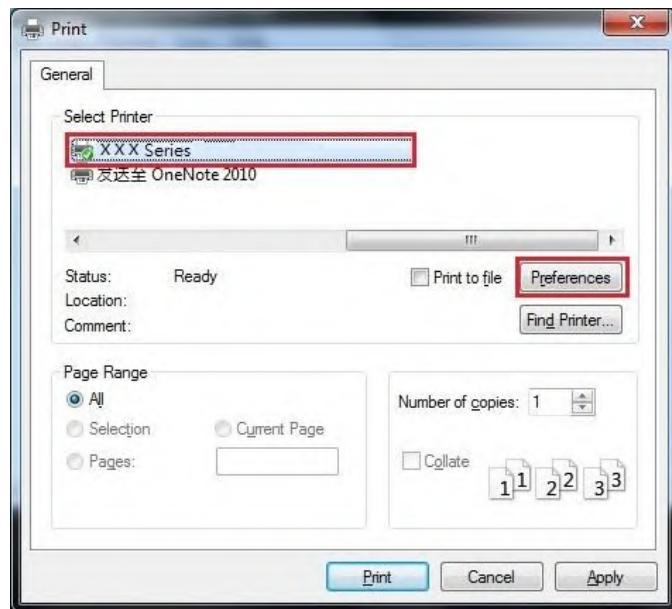


7.5.2. How to carry out auto duplex printing

1. Open the print job to be printed from the application (such as a Notepad).
2. Select Print from the File menu.

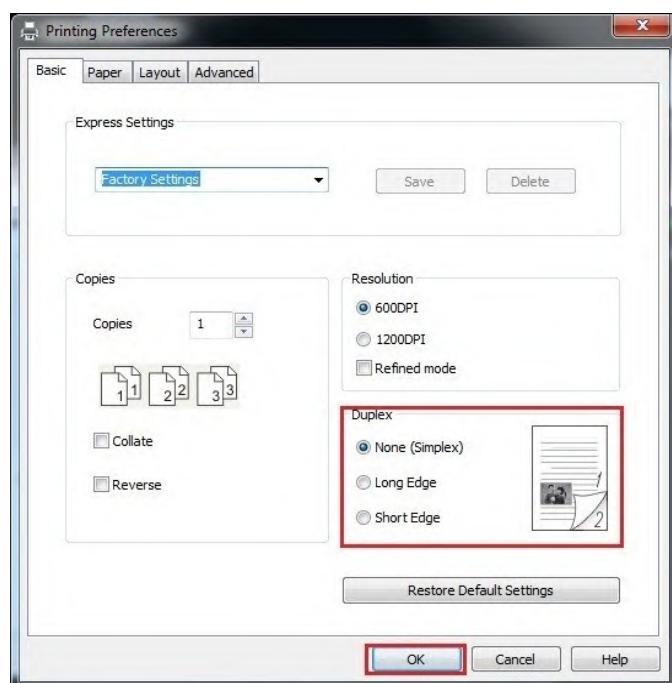


3. Select printer of the corresponding model.

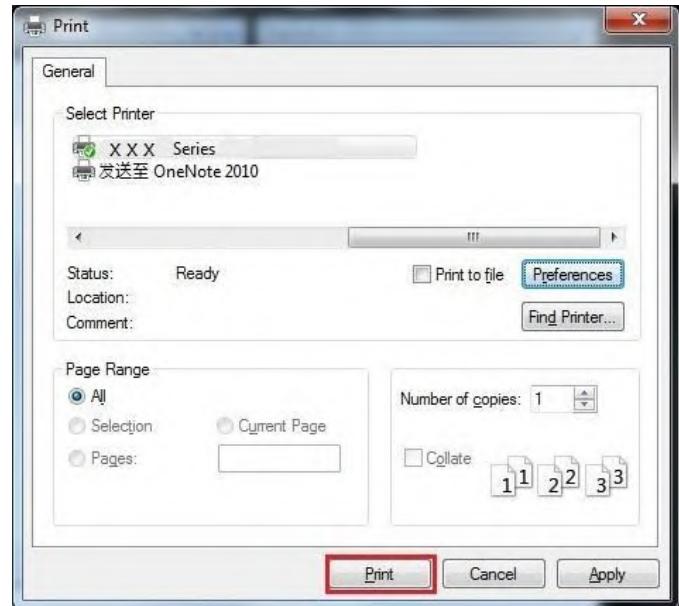


4. Single click "Preferences" for printing setup.

5. Select the "Duplex" in "Basic" tab and then select "Long Edge" or "Short Edge".



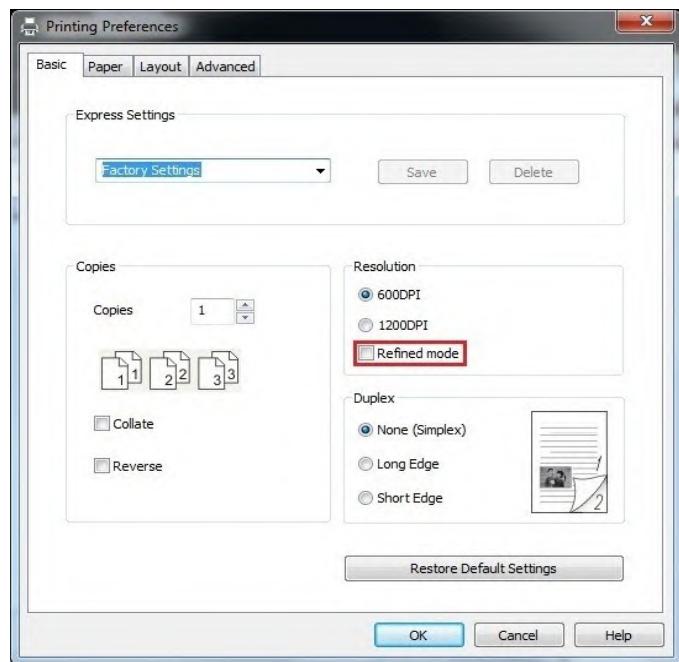
6. Single click “OK” to finish printing setup. Click “Print” to realize auto duplex printing.



7.6. Fine mode printing

The Fine mode is applicable to engineering drawings and fine lines printing.

Set up fine mode in the basic page of printer preference . After setup, fine printing mode can be realized.



7.7. Mute printing

If the Mute Printing is set, the printing noise will be reduced but the printing will slow down to some extent.

The operating steps of mute printing are as follows (applicable to printers that are installed via USB connection)

