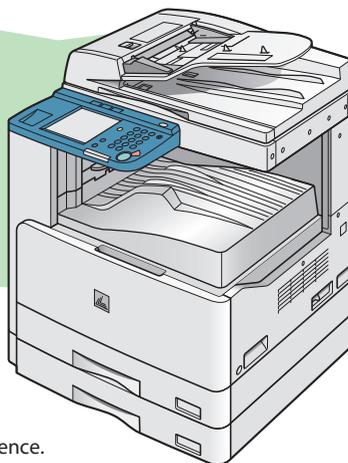
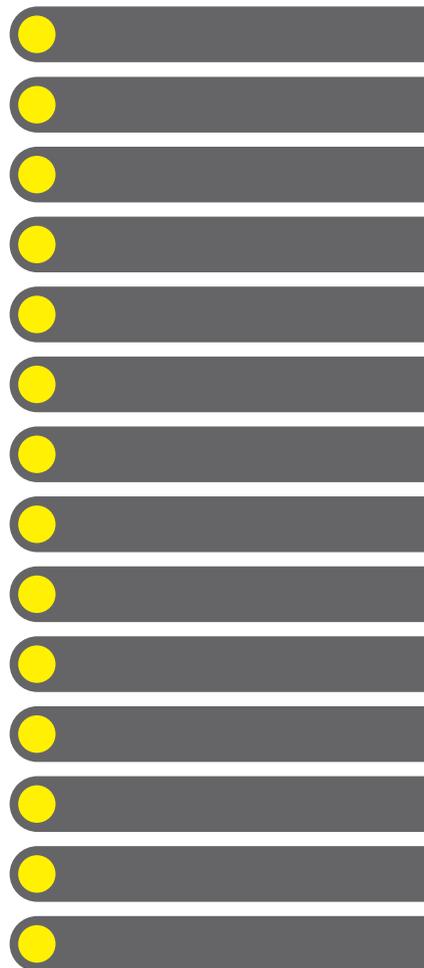
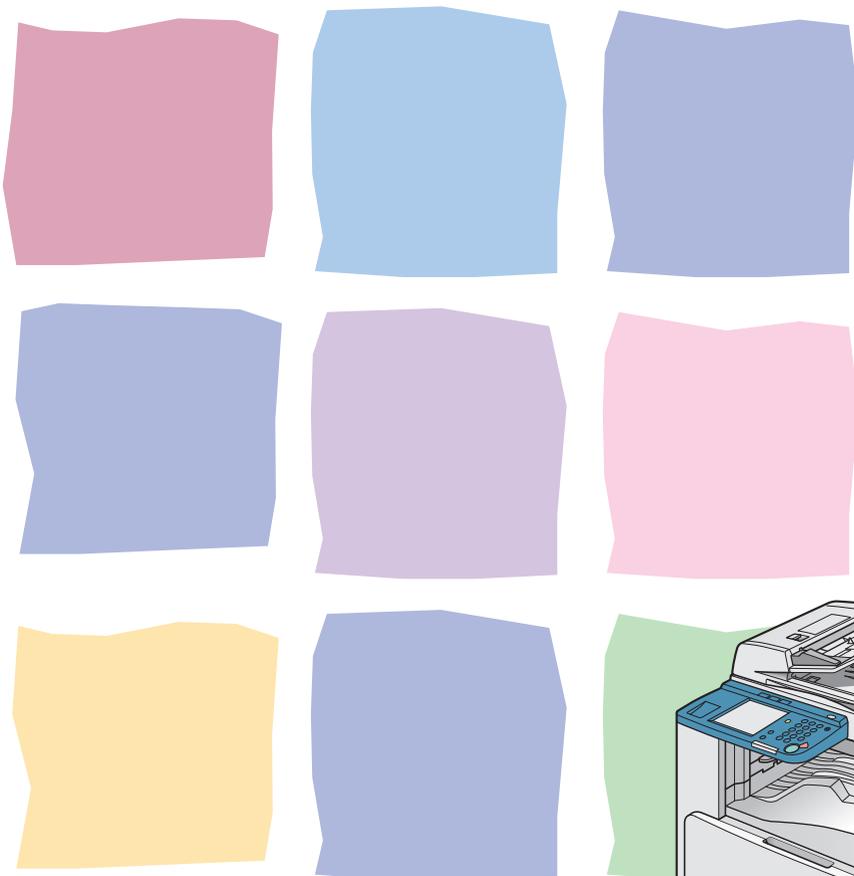


## Basic Operation Guide



Please read this guide before operating this product.  
After you finish reading this guide, store it in a safe place for future reference.

# Manuals for the Machine

- Machine Set-Up
- Software Installation

## Starter Guide

- Basic Features
- Maintenance
- Trouble Shooting
- Specifications

## Basic Operation Guide (This Document)

- Total Operation Features
- Network and Remote User Interface
- System Settings
- Reports and Lists
- Trouble Shooting

## Reference Guide



- Color Network ScanGear Installation and Instructions

## Color Network ScanGear User's Guide



- PCL Printer Driver Installation and Instructions

## PCL Driver Guide (imageCLASS MF7480/ MF7470 Only)



- UFR II LT Printer Driver Installation and Instructions

## UFR II Driver Guide



- Fax Driver Installation and Instructions

## Fax Driver Guide



**Indicates the manual is supplied in PDF format in the accompanying CD-ROM.**

- To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (<http://www.adobe.com>).
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

# What Can I Do with This Machine?

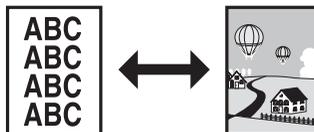
## Machine?

### Copy Features

#### Select a scan mode depending on the type of image

Original Type Selection

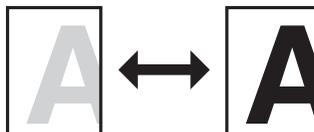
→ p. 3-11



#### Adjust the density level of scanned images

Exposure

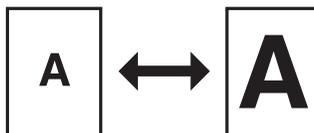
→ p. 3-12



#### Enlarge or reduce copied images

Copy Ratio

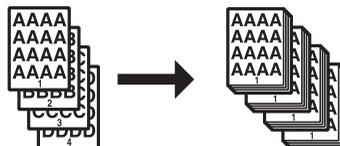
→ p. 3-14



#### Sort by document or page

Collate Copying

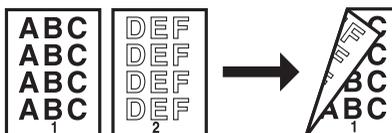
→ p. 3-21



#### Make two-sided copies

Two-Sided Copying

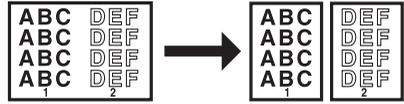
→ p. 3-25



## Copy facing pages of an opened book onto separate copy sheets

### Two-Page Separation

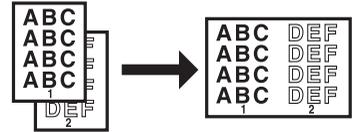
→ Reference Guide



## Copy multiple originals onto one sheet

### Image Combination

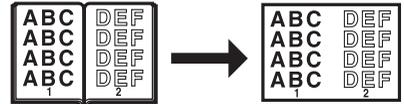
→ Reference Guide



## Erase shadows and lines around original images or binding holes

### Frame Erase

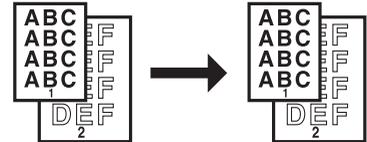
→ Reference Guide



## Copy originals of different sizes together at the same time

### Different Size Originals

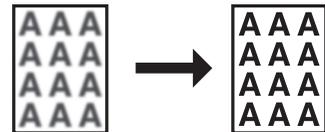
→ Reference Guide



## Adjust the contrast of scanned images

### Sharpness

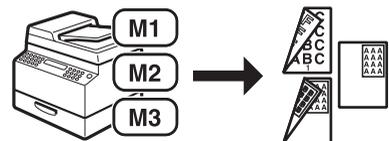
→ Reference Guide



## Store and recall copy modes

### Memory Keys

→ Reference Guide

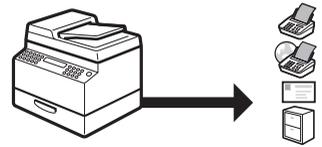


# Sending/Receiving Features

What Can I Do with This Machine?

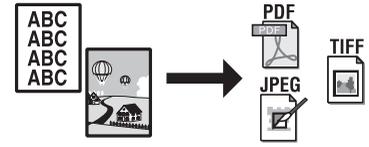
## Send documents with diverse sending methods \*1

Fax, E-Mail, I-Fax and File Server  
→ Chapter 4



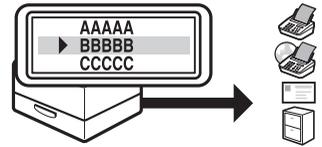
## Send documents in a variety of file formats \*1

Setting the File Format  
→ p. 4-14



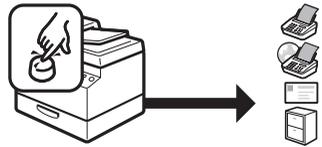
## Specify a recipient with the Address Book

Using the Address Book  
→ p. 4-43



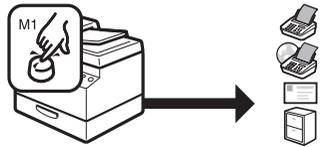
## Specify a recipient with one-touch buttons

Using the One-Touch Buttons  
→ p. 4-45



## Specify a recipient with favorites buttons

Using the Favorites Buttons  
→ p. 4-48

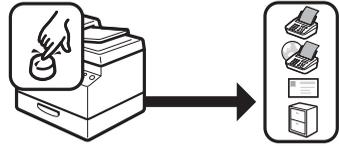


\*1 Indicates the features available only for the imageCLASS MF7480.

## Specify multiple recipients as a group

Using Group Addresses

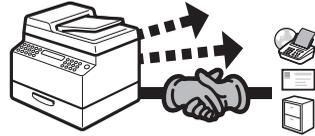
→ p. 4-46



## Retry sending documents automatically \*1

Auto Retry

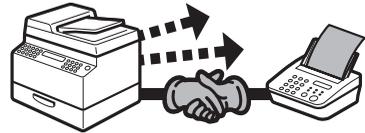
→ Reference Guide



## Redial when the line is busy

Automatic Redialing

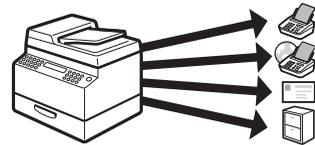
→ Reference Guide



## Send documents to multiple recipients

Broadcasting

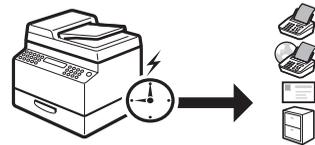
→ Reference Guide



## Send documents at a specified time

Delayed Sending

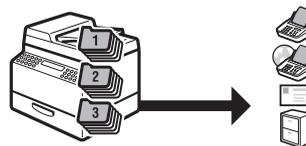
→ Reference Guide



\*1 Indicates the features available only for the imageCLASS MF7480.

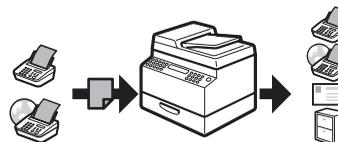
## Recall the last three sending jobs

Job Recall  
→ p. 4-56



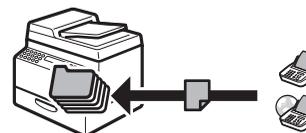
## Forward received documents

Forwarding Documents  
→ Reference Guide



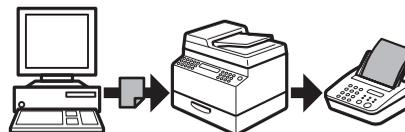
## Receive documents in memory without printing out

Memory Lock Reception  
→ Reference Guide



## Send a fax from a PC

PC Faxing  
→ Fax Driver Guide

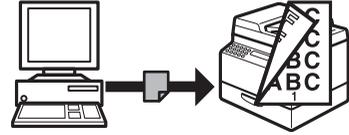


# Printer Feature

## Print a document from a PC

### Printing

→ PCL Driver Guide and UFR II Driver Guide

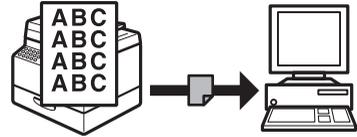


# Scanner Feature

## Specify detailed scanning options to suit various images \*1

### Scanning

→ Color Network ScanGear User's Guide

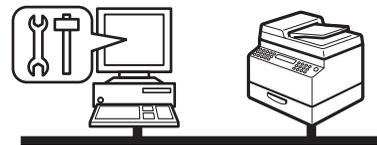


# Remote UI Feature

## Access and manage the machine from a PC \*1

### Remote UI

→ Reference Guide



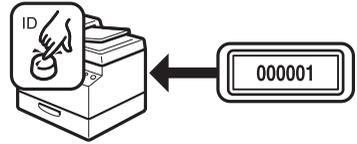
\*1 Indicates the features available only for the imageCLASS MF7480/MF7470.

# System Settings

## Restrict the use of the machine with department IDs

### Department ID Management

→ Reference Guide



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# Preface

**Thank you for choosing a Canon product. Before using the machine, please read the following instructions for your safety.**

## **Important Safety Instructions**

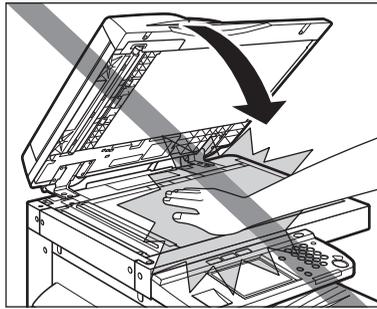
Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

## **Handling and Maintenance**

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn off the main power switch, and disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn off the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.

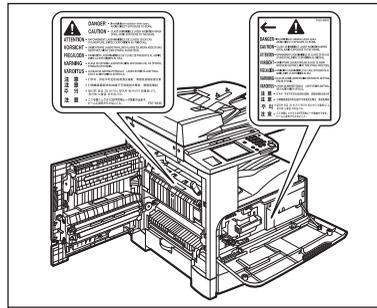


- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the main power switch, and disconnect the power cord from the power outlet. Then contact Canon Authorized Service Facilities or the Canon Customer Care Center.
- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder gently to avoid catching your hands, as this may result in personal injury.



- Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not put your hand close to the rollers on the output tray. The machine may suddenly begin to print even if it is not in operation, causing your clothing or fingers to become caught in the machine and resulting in injury.
- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.
- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.
- Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.
- Turn off the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn off the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

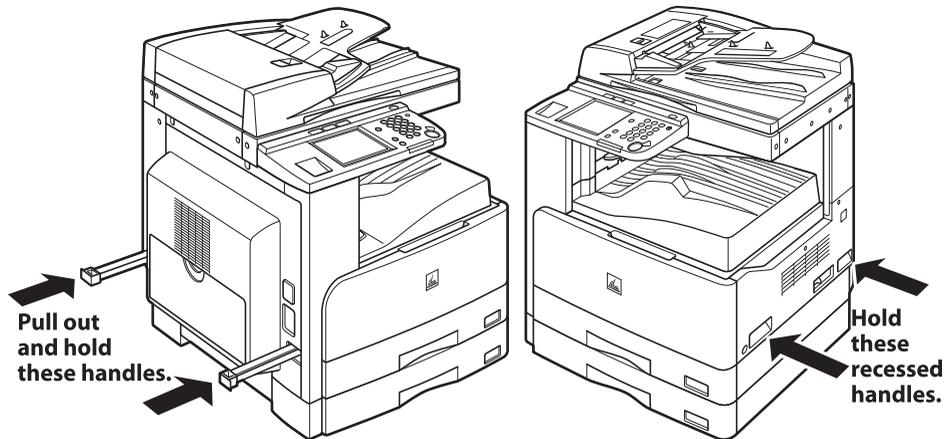
- Never open covers other than those instructed in this manual.
- Do not remove the caution label attached to the fixing unit and the duplex unit.



- When cleaning the machine, first turn off the main power switch, and then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.
- There are some area inside the machine which are subject to high-voltage. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- Do not burn or throw used cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.



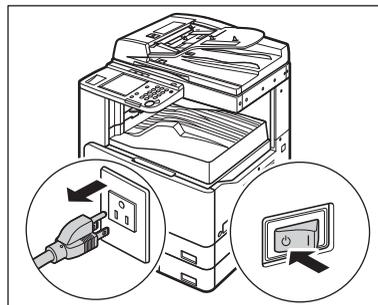
- When carrying the machine, be sure to hold the parts indicated below. Failure to do so may cause the machine to be dropped and result in injury.



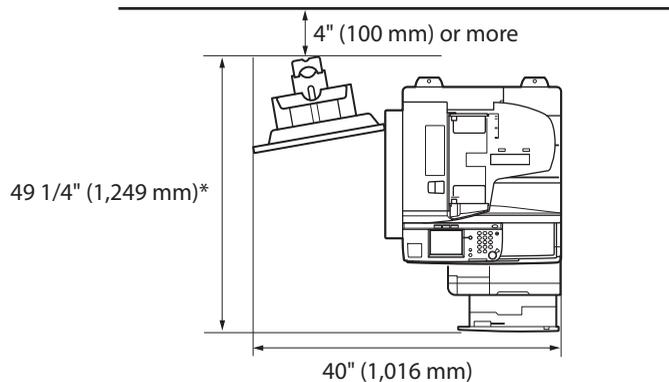
- If you have a back problem, make sure to check the weight of this machine before carrying. (See “Specifications,” on p. 13-2.)

## Location

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn off the main power switch, and disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots, and other containers filled with water or liquids



- Do not install the machine in unstable locations, such as on unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.
- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- Provide enough space on each side of the machine for unrestricted operation.



\* The depth is 50 5/8" (1,281 mm) when the cartridge holder is pulled out.

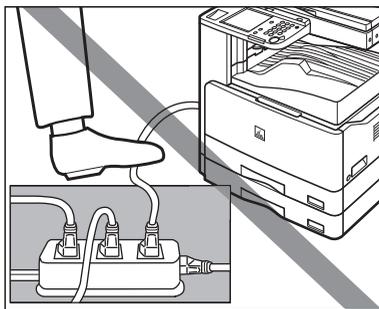
- Be sure to provide enough space over the top of the machine to be able to open the feeder properly.

## Power Supply

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.
- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.
- Make sure that the power supply for the machine is safe, and has a steady voltage.
- Do not connect other electrical equipment to the same power outlet to which the machine is connected.



- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.



### **⚠ WARNING**

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

## **Customer Support (U.S.A.)**

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 7, "Troubleshooting." If you cannot solve the problem or if you think your machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions you can also visit our support site at [www.canontechsupport.com](http://www.canontechsupport.com).

## **Customer Support (Canada)**

Canon Canada Inc., offers a full range of customer technical support options\*:

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions ([www.canon.ca](http://www.canon.ca))
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-652-2666).
- Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty (1-800-652-2666)

- The location of the authorized service facility nearest you (1-800-652-2666) If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at [www.canon.ca](http://www.canon.ca)
- \* Support program specifics are subject to change without notice.

# How to Use This Manual

## Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

 **WARNING** Indicates a warning that may lead to death or serious injury if not observed.

 **CAUTION** Explains how to avoid actions that could injure you or damage your machine.

 **NOTE** Explains operating restrictions and how to avoid minor difficulties.

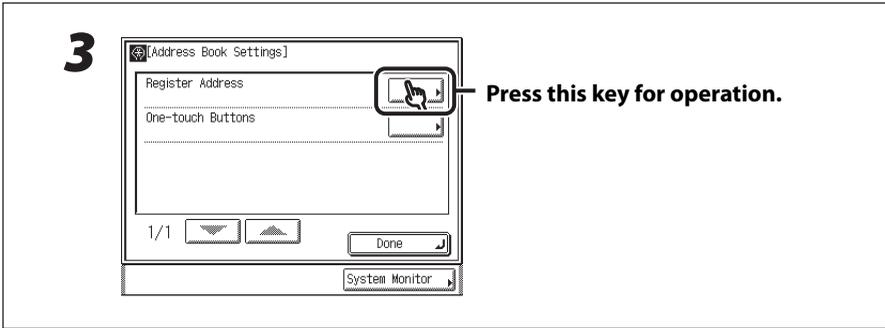
## Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]  
Examples: [Cancel]  
[Done]
- Control Panel Keys: key icon (Key Name)  
Examples:  (Start)  
 (Stop)
- Items on Computer Operation Screens: [Item Name]  
Examples: [Save]  
[OK]

## Displays Used in This Manual

The keys which you should press are marked with the hand symbol (☞), as shown below.



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(Hg) LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

## For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.

See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/> for details.

## Legal Limitations on the Usage of Your Product and the Use of Images

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability.

A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

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Windows Vista is a trademark of Microsoft Corporation in the United States and other countries. All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

## International Energy Star-Program



As an ENERGY STAR Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

## IPv6 Ready Logo



This machine has acquired IPv6 Ready Logo Phase-1, as established by the IPv6 Forum.

## Super G3



Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps\* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds\* per page which results in reduced telephone line charges.

\* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The PSTN (Public Switched Telephone Network) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

# Users in the U.S.A.

## Preinstallation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk for the machine. See p. 13-2 for specific dimensions and weight.

### B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

#### NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

### C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only. Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

## Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

## In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the Reference Guide, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (<http://www.usa.canon.com>).