Windows 7 is taken as the example in the following operation. The information on your computer screen may differ because of multiple operating systems.

1. Enter the “Start menu” – “Control Panel” –view “Devices and Printers”.
2. Right click printer and select “Printer properties” in the pull-down menu.
3. Enter the “Secondary Settings” option.
4. Tick “Mute printing” and click “Ok” to finish setup.



5. Open the printing work from the App, select a printer of the corresponding model and then set up printing according to needs.
6. Click “Print” to realize mute printing.

 **Note:** • Printers with LCD control panel can be set to mute printing with keys on control panel directly, please refer to [Chapter 12.1.5](#).

7.8. Auto shut-off setting

“Auto shut-off setting” to set off condition and off delay of printer.

1. Enter computer “Start Menu” – “Control Panel” – View “Devices and Printers”.
2. Right click printer, select “Printer properties” in drop-down list.
3. Enter “Secondary Settings” option and set “Auto shu-off setting”.
4. Click “OK” to finish setting.

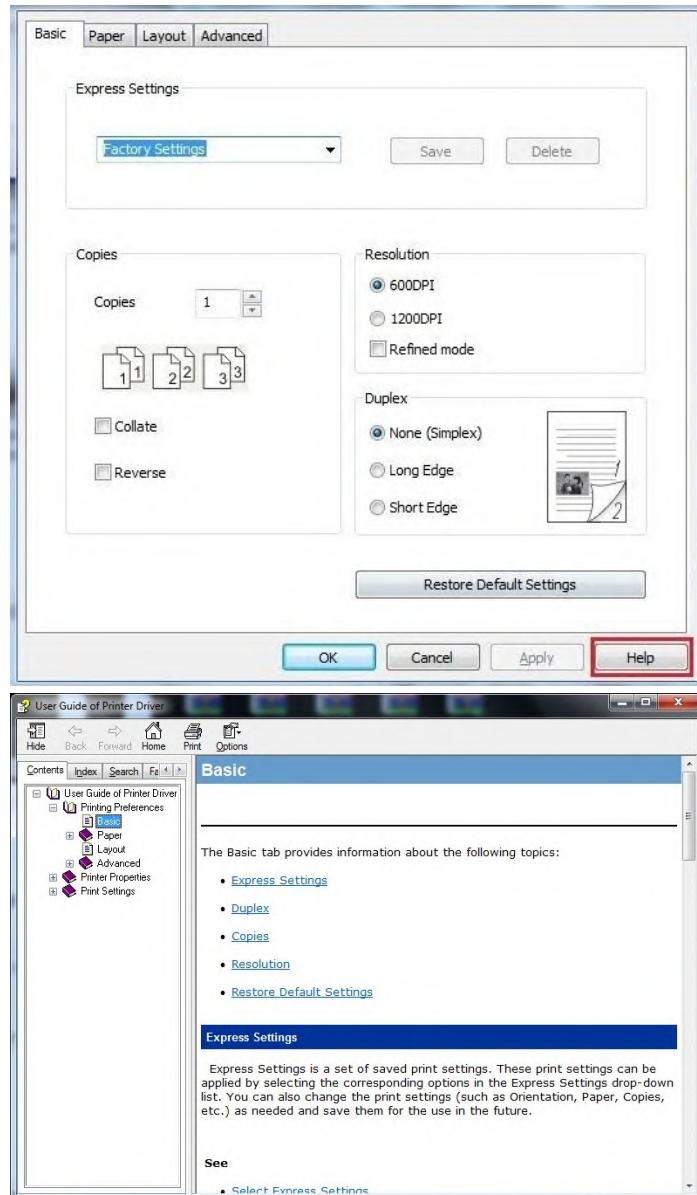


Note:

- For printer provided with LCD control panel, users may set auto off function through control panel keys. Please refer to [Chapter 12.1.7](#).
- Individual countries (or regions) do not support auto off setting.

7.9. Open Help Document

You can open the "Printing preferences" and click "Help" button (for Windows Operation System only). The help document contains the user guide where you can find the information on print settings.



8. Copying

8.1. Copying function

Copy	Instructions
Common copying	Multipage Print a multi-page document to a piece of paper.
	Clone Print several identical images to a piece of paper.
	Poster Print a one-page original to pieces of paper.
	Collated copy Collate copies of an original.
	Duplex copying It supports manual duplex copying for originals.
	Image quality Set the definition mode to improve the copying effect.
	Intensity Adjust deep-light copying effect by setting intensity.
	Resizing Reduce or enlarge the size of image copied.
	Paper setting Set the paper size and paper type.
ID card copying	Arrangement mode Set the arrangement mode of ID card to be copied.
	Intensity Adjust deep-light copying effect by setting intensity.
	Paper Size Set the paper size.
Receipt copying	Intensity Adjust deep-light copying effect by setting intensity.
	Paper Size Set the paper size.

8.2. Copying method

1. Press "copying key"/"ID card copying key"/"receipt copying key" on control panel.
2. Put an original into the ADF with its front upward (only for plain copying) or on the glass platen with its front downward. (For how to put an original, please see [Chapter 2.5](#).)
3. Set copying quantity with "direction or number key" according to types (99pieces at maximum).
4. Press "Startup key" for copying.
5. If the original is put on the glass platen, the printer will give a prompt of "Scan the Next Page" after scanning one page. If the next page exists, please remove the original scanned and put the next page on the glass platen; then, press "Start". After all pages have been scanned, please press "OK".

8.3. Copying cancel

Press "cancel key" on control panel if canceling copying.

8.4. Common copying setting

Change relevant setting with "copying setting menu" for better copying effect.

1. Press "Copy" and then "Menu" on control panel to enter the "Menu Setting" interface.
2. Press "OK" to enter the "Copy Setting" interface.
3. Press "direction key to select option to be set and press "OK key" to set option.



Note:

- The image quality, intensity, resizing and paper setting can keep valid after options are set.
- Settings on all-in-one, clone, poster, collated copy and duplex copy will be restored to defaults after completing the copying, switching among panel keys or rebooting the machine.

8.4.1. Image quality

Select corresponding image quality mode for original document used in order to improve copying effect.

There are 4 modes in total:

Auto: default mode, applicable to text and image originals.

Text + image: applicable to originals with mixed text and image.

Image: applicable to original image.

Text: applicable to original text.



Note:

- The image quality mode supports "automatic" mode only after "poster" and "collated copy" are set.

8.4.2. Intensity

Adjust deep-light copying effect by setting intensity.

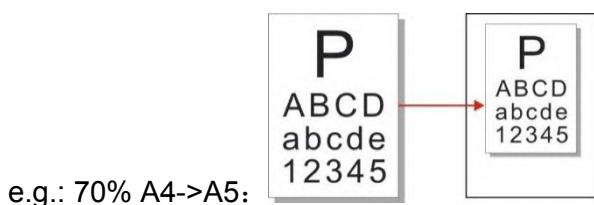
This printer supports "Manual Adjustment" and "Auto Adjustment" in color intensity. 5 levels for manual adjustment and 3 levels for auto adjustment by default.

8.4.3. Resizing

When original document is copied, resize image copied.

The resizing includes "fixed" and "manual adjustment" and the default value is 100%.

1. Fixed resizing: 100%、141% A5->A4、122% A5->B5、115% B5->A4、97% LTR->A4、94% A4->LTR、86% A4->B5、81% B5->A5、70% A4->A5.



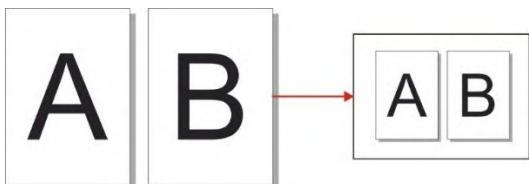
2. "Manual adjustment" applies to copying with glass platform only, the adjustment scope of which is 25%-400% and 5% can be adjusted each time after "direction key" is pressed once.