## Rights of the Telephone Company

If this equipment (imageCLASS MF7480/MF7470/MF7460) causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

### **WARNING**

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

### **NOTE**

In order to program this information into your machine, complete the procedure for registering your name, unit's telephone number, time, and date in the Starter Guide.

## FCC (Federal Communications Commission) Notice

imageCLASS MF7480/MF7470/MF7460: Model F189900

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 an interference received, including interference that may cause undesired operation.

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 to 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.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If you make such changes or modifications, you could be required to stop operation of the equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon USA's Web site (<http://www.usa.canon.com>).

Canon U.S.A., Inc.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

TEL No. 1-516-328-5600

## Preinstallation Requirements for Canon Facsimile Equipment

### A. Location

Supply a suitable table, cabinet, or desk for the machine. See p. 13-2 for specific dimensions and weight.

### B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.
2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

DDD (Direct Distance Dial) line

-or-

IDDD (International Direct Distance Dial) line if you communicate overseas

#### NOTE

Canon recommends an individual line following industry standards, i.e., 2,500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

### C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

## Notice

- This product meets the applicable Industry Canada technical specifications.
- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.
- The REN of this product is 1.0.
- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.
- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.
- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

### CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

### NOTE

This equipment complies with the Canadian ICES-003 Class B limits.

# Utilisation au Canada

## Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

### A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée. Voir la page 13-2 pour les indications de poids et dimensions.

### B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.
2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.
3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

Ligne automatique interurbaine

ou

Ligne automatique internationale (si vous communiquez avec les pays étrangers)

#### NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2,500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

### C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

## Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.
- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologues (rallonge téléphonique). L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.
- Le nombre d'équivalents sonnerie (REN) de ce produit est 1,0.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

### CAUTION

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

### NOTE

Respecte les limites de la classe B de la NMB-003 du Canada.

# Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class I laser product under IEC60825-1:1993+A1:1997+A2:2001, EN60825-1:1994+A1:2002+A2:2001. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by this guide.

The labels shown below are attached to the laser scanner unit inside the machine and next to the cartridge, behind the front cover.

	<b>DANGER</b> - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	<b>CAUTION</b> - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
<b>ATTENTION</b>	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.
<b>VORSICHT</b>	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B. WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
<b>PRECAUCIÓN</b>	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
<b>VAROITUS</b>	- KLASS 3B ÖSNYLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
<b>VAROITUS</b>	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
<b>注意</b>	- 打开时, 存在不可见的3B类激光辐射, 请避免接触该激光束
<b>注意</b>	- 打開機器蓋板時有3B級不可視雷射光釋出, 應避免曝射
<b>주의</b>	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
<b>注意</b>	- ここを開くとクラス3B不可視レーザー放射が出来ます。ビームに身をさらさないこと。 FS7-8335

		FUS-8610
	<b>DANGER</b> - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.	
	<b>CAUTION</b> - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.	
	<b>ATTENTION</b> - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.	
	<b>VORSICHT</b> - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B. WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.	
	<b>PRECAUCIÓN</b> - RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.	
	<b>VAROITUS</b> - KLASS 3B ÖSNYLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.	
	<b>VAROITUS</b> - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.	
	<b>注意</b> - 打开时, 存在不可见的3B类激光辐射, 请避免接触该激光束	
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	<b>注意</b> - ここを開くとクラス3B不可視レーザー放射が出来ます。ビームに身をさらさないこと。	

## CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

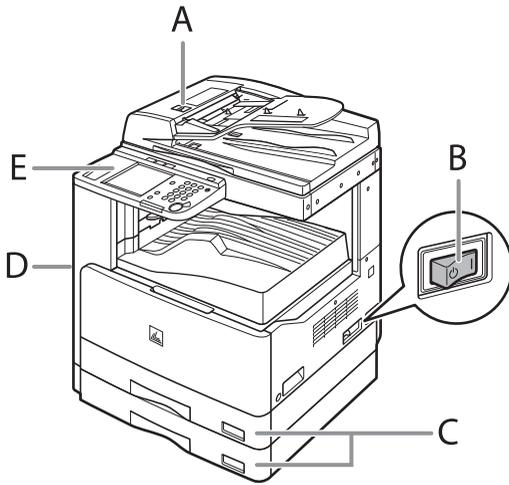


# 1 Before Using the Machine

<b>Machine Components .....</b>	<b>1-2</b>
<b>Control Panel .....</b>	<b>1-5</b>
<b>Main Power and Control Panel Power.....</b>	<b>1-7</b>
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<b>Checking Device Status.....</b>	<b>1-24</b>

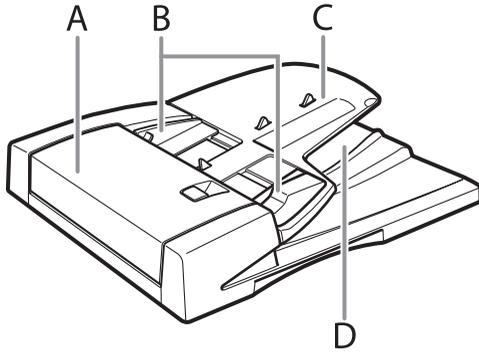
# Machine Components

## External View



- A Feeder**  
Originals placed in the feeder are automatically fed sheet by sheet to the scanning area of the platen glass. The feeder also automatically turns over two-sided originals to make two or one sided copies.
- B Main Power Switch**  
Press to the "I" side to turn the power on. (See "Main Power and Control Panel Power," on p. 1-7.)
- C Paper Drawers**  
Holds up to 250 sheets of paper (22 lb bond (80 g/m<sup>2</sup>)).
- D Stack Bypass**  
Use the stack bypass to feed paper manually and for loading nonstandard paper stock, such as envelopes. (See "Into the Stack Bypass," on p. 2-15.)
- E Main Control Panel**  
Includes the keys, touch panel display, and indicators required for operating the machine. (See "Main Power and Control Panel Power," on p. 1-7.)

## Feeder



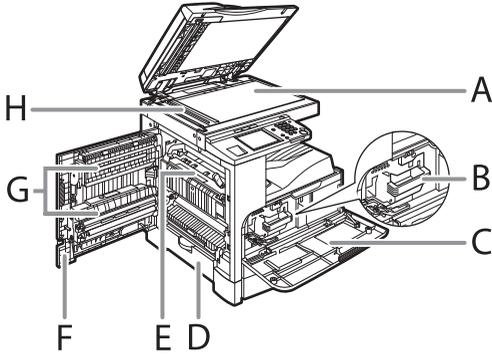
- A Feeder Cover  
Open this cover to remove jammed originals.
- B Slide Guides  
Adjust the slide guides to match the width of the original.
- C Original Supply Tray  
Originals placed here are automatically fed sheet by sheet to the scanning area of the platen glass. Place originals into this tray with the surface that you want to scan face up.
- D Original Output Area  
Originals that have been scanned from the original supply tray are output to the original output area in the order that they are fed into the feeder.

### CAUTION

- Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.
- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.

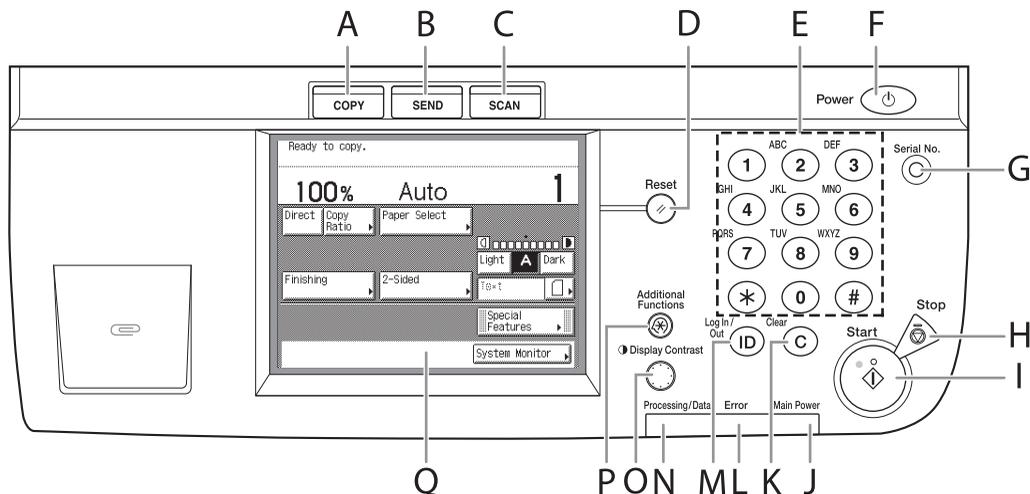


## Internal View



- A **Platen Glass**  
Place originals here when scanning books, thick originals, thin originals, transparencies, etc.
- B **Cartridge**  
When toner runs out, pull out the cartridge, and replace it with a new one.
- C **Front Cover**  
Open this cover to replace the cartridge.
- D **Paper Drawer's Left Cover**  
Open these covers when clearing a paper jam in Paper Drawer 2.
- E **Fixing Unit**  
When paper jam occurs in the fixing unit, see "Fixing Unit (Inside the Main Unit)," on. p. 11-8.
- F **Left Cover**  
Open this cover when clearing a paper jam inside the machine or replacing the cartridge.
- G **Duplex Unit**  
The duplex unit enables you to use the 2-Sided mode for copying or printing.
- H **Scanning Area**  
Originals placed in the feeder are scanned here.

# Control Panel



- A **COPY key**  
Press to use the Copy function. The Copy Basic Features screen appears on the touch panel display.
- B **SEND key**  
Press to use the Send/Fax function. The Send Basic Features screen appears on the touch panel display. The Send function is available only for the imageCLASS MF7480.
- C **SCAN key (imageCLASS MF7480/MF7470 Only)**  
Press to enable the Network Scan function. (See the Color Network ScanGear User's Guide.)
- D **Reset key**  
Press to restore the standard settings of the machine.
- E **Numeric keys**  
Press to enter numerical values.
- F **Control Panel Power Switch (Sub Power Supply)**  
Press to turn the control panel on or off. When the control panel is turned off, the machine is in the Sleep mode.
- G **Serial No. key**  
Press to display the serial number on the touch panel display.
- H **Stop key**  
Press to stop a job in progress, such as a scan, copy, or fax job (scanning only).
- I **Start key**  
Press to start an operation.
- J **Main Power Indicator**  
Lights when the main power is turned on.
- K **Clear key**  
Press to clear entered values or characters.
- L **Error Indicator**  
Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact Canon Authorized Service Facilities or the Canon Customer Care Center.



- M **Log In/Out key**  
Press when setting or enabling Department ID Management or User ID Management.
- N **Processing/Data Indicator**  
Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, fax data is stored in memory.
- O **Display Contrast Dial**  
Use to adjust the brightness of the touch panel display.
- P **Additional Functions key**  
Press to specify additional functions.
- Q **Touch Panel Display**  
The settings screen for each function is shown on this display.

# Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

## How to Turn On the Main Power

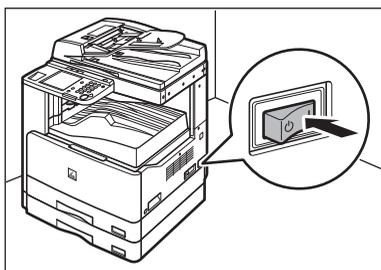
This section explains how to turn on the main power.

- 1 Make sure that the power plug is firmly inserted into the power outlet.**

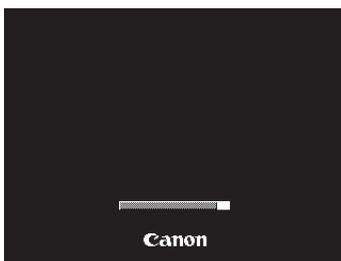
**⚠ WARNING**

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

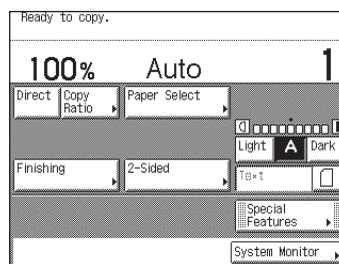
- 2 Press the main power switch to “I” side.**



The main power indicator on the control panel lights and the screen below is displayed until the machine is ready to scan.



When the machine is ready to scan, the screen below is displayed. The example shown below is the Copy Basic Features screen.



**NOTE**

- If the main power indicator does not light, make sure that the power cord is firmly inserted into the power outlet.
- If the message <Enter the Department ID and Password using the numeric keys.> or <Enter the User ID and Password.> appears on the touch panel display, enter your registered ID and password. (See “Department/User ID Management,” on p. 1-17.)



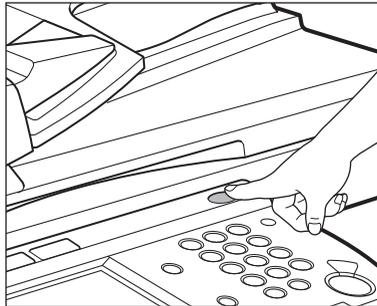
 **NOTE**

- If you want to turn the main power off, first turn the control panel power switch off, and then press the main power switch to the “” side.
- If you turn off the main power, wait at least 10 seconds before turning the main power back on.
- Do not turn the main power off if you want to be able to send or receive fax/I-fax documents. Sending or receiving fax/I-fax documents cannot be done when the main power is turned off.
- If User ID Management is set to [On], the machine will take longer to become ready to scan.
- You can set the initial screen (the first screen that appears when the machine is turned on) from the Additional Functions screen. The initial screen can be the Copy, Send, Scan, or System Monitor screen. (See “Common Settings,” on p. 12-6.)
- The machine will enter the Sleep mode if the main power switch is pressed when the machine’s power is on and a certain type of optional equipment is connected.

## Control Panel Power Switch

To turn the control panel on or off, press the control panel power switch. When turned off, the machine is in the Sleep mode.

Control Panel Power Switch	Machine Status
On	Standby mode (ready for immediate copying or printing)
Off	Sleep mode



### NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. Fax/I-fax documents can also be received while the machine is in the Sleep mode.
- The energy consumption while the machine is in the Sleep mode can be set from the Additional Functions screen. (See “Common Settings,” on p. 12-6.)
- The machine will not enter the Sleep mode if it is scanning or printing.
- If there is less time than specified in Auto Sleep Time remaining before sending a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If there is a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If you are using a management application to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned off). For more information on disabling SNMP Status, contact your network administrator.
- It takes approximately 10 seconds for the machine to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to [Low], it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.
- The energy consumption level in the Sleep mode is [High] even when the energy consumption level is set to [Low], such as when a job is being processed (including a forwarding job, report job, receive job, or sending a forwarding done notice).

# Touch Panel Display

**Most operations on this machine are executed from the touch panel display. By pressing the keys according to the instructions on the touch panel display, you can utilize the functions of this machine efficiently.**

## CAUTION

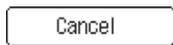
Press the touch panel display keys gently with your fingers. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display. Doing so may damage the touch panel display.

## NOTE

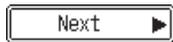
Before using the touch panel display, peel off the protective film from the display.

## Frequently Used Keys

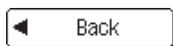
The keys that are used frequently on the touch panel display are:



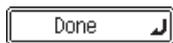
Press to cancel the mode that you are currently setting, or a mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen.



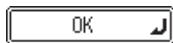
Press to confirm the current settings and proceed to the next step in the procedure.



Press to go back to the previous step in the procedure, without saving the current settings.



Press to close the current screen.



Press to confirm the current settings of a mode.

## Touch Panel Key Display

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode is set. When you set certain modes, the characters on some keys may become grayed out. You cannot press keys that are grayed out. This means that you cannot set these modes in combination with the presently set mode.

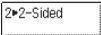
### ● Mode Setting Keys

State of Keys	Description
	The 2-Page Separation mode is not set, and can be selected.
 (The key is highlighted)	The 2-Page Separation mode is set, and can be selected.
 (The characters on the key are grayed out.)	The 2-Page Separation mode cannot be set in combination with the presently set mode.

### ● Keys That Indicate When a Mode Is Turned On or Off

Mode Is Turned Off	Mode Is Turned On
	 (Highlighted)

Keys with a right triangle (▶) indicate that those keys have additional screens to set their functions. If you press a key that does not have a right triangle (▶), it turns that mode on or off.

Keys That Display Additional Settings	Keys That Turn Modes On/Off
	

Keys with a black square (■) in the lower right corner, that appear on screens for storing settings, already have settings stored in them.

Settings Are Stored	No Settings Are Stored
	



● Keys That Display a Drop-Down List

Pressing a key that has a right triangle (▶) to the right of the name of the selection, displays a drop-down list containing other setting options.

Before Selection	Drop-Down List	After Selection
		

● Numeric Keys

Anytime the numeric keys icon is displayed on the screen, you can use the numeric keys on the control panel to enter values.

<p>[Copy Ratio] Numeric key entry OK.</p>	<p>You can enter values using the numeric keys on the touch panel display or on the control panel.</p>
<p> [Fax] Use the numeric keys.</p>	<p>You can only enter values using the numeric keys on the control panel.</p>

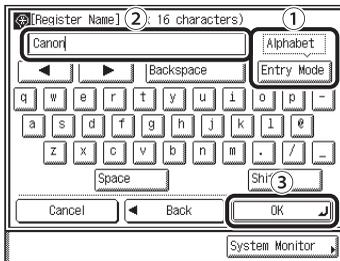
## Entering Characters

For screens that require alphanumeric entries, enter characters using the keys displayed on the touch panel display, as shown below.

### ● Alphanumeric Characters

Example: Enter <Canon>.

1



- ① Make sure that <Alphabet> is displayed above [Entry Mode].  
Each press of [Entry Mode] switches the entry mode between <Alphabet> and <Other>.
- ② Enter <Canon>.
  - To enter uppercase letters, press [Shift].
  - To enter a space, press [Space].
  - To move the cursor, press [◀] or [▶].
  - To enter symbols, press [Entry Mode] to select [Other], then enter the desired symbols.

#### NOTE

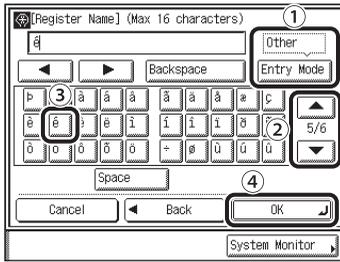
- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted, then press [Backspace] to delete the characters and enter the correct characters.
  - To delete all of the characters you have entered, press © (Clear).
  - The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.
- ③ Press [OK].



## ● Symbols

Example: Enter <é>.

# 1



- ① Press [Entry Mode] to select [Other].
- ② Press [▼] or [▲] to display the desired symbol that you want to enter.
- ③ Press [é].
  - To enter a space, press [Space].
  - To move the cursor, press [◀] or [▶].
  - To enter alphanumeric characters, press [Entry Mode] to select [Alphabet], then enter the desired characters.

### NOTE

- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor on the right side of the characters to be deleted, then press [Backspace] to delete the characters and enter the correct characters.
  - To delete all of the characters you have entered, press ☉ (Clear).
  - The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.
- ④ Press [OK].

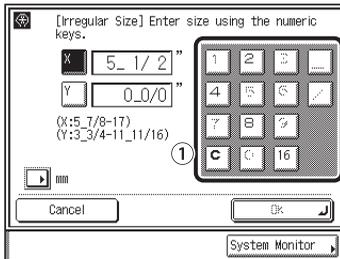
## ● Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to [On] in Common Settings (from the Additional Functions screen). (See “Common Settings,” on p. 12-6.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

The default entry mode for numeric values is inches, but you can change it to millimeters by turning the Inch Entry mode [Off].

The following example shows you how to enter 5 1/2" for X value in the Irregular Size mode.

# 1



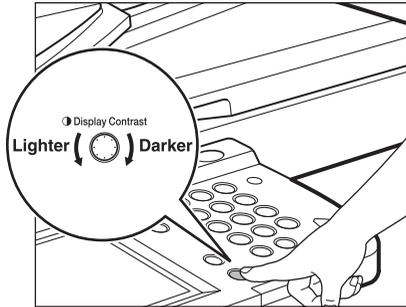
- ① Press the keys in the following order: [5], [ ], [1], [/], and [2].

### NOTE

- If you make a mistake when entering values, press [C], then enter the correct values.
- You can enter only 2, 4, 8, or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].

## Adjusting the Brightness

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



 **NOTE**

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

# Department/User ID Management

If Department ID Management or User ID Management is set to [On] in System Settings, you must enter your ID and password to be able to operate the machine. For details, see Chapter 8, "System Settings," in the Reference Guide.

## Procedure before Using the Machine

### ● Department ID Management

1

Enter the Department ID and Password using the numeric keys.

Department ID

Password

After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.

System Monitor

3

Enter the Department ID and Password using the numeric keys.

Department ID

Password

After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.

System Monitor

2

Enter the Department ID and Password using the numeric keys.

Department ID  ①

Password

After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.

System Monitor

4

Enter the Department ID and Password using the numeric keys.

Department ID

Password  ①

After entering ID and Password, press the ID Key. After using the machine, press the ID Key again.

System Monitor

① Enter the Department ID using  $\odot$ – $\odot$  (numeric keys).

① If the password is set, enter the password using  $\odot$ – $\odot$  (numeric keys). The numbers that you enter for the password are displayed as asterisks (\*\*\*\*\*).



## 5 Press **ID** (Log In/Out).

The Basic Features screen of the selected function appears on the touch panel display.

### ● User ID Management

# 1

# 3

# 2

- ① Enter the User ID.  
You can also enter the User ID using  
⓪-⑨ (numeric keys).
- ② Press [OK].

# 4

- ① Enter the password.  
You can also enter the password using  
⓪-⑨ (numeric keys).
- ② Press [OK].

## **5** Press (Log In/Out).

The Basic Features screen of the selected function appears on the touch panel display.

## **Procedure after Using the Machine**

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### **1** Be sure to press (Log In/Out).

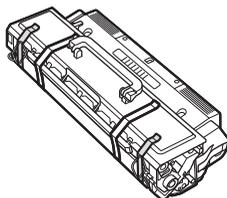
 **NOTE**

If you do not press  (Log In/Out) after you are finished operating the machine, any subsequent copies and scans for Send/Fax functions made are added to the total of the Department ID you previously entered, or the total of the User ID who previously logged on to the machine.

# Cartridge

The lifetime of the Canon genuine replacement cartridge is approximately 10,000 pages. The level of toner consumption varies depending on the type of originals printed. If your average original contains a lot of graphics, tables, or charts, the life of the cartridge will be shorter as they consume more toner. When you are replacing a cartridge, be sure to use a cartridge designed for this product. To purchase the Canon genuine replacement cartridge, contact Canon Authorized Service Facilities or Canon Customer Care Center (U.S.A.:1-800-828-4040, Canada:1-800-652-2666).

**Cartridge name:**  
**Canon Cartridge 105**



## Maintaining the Cartridge

- Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the cartridge to direct sunlight or bright light for more than five minutes.
- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the cartridge at a later date.
- Do not store the cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the cartridge.
- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

 **CAUTION**

Do not place the cartridge in fire. Toner powder is flammable.

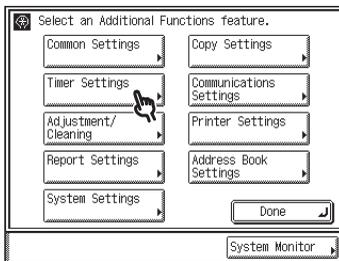
# Timer Settings

## Setting the Sleep Mode

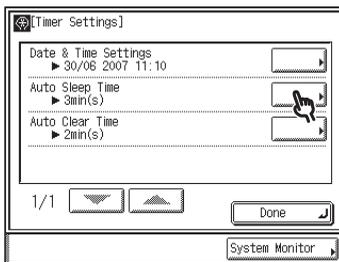
If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches off to save power. The machine has entered the Sleep mode.

**1** Press **[Additional Functions]**.

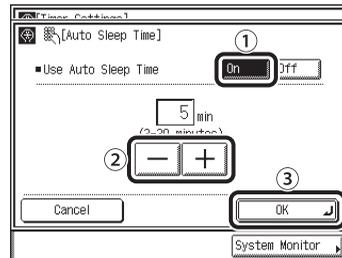
**2**



**3**



**4**



- ① Press [On].
- ② Press [-] or [+] to specify the desired Auto Sleep Time.  
The Auto Sleep Time can be set from 3 to 30 minutes.  
You can also enter values using  
⓪-⑨ (numeric keys).
- ③ Press [OK].

**5**

Press [Done] repeatedly until the **Basic Features** screen appears.

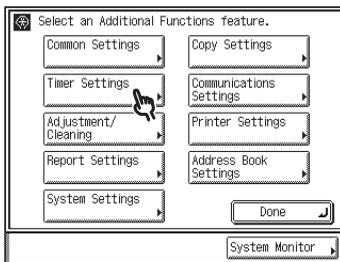
## NOTE

- To resume normal mode from the Sleep mode, press the control panel power switch.
- To enter the Sleep mode manually, press the control panel power switch.
- The machine can continue to receive fax/I-fax documents, and process or print data sent from computers even if the machine is in the Sleep mode.

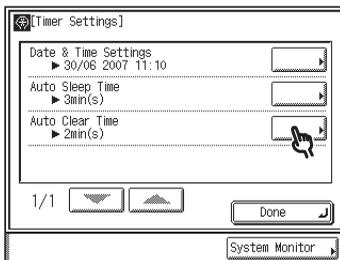
## Setting Auto Clear Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

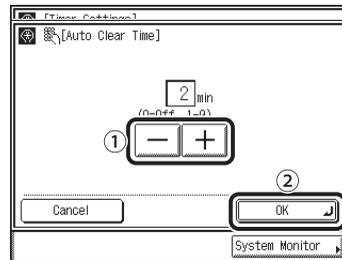
**1** Press **[Additional Functions]**.



**3**



**4**



- Press [-] or [+] to specify the desired Auto Clear Time.  
The Auto Clear Time can be set from 0 to 9 minutes (in one minute increments). You can also enter values using **[0-9]** (numeric keys).
- Press **[OK]**.

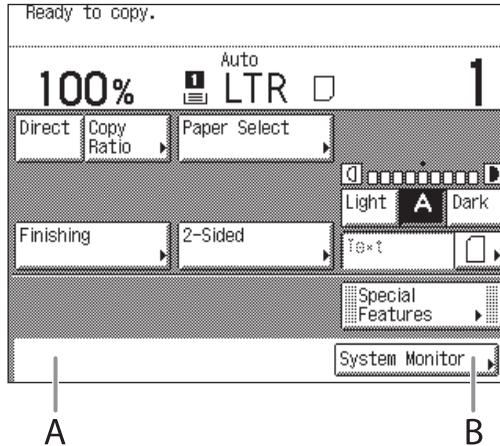
**5**

Press **[Done]** repeatedly until the **Basic Features** screen appears.

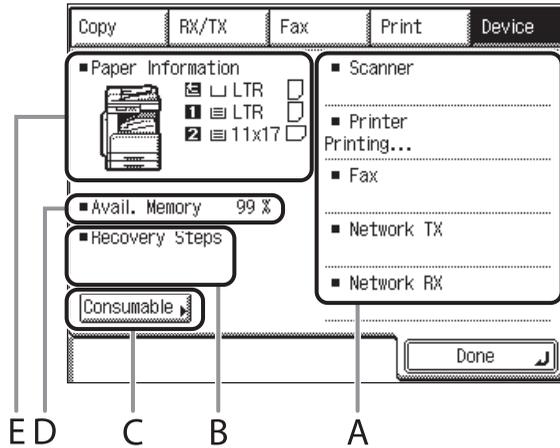
# Checking Device Status

You can check the current machine status both on the Job/Print Status Display Area and on the Device status screen.

The Job/Print Status Display Area (A) displays the progress of jobs and copy operations, and the status of your machine and consumables. Also, the current Department ID or user name can be displayed here. (See Chapter 8, "System Settings," in the Reference Guide.)



For the Device status screen, press [System Monitor] (B) to display the System Monitor screen, then press [Device]. The Device status screen enables you to check the following information:



A	Displays the status of the device and the current job.
B	Displays recovery procedures for problems, such as clearing a paper jam or replacing the cartridge.
C	Displays the status of toner by pressing [Consumable].
D	Displays the remaining amount of available system memory.
E	Displays the paper supply, paper type, and paper size loaded in the paper drawers or the stack bypass.

 **NOTE**

The jobs may not be accepted even if <Avail. Memory> has not reached zero percent. In this case, print or delete jobs stored in the memory and try again.





# 2 Original and Paper

<b>Original Requirements</b> .....	<b>2-2</b>
<b>Scanning Area</b> .....	<b>2-4</b>
<b>Loading Originals</b> .....	<b>2-5</b>
<b>Paper Requirements</b> .....	<b>2-11</b>
<b>Printable Area</b> .....	<b>2-14</b>
<b>Loading Paper</b> .....	<b>2-15</b>
<b>Setting Paper Size and Type</b> .....	<b>2-19</b>
<b>Useful Functions</b> .....	<b>2-25</b>
<b>Loading Preprinted Paper</b> .....	<b>2-29</b>

# Original Requirements

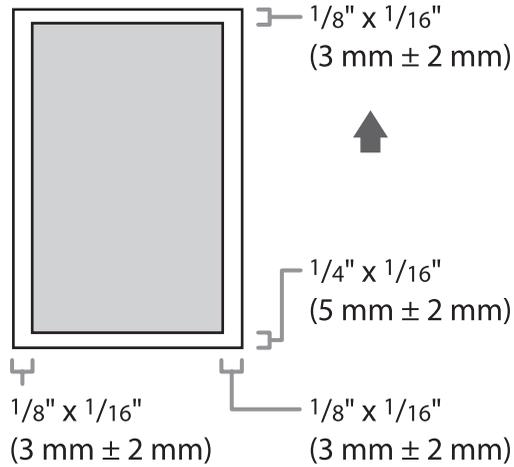
	<b>Platen Glass</b>	<b>Feeder</b>
Type	<ul style="list-style-type: none"> <li>- Plain paper</li> <li>- Thick originals</li> <li>- Photographs</li> <li>- Small originals (e.g., index cards)</li> <li>- Special types of paper (e.g., tracing paper*<sup>1</sup>, transparencies*<sup>1</sup>, etc.)</li> <li>- Book (Height: max. 1" (24 mm))</li> </ul>	Plain paper (Multipage originals or one page originals)
Size	Max. 8 1/2" x 11 5/8" (Max. 216 x 297 mm)	11" x 17", LGL, LTR, STMT
Weight	Max. 4.4 lb (2 kg)	16 to 28 lb bond (52 to 105 g/m <sup>2</sup> )
Quantity	1 sheet	LTR: 50 sheets (22 lb bond (80 g/m <sup>2</sup> )) LGL/11" x 17": 25 sheets (22 lb bond (80 g/m <sup>2</sup> )) STMT: 50 sheets (22 lb bond (80 g/m <sup>2</sup> ))

\*<sup>1</sup> When copying a transparent original such as tracing paper or transparencies, use a piece of plain white paper to cover the original after placing it face-down on the platen glass.

- Do not place the original on the platen glass or into the feeder until the glue, ink or correction fluid on the original is completely dry.
- Do not place the following types of originals into the feeder:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Originals with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Transparencies and other highly transparent originals

# Scanning Area

Make sure your original's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



# Loading Originals

**Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the scan modes that you want to use.**

- **Platen Glass**

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavyweight or lightweight originals, and transparencies.

- **Feeder**

Place the originals into the feeder when you want to scan several originals at the same time, and press Ⓞ (Start). The machine automatically feeds the originals to the scanning area and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided originals.

## Original Sizes

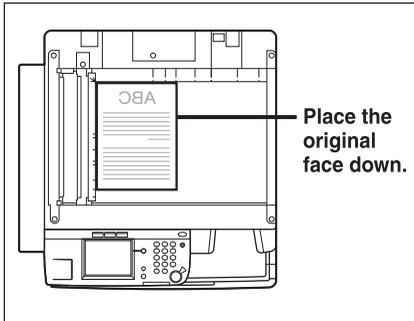
The size of the original is automatically detected, and the original is scanned. If the output paper in the recipient's machine is not equal to the scanned size, the original image may be reduced in size or divided into smaller parts before it is sent.

The machine cannot always detect the size of the original if it is a nonstandard paper size, such as a book. In this case, specify the size at which you want to scan the original. (See "Document Size," on p. 4-20.)