8.4.4. Multipage

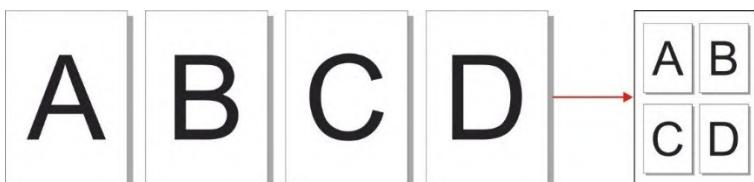
With setting on all-in-one feature, a 2- or 4-page document could be copied to one piece of paper. Copying with the ADF and the glass platen are both supported.

The multipage includes 3 modes:

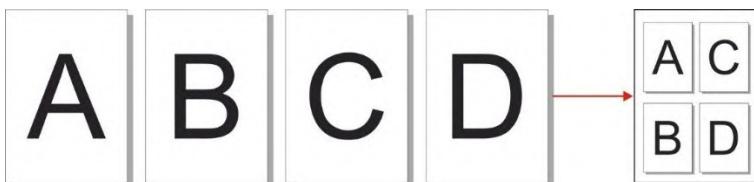
(1) Two-in-one:



(2) Horizontal four-in-one:



(3) vertical four-in-one:

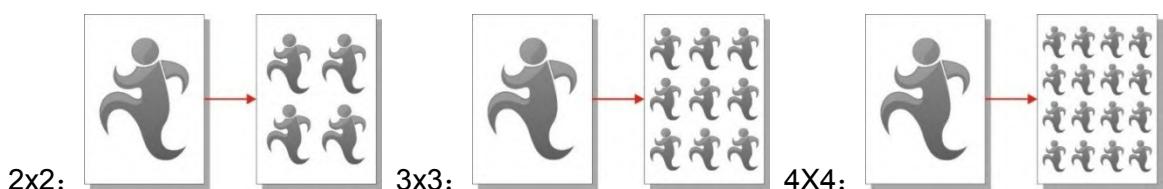


Note: • "Multipage" and "resizing function" cannot be set at the same time.

8.4.5. Clone

Through setting on clone feature, you may print multiple original images on one piece of paper. Copying with the ADF and the glass platen are both supported.

The clone copying includes 3 modes:

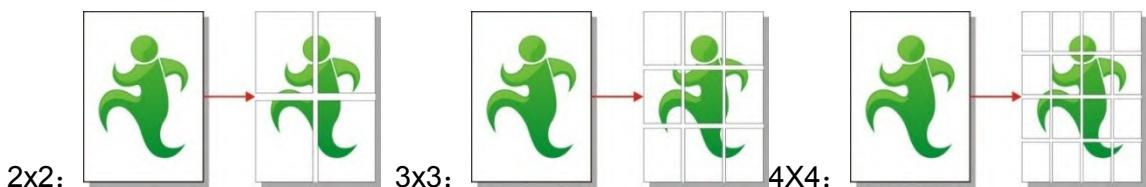


Note: • The "clone" and "resizing function" cannot be set at the same time.

8.4.6. Poster

Poster setting enables the printing of one piece of original document on several pieces of paper. The "Poster" feature supports only copying with the glass platen.

The poster copying includes 3 modes:



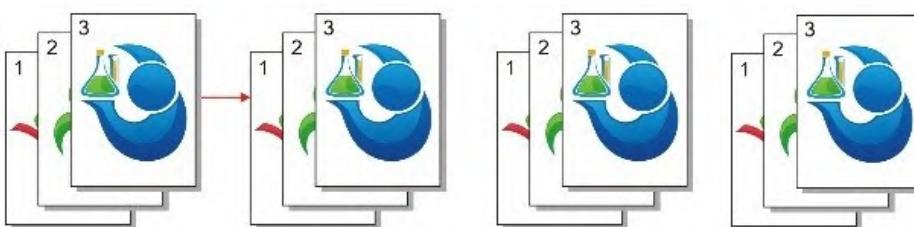
Note: • The "poster" and "resizing function" cannot be set at the same time.

8.4.7. Collated copy

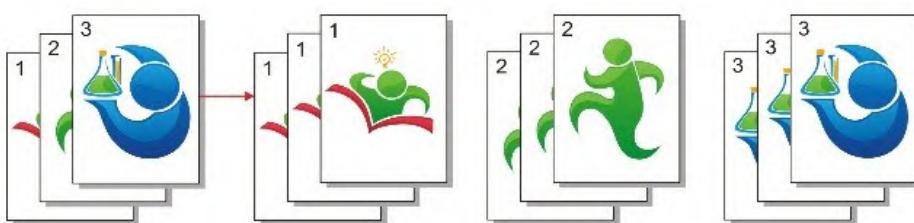
The "Collated Copies" feature supports only copying with the automatic document feeder (ADF).