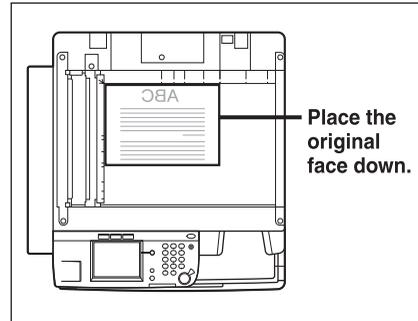
## Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

### Platen Glass

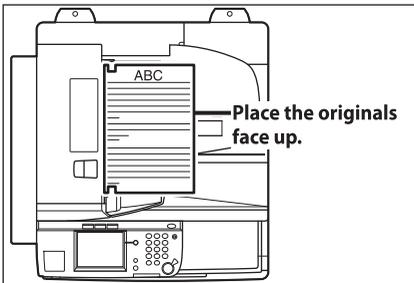


**Vertical Placement**

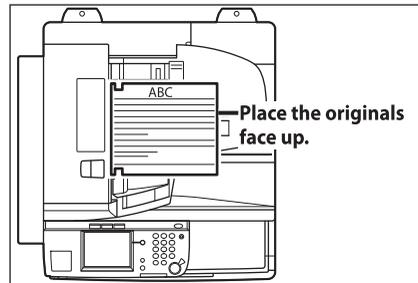


**Horizontal Placement**

### Feeder



**Vertical Placement**



**Horizontal Placement**

### NOTE

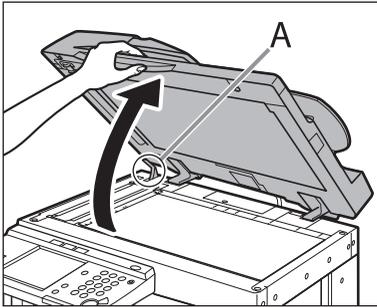
- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the scan mode that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed ones. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
  - Platen glass: LTR, STMT
  - Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTTR.
- 11" x 17" and LGL originals must be placed horizontally on the feeder.

# On the Platen Glass

## NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

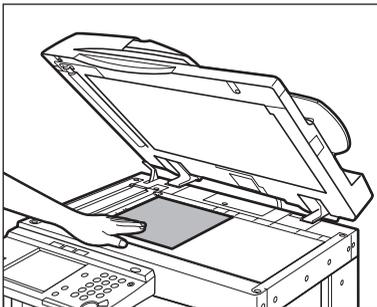
## 1 Lift the feeder.



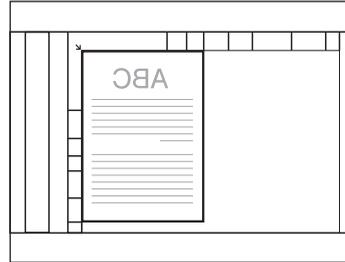
## NOTE

This machine is equipped with an open/close sensor (A) on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder high enough so that the sensor does not touch the feeder. If the sensor continues to touch the feeder, the size of the originals may not be detected correctly.

## 2 Place your original face down.



The surface of the original that you want to scan must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

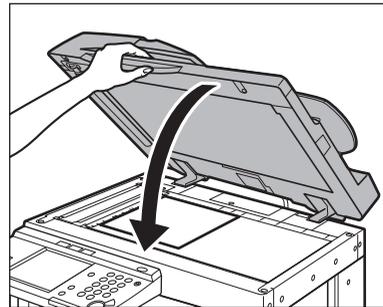


Place books and other bound originals on the platen glass in the same way.

## NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

## 3 Gently close the feeder.



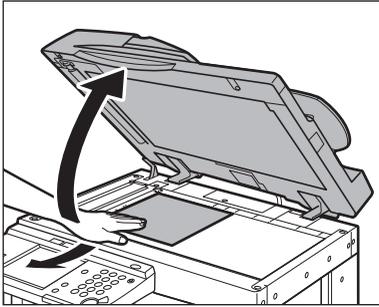
## CAUTION

- Close the feeder gently to avoid catching your hands, as this may result in personal injury.
- Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.

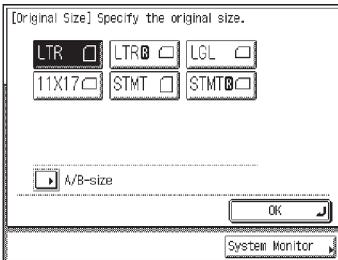


 **NOTE**

- If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Make sure to close the feeder before scanning.
- Open the feeder and remove the original from the platen glass when scanning is complete.



- The machine cannot detect the size of STMT and STMTTR originals that are placed on the platen glass. After pressing  (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.

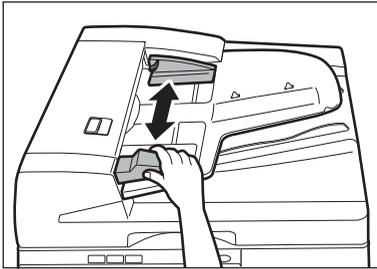


# Into the Feeder

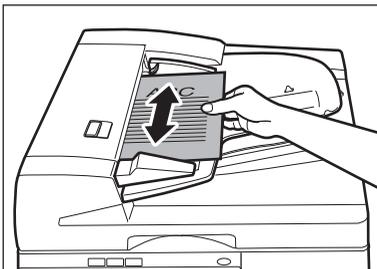
## NOTE

- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See “Cleaning the Machine,” on p. 10-2.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one by one if they are very thin (10 to 16 lb (37 to 52 g/m<sup>2</sup>)) or very thick (28 to 32 lb bond (105 to 128 g/m<sup>2</sup>)).
- 11" x 17" and LGL originals must be placed horizontally in the feeder.

## 1 Adjust the slide guides to fit the size of your originals.



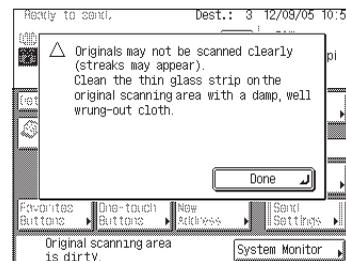
## 2 Neatly place your originals with the side to be copied face up into the original supply tray.



Place your originals into the feeder as far as they will go.

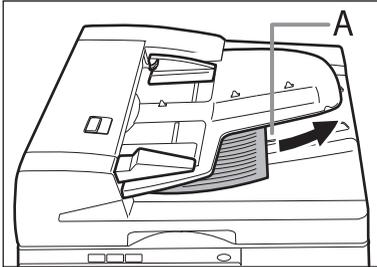
If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your originals by pressing [Done].

It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean. For instructions on cleaning the original scanning area, see “Cleaning the Machine,” on p. 10-2.



 **NOTE**

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area (A) to avoid paper jams.



- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See chapter 3, "Copying," in the Reference Guide.)
- 11" x 17" and LGL originals must be placed horizontally on the feeder.

# Paper Requirements

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in stack bypass and each paper drawer can be displayed on the paper select screen if you store that information in the machine beforehand. (See “Register Paper Type,” on p. 12-7.)

✓: Available

–: Unavailable

Paper Type		Paper Source	
		Paper Drawer	Stack Bypass
Plain* <sup>1</sup>		✓	✓
Recycled* <sup>1</sup>		✓	✓
Color* <sup>1</sup>		✓	✓
3-hole punch* <sup>2</sup>		✓	✓
Bond* <sup>3</sup>		✓	✓
Transparency* <sup>4</sup>		–	✓
Heavy Paper 1* <sup>5</sup>		✓	✓
Heavy Paper 2* <sup>6</sup>		–	✓
Heavy Paper 3* <sup>7</sup>		–	✓
Labels		–	✓
Envelopes		–	✓

\*<sup>1</sup> From 17 lb to 22 lb bond (64 g/m<sup>2</sup> to 80 g/m<sup>2</sup>).

\*<sup>2</sup> Only LTR 3-hole punch paper can be used.

\*<sup>3</sup> From 20 lb to 24 lb bond (75 g/m<sup>2</sup> to 90 g/m<sup>2</sup>).

\*<sup>4</sup> Use only LTR transparencies made especially for this machine.

\*<sup>5</sup> From 22 lb to 24 lb bond (81 g/m<sup>2</sup> to 90 g/m<sup>2</sup>).

\*<sup>6</sup> From 24 lb to 28 lb bond (91 g/m<sup>2</sup> to 105 g/m<sup>2</sup>).

\*<sup>7</sup> From 28 lb to 32 lb bond (106 g/m<sup>2</sup> to 128 g/m<sup>2</sup>).



✓: Available

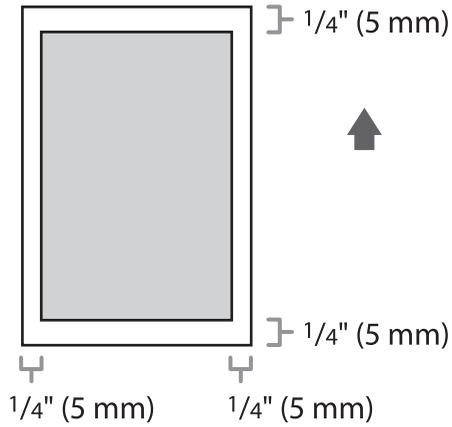
–: Unavailable

Paper Size		Width x Length	Paper Source	
			Paper Drawer 1, 2	Stack Bypass
<b>11" x 17"</b>		11" x 17"	✓	✓
<b>LGL</b>		8 1/2" x 14"	✓	✓
<b>LTR</b>		8 1/2" x 11"	✓	✓
<b>LTRR</b>		11" x 8 1/2"	✓	✓
<b>STMT</b>		8 1/2" x 5 1/2"	✓	✓
<b>STMTR</b>		5 1/2" x 8 1/2"	–	✓
<b>EXEC</b>		7 1/4" x 10 1/2"	–	✓
<b>Envelope</b>	<b>COM 10</b>	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	–	✓
	<b>Monarch</b>	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	–	✓
	<b>DL</b>	4 3/8" x 8 5/8" (110 mm x 220 mm)	–	✓
	<b>ISO-B5</b>	7" x 9 7/8" (176 mm x 250 mm)	–	✓
	<b>ISO-C5</b>	6 3/8" x 9" (162 mm x 229 mm)	–	✓
<b>Irregular Size</b>		3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)	–	✓

- To prevent paper jams, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Very thin paper
  - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 64.4°F–75.2°F (18°C–24°C), 40%–60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.
- Each paper drawer holds approximately 250 sheets of paper (22 lb bond (80 g/m<sup>2</sup>)).
- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 80 sheets (22 lb bond (80 g/m<sup>2</sup>), stack approximately 3/8" (10 mm) high)
  - Paper Size: 3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)
  - Paper Weight: 18 to 32 lb bond (64 to 128 g/m<sup>2</sup>)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- You can select standard inch paper, or A or B series paper.

# Printable Area

The shaded area indicates the approximate printable area of LTR paper. Note that the margin widths listed are approximate and there may be slight variations in actual use.



# Loading Paper

To load paper in the paper drawer, see “Set Up the Machine,” in the Starter Guide.

## NOTE

- If you are making two-sided prints, select the Two-sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

## Into the Stack Bypass

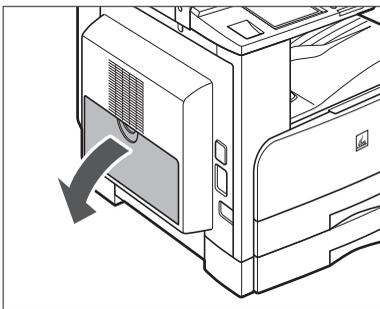
If you are making prints on labels, transparencies, nonstandard paper size stock, or envelopes, load the paper stock into the stack bypass.

## NOTE

- The paper in the stack bypass is fed prior to the paper in the paper drawer.
- The recommended envelopes are COM10 (#10), MONARCH, DL, ISO-B5, and ISO-C5. Using other envelopes may affect the quality of the printout.
- When printing from a computer, make sure to set the correct paper size in the printer driver. (See the PCL Driver Guide and the UFR II Driver Guide.)
- Do not load different size/type paper at the same time.
- Depending on the type of heavyweight paper you want to load, if you load multiple sheets of heavyweight paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavyweight paper at a time.
- If you are printing on envelopes, do not allow more than 10 envelopes to accumulate in the output tray. Always empty the output tray once 10 envelopes have accumulated.
- Envelopes may be creased in the printing process.
- For high-quality printouts, use paper recommended by Canon.



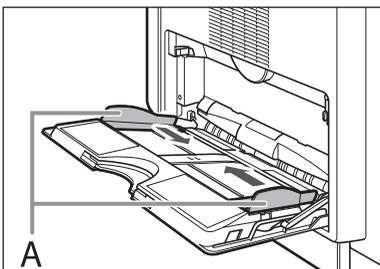
## 1 Open the stack bypass.



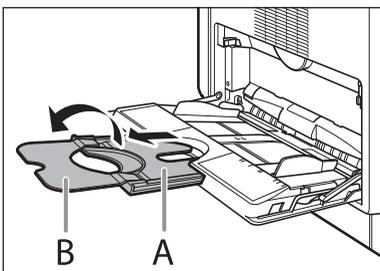
### NOTE

If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to [Off] in Common Settings (from the Additional Functions screen). (See "Setting Paper Size and Type for the Stack Bypass," on p. 2-21.)

## 2 Adjust the slide guides (A) to match the size of the paper.

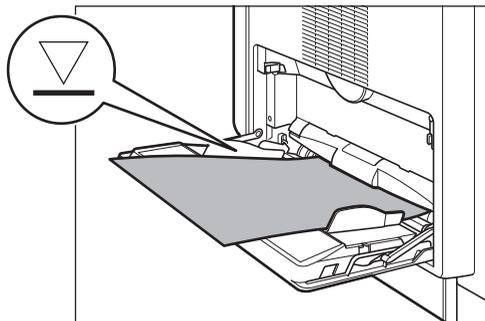


If you are feeding large size paper, pull out the auxiliary tray (A), and extend the tray extension (B).

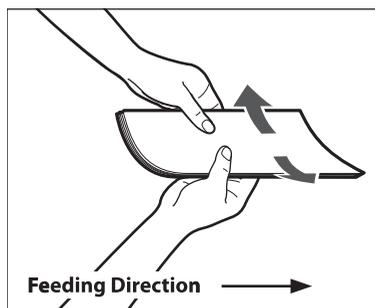


## 3 Load the paper into the stack bypass.

Make sure that the height of the paper stack does not exceed the loading limit mark (▽).

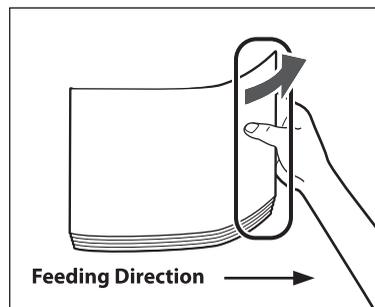


When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below.

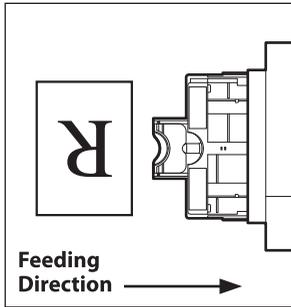


### NOTE

- Curled paper may cause a paper jam.
- If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



- To print on the back side of preprinted paper, load the preprinted paper face up into the stack bypass, as shown in the illustration below.



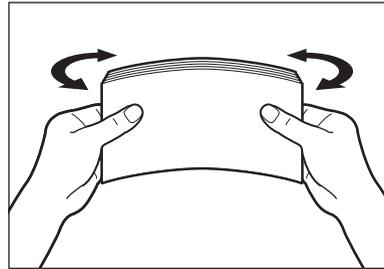
The screen for selecting the paper size appears.

**NOTE**

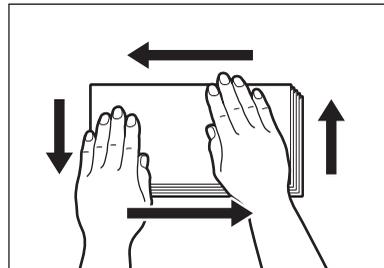
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Loading Preprinted Paper," on p. 2-29.

**● If you are loading envelopes into the stack bypass:**

- 1 Take five envelopes, loosen them as shown, and then stack them together.
- 2 Repeat this step five times for each set of five envelopes.



- 3 Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.

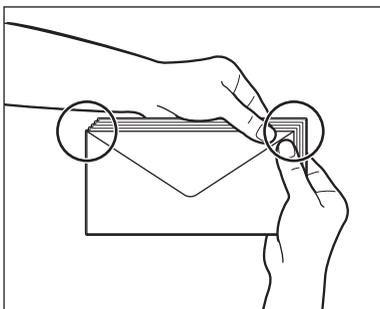


**NOTE**

Take particular care to spread the envelopes out in the direction that they will be fed.

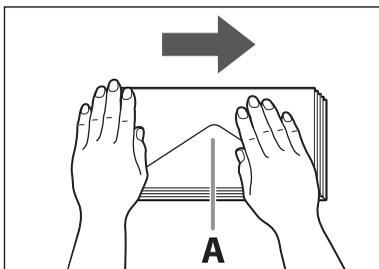


- 4** Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

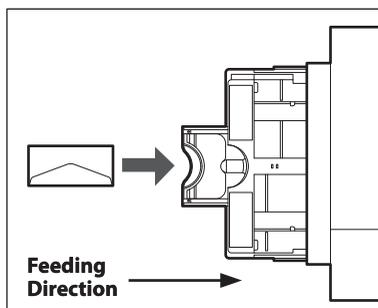


**NOTE**

- Do not print on the back side of the envelopes (the side with the flap (A)).
- If the envelopes become filled with air, flatten them by hand before loading them into the stack bypass.



- 5** Load the envelopes, as shown below.



The screen for selecting the paper size appears.

**NOTE**

- The stack bypass can hold 10 envelopes at a time.
- Envelopes may be creased in the printing process.

**4** Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see "Setting Paper Size and Type for the Stack Bypass," on p. 2-21.

**NOTE**

The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to [Off] in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to [On], copying can be performed only for the registered paper size and type. (See, "Setting Paper Size and Type," on p. 2-19.)

# Setting Paper Size and Type

When you place other sizes and/or types of paper, follow this procedure to change the settings.

## Setting Paper Type for the Paper Drawers

This setting enables you to specify the paper type loaded in each paper source. Once you specify this information, icons indicating the type of paper loaded in each paper source appear on the paper select screen.

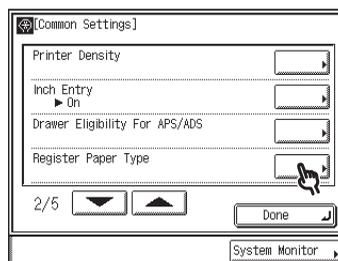
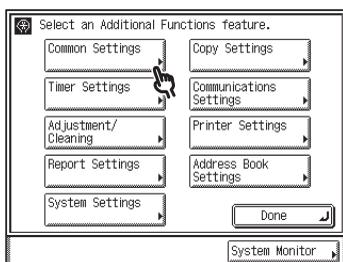
### NOTE

Be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

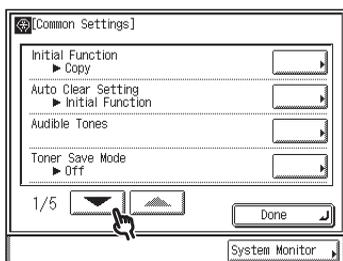
**1** Press  (Additional Functions).

**4**

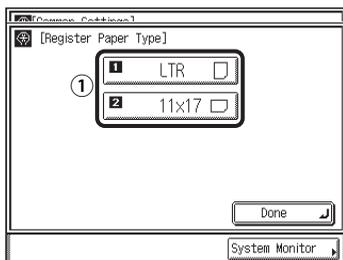
**2**



**3**



5

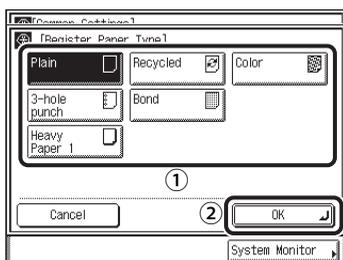


- ① Select the paper source in which you want to register the paper type. The numbers on the screen represent the following paper sources:



- 1 Paper Drawer 1  
2 Paper Drawer 2

6



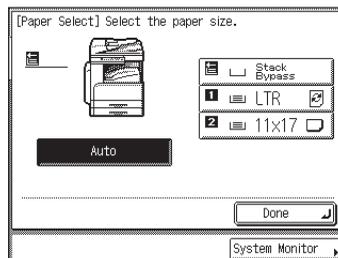
- ① Select the desired paper type loaded in the paper source.  
② Press [OK].  
Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

7

Press [Done] repeatedly until the **Basic Features** screen appears.

**NOTE**

The registered paper type information is displayed through the use of icons on the paper select screen, as shown below.



# Setting Paper Size and Type for the Stack Bypass

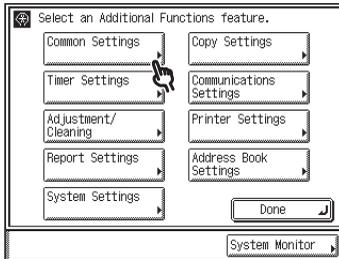
You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

## NOTE

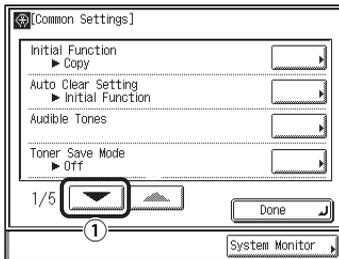
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you are using the stack bypass as a paper source for the Copy function, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See “Automatic Paper Selection/Automatic Drawer Switching,” on p. 2-25.)