The collated copy includes 2 modes:

Startup:



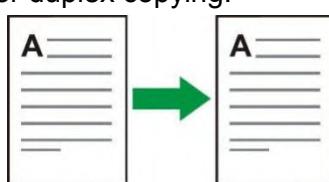
Closed:



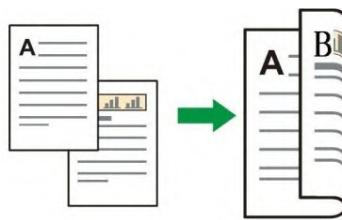
8.4.8. Manual duplex copying

You may use the glass platen or the ADF for duplex copying. The followings are examples of copying with the ADF.

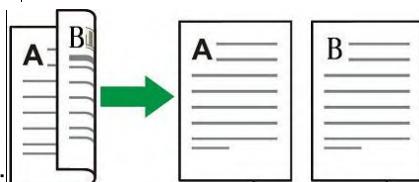
There are 4 modes in total for duplex copying:



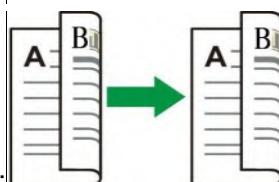
1. One-sided → One-sided:



2. One-sided → Two-sided:



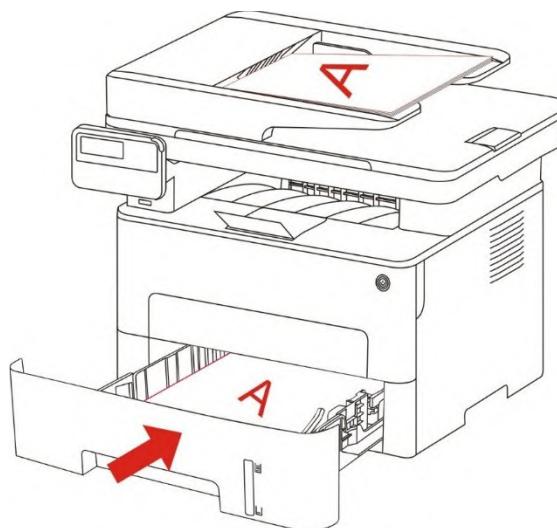
3. Two-sided → One-sided:



4. Two-sided → Two-sided:

8.4.8.1. Steps of duplex original copying

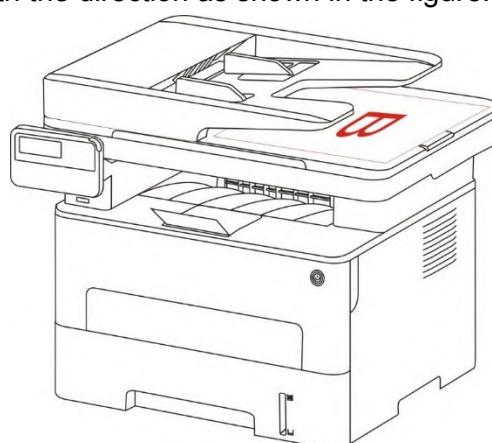
1. Put an original into the ADF with its front upward and its top fed first; meanwhile, make sure there are some paper in the carton.



2. Operate following steps described in [Chapter 8.4](#). Select Duplex Copying and then press "OK" to save settings.

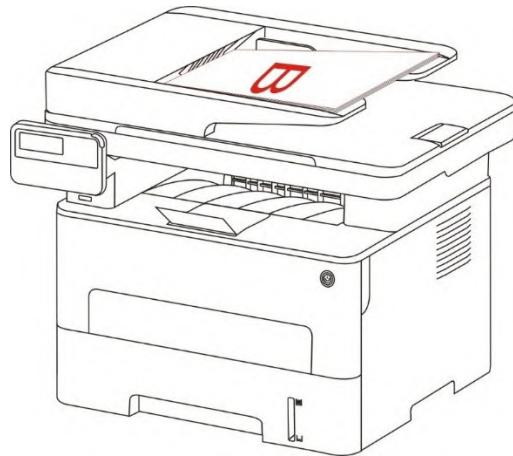
3. Press "Start" to begin copying.

4. Paper exited should be with the direction as shown in the figure:



5. After completion of copying one side, put the paper into the entrance as shown in figure (without turnover or rotation).

 **Note:** • If the turnover prompt on panel times out, the machine will execute one-sided copying automatically.



6. Press "Start" to begin copying the other side.

8.4.9. Paper setting

Select the paper size and paper type of original copying in Paper Settings menu.

Paper dimension: A4, Letter, B5, A5, A6, Executive, Legal and Folio.

Paper type: common paper, thick paper, envelope paper, film paper, card paper, tagboard and thin paper.

 **Note:** • After "multipage" and "clone function" are set, "paper dimension" supports "A4" and "Letter" only.
• For copying with the ADF, only plain paper is available in "Paper Type".

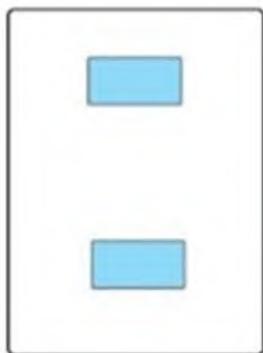
8.5. ID card copying setting

For better copying effect, you can enter the "ID Card Copy Settings" menu to change relevant settings.

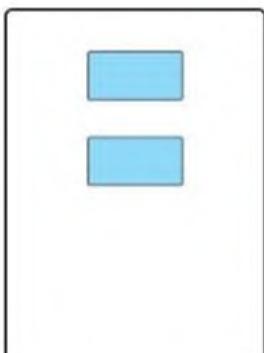
1. Press "ID Card Copy" and then "Menu" on control panel to enter the "Menu Settings" interface.
2. Press "OK" to enter the "ID Card Copy Settings" interface.
3. Press "direction key to select option to be set and press "OK key" to set option.

8.5.1. Arrangement mode

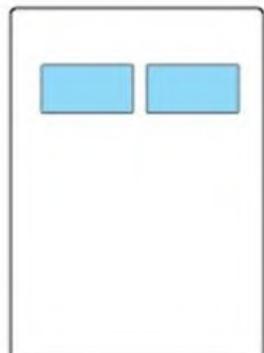
There are 4 arrange modes for ID card copying totally:



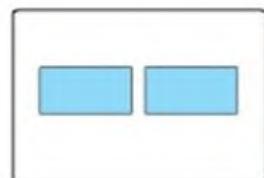
Whole page up-down



Half page up-down



Half page left-right

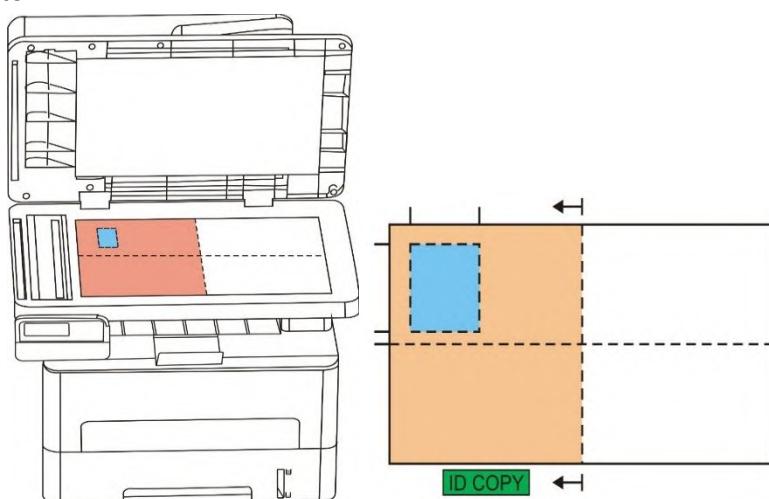


A5 left and right

Position:

Half page up-down: default mode; put ID card at "orange left half area" of glass platform.

Half-page up and down, half-page left and right or A5 left and right: put the ID card in the "blue area" in glass platen.



Note: • After setting, the arrangement mode can keep valid before startup; after startup, the arrangement mode will recover to default setting.

8.5.2. Intensity

For intensity setting, see [8.4.2](#).

8.5.3. Paper dimension

If arranged in modes of "Full Page Up and down", "Half-page Up and down" and "Half-page Left and right", the paper size supports "A4" and "Letter" only; if arranged in mode of "A5 Long Edge", the paper size supports "A5" only. Please follow instructions on panel to put the paper vertically for printing.

8.6. Receipt setting

For better copying effect of bills, you can enter the "Bill Copy Setting" menu to change relevant settings.

1. Press "Bill Copy" and then "Menu" on control panel to enter the "Menu Settings" interface.
2. Press "OK" to enter the "Bill Copy Setting" interface.
3. Press "direction key to select option to be set and press "OK key" to set option.

8.6.1. Intensity

For intensity setting, see [8.4.2](#).

8.6.2. Paper setting

The receipt copying supports A4, Letter, B5, A5, A6 and Executive paper dimension.

9. Scan

This printer provides two types of scan: "Push Scan", which means scanning through the printer's Control Panel operations; "Pull Scan" which means scanning through PC terminal scanning the application. Before scanning, please be sure a printer driver has been installed in the computer.

9.1. Pull Scan

You may scan with the scanning application in PC via USB, wired or wireless connection. Please be sure the printer has been properly connected before scanning.

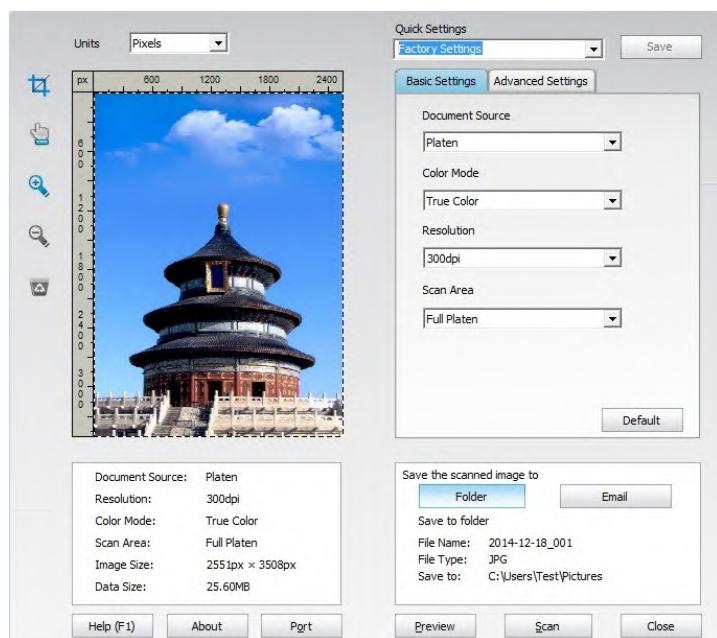
9.1.1. GG IMAGE Scan Application

Operation Steps:

1. Double click on " GG IMAGE Scan Application" on the computer, the icon is shown as below:



2. The prompt window is shown as below:



3. Set Scan in the right list. Click "Scan" on the bottom right corner and start scan.

 **Note:** • GG IMAGE scan application software can scan pictures and support 5 formats of files: BMP, JPG, TIF, PDF, and PNG.
• You may click "Help (F1)" to open the help document of the scanning application to learn more scanning setting information.

This product complies with the TWAIN and Windows Image Application (WIA) standard. If using the application which supports TWAIN and WIA standard, users can use the scan function and directly scan the images to the open application. The handbook requires Office Software (Word and Excel) and Photoshop ,for example, to show the operation.

9.1.2. TWAIN Scan Driver

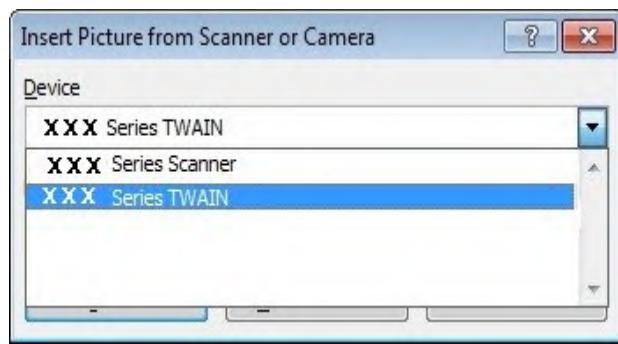
9.1.2.1. Office Software (Word and Excel)

Operation Steps:

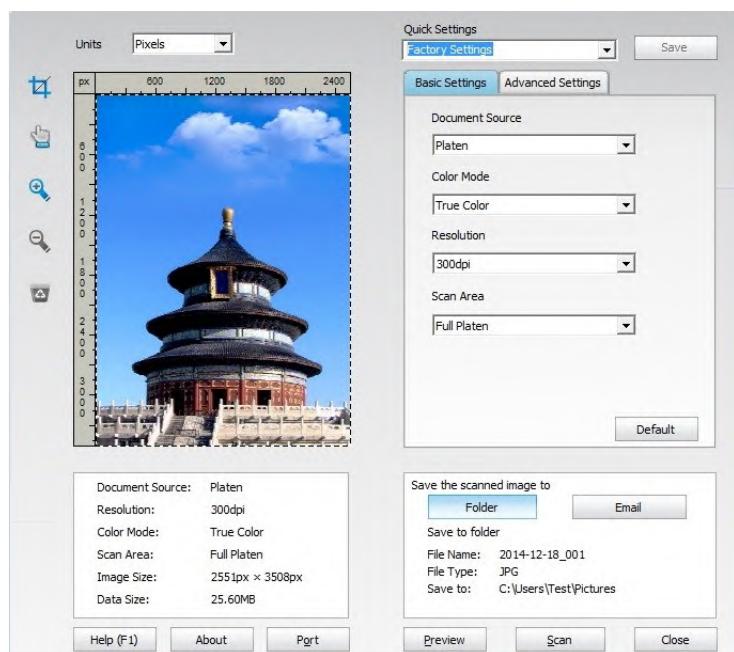
1. Open the Office software (Word or Excel).
2. Keyboard shortcuts: Alt+I+P+S to open the application's window.



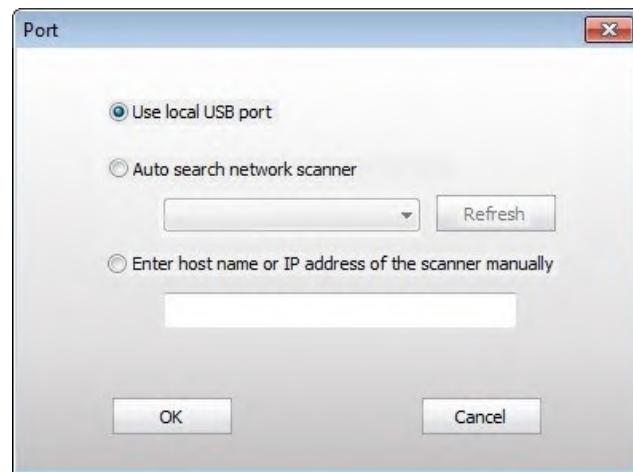
3. Click on "Device" option and select TWAIN Scan, click the "Custom Insert" button below.



4. After the window pops up, set the scan information in the right list of "Basic Setting" and "Advanced Setting". Click on "Scan" and start scan.



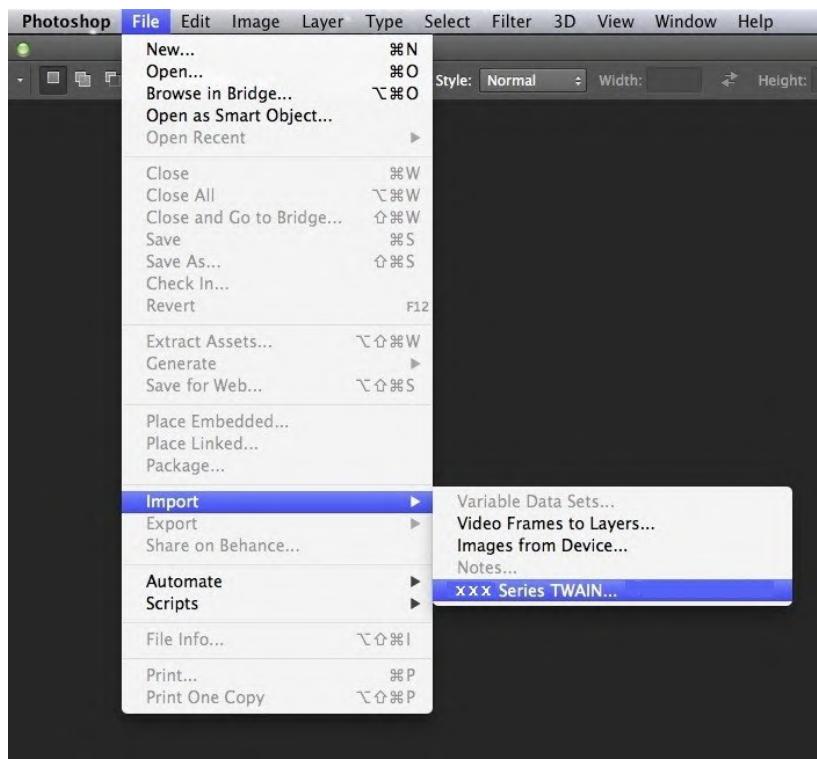
If you desire to change a scanning port, please click "Port" at the lower part of above picture to select a scanning port, as shown below:



9.1.2.2. Photoshop

Operation Steps:

1. Launch Photoshop, click on "File" – "Import" on the top left corner and select TWAIN Scan, as is shown below:



2. After the window pops up, please refer to Step 4 of [9.1.2.1](#) to see the specific operation steps.

9.1.3. WIA Scan Driver

9.1.3.1. WIA1.0 Scan (Windows XP / Windows Server 2003)

1. Office Software (Word and Excel)

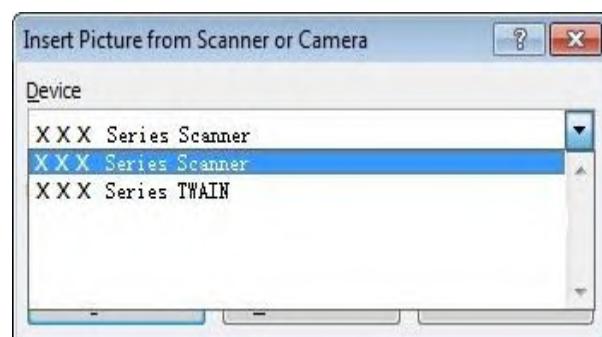
Operation Steps:

1) Open the Office software (Word or Excel).

2) Keyboard shortcuts: Alt+I+P+S to open the application's window.



3) Click on "Device" and select WIA Scan, click the "Custom Insert" below.



4) The prompt window as is shown below, set the scan information.