**1** Press  (Additional Functions).

**2**

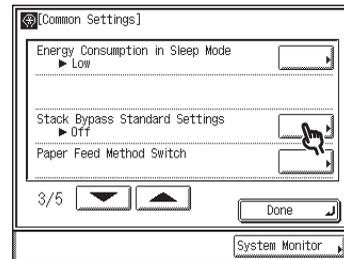


**3**

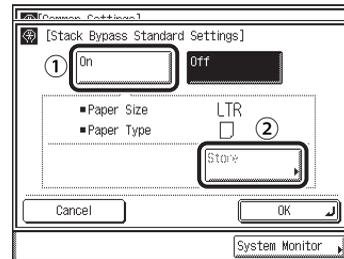


- ① Press  until [Stack Bypass Standard Settings] appears.

**4**



**5**



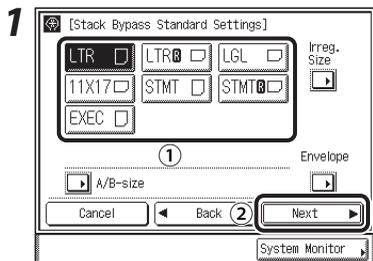
- ① Press [On].  
② Press [Store].

**6**

Select the desired paper size.



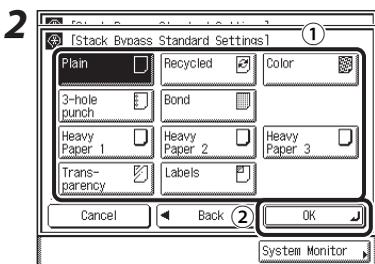
● If you want to select a standard paper size:



- 1 Select the desired paper size.
- 2 Press [Next].

**NOTE**

To select an A or B series paper size, press [A/B-size].

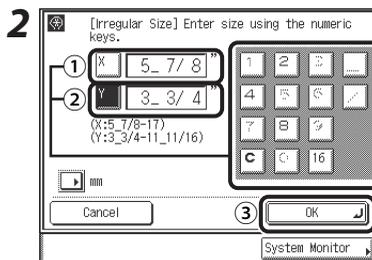
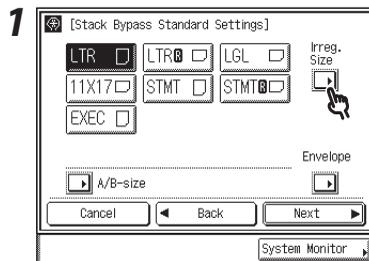


- 1 Select the desired paper type.
- 2 Press [OK].

**NOTE**

- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Transparencies] or [Labels], make sure that you do not specify any finishing modes (Collate, or Group).
- [Transparencies] can be selected only if [LTR] is selected as the paper size.

● If you want to select a nonstandard paper size:

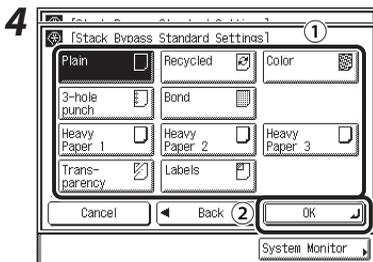
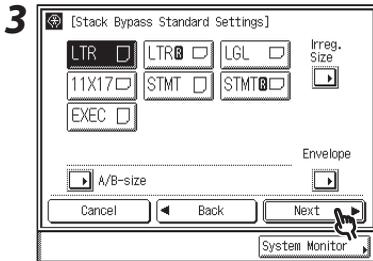


- 1 Press [X] to specify the horizontal axis of the paper, then enter a value using the numeric keys on the touch panel display.
- 2 Press [Y] to specify the vertical axis of the paper, then enter a value using the numeric keys on the touch panel display.
- 3 Press [OK].

**NOTE**

- If you make a mistake when entering values, press [C] on the touch panel display, then enter the correct values.
- You can enter only 2, 4, 8 or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use  $\odot$ – $\odot$  (numeric keys), and  $\odot$  (Clear) to clear your entry.

- When entering the value in millimeters, you can also change the value by pressing [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- If you enter a value outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can use values for [X] between 5 7/8" (148 mm) and 17" (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).

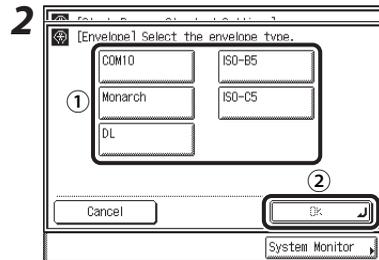
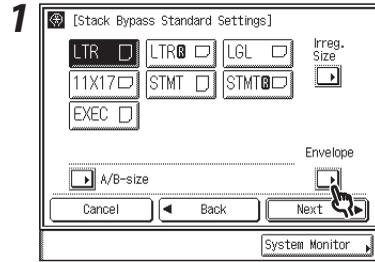


- ① Select the desired paper type.
- ② Press [OK].

**NOTE**

- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreg. Size], you cannot use the 1 ►2-Sided, 2 ►2-Sided, or Book ►2-Sided mode.

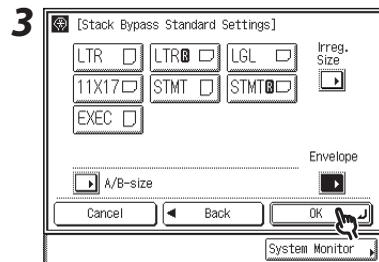
**● If you want to select an envelope size:**



- ① Select the envelope type.
- ② Press [OK].

**NOTE**

- If the envelope type is not selected correctly, a paper jam may occur.
- If you select [Envelope], you cannot use the 1 ►2-Sided, 2 ►2-Sided, Book ►2-Sided, 2-page Separation, or Image Combination mode.

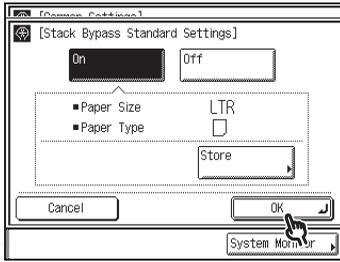


**NOTE**

- [Transparency] can be selected only if [LTR] is selected as the paper size.



7



8

Press [Done] repeatedly until the Basic Features screen appears.

# Useful Functions

You can use the following useful functions.

## Automatic Paper Selection/Automatic Drawer Switching

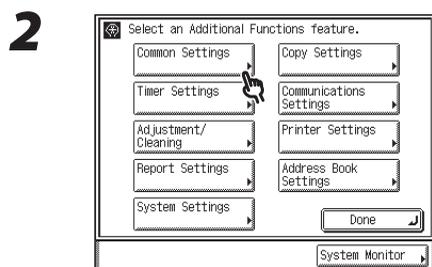
You can set which paper sources can be used for Automatic Paper Selection (APS) and Automatic Drawer Switching (ADS). This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.



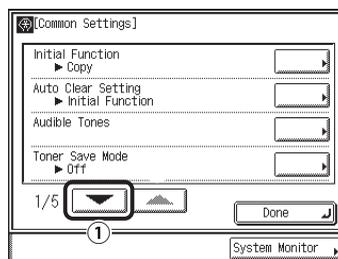
**NOTE**

- Paper sources set to [On] are used for the following functions:
  - APS: The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
  - ADS: If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.

**1** Press **Ⓢ** (Additional Functions).

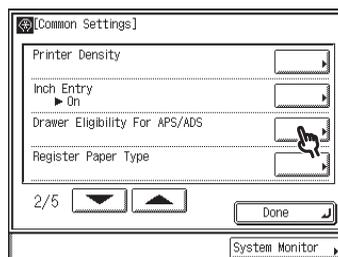


**3**

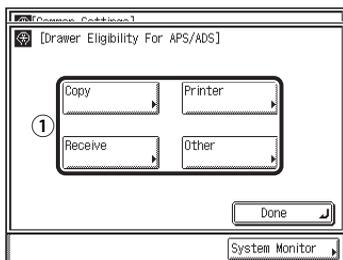


① Press **▼** until [Drawer Eligibility For APS/ADS] appears.

**4**

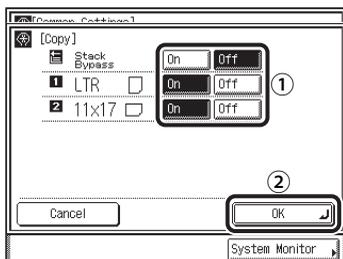


5

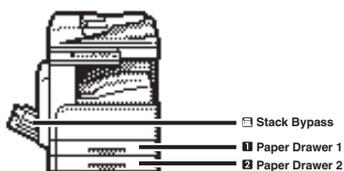


- ① Select [Copy], [Printer], [Receive], or [Other].

6



- ① Select [On] or [Off] for the stack bypass and the other paper sources. Details of each item are shown below.  
 [On]: Makes the paper source eligible for APS/ADS.  
 [Off]: Makes the paper source ineligible for APS/ADS.  
 The numbers on the screen represent the following paper sources:



- ② Press [OK].

#### NOTE

- Regardless of the stack bypass setting, you cannot select [Off] for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to [On].
- If you selected [Printer] in step 5, the Stack Bypass icon () will not be displayed on the paper select screen in step 6.

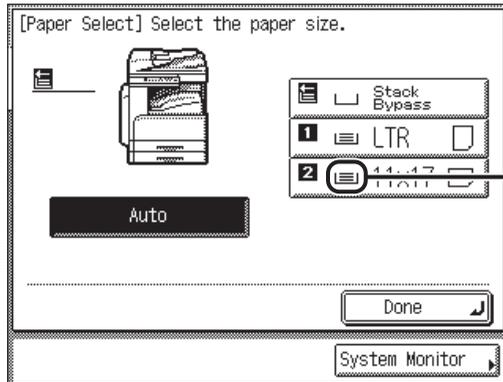
7

Press [Done] repeatedly until the Basic Features screen appears.

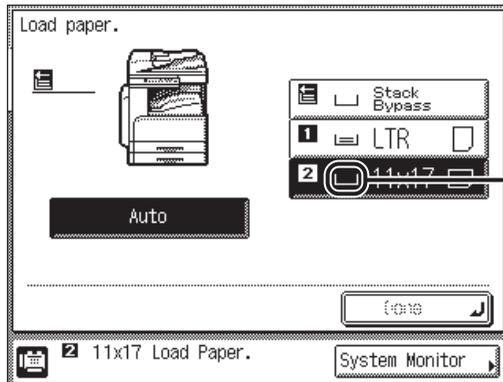
## Paper Supply Indicator

The paper supply indicator (A) shows whether paper is loaded in each paper drawer.

☰ appears on the Paper Select screen when paper is loaded in a paper drawer. □ blinks on the screen that appears when paper in a paper drawer has run out during printing. (See, "Basic Copying Method," on p. 3-2.)



**The Paper Select Screen**



**The Screen When Paper Has Run Out**

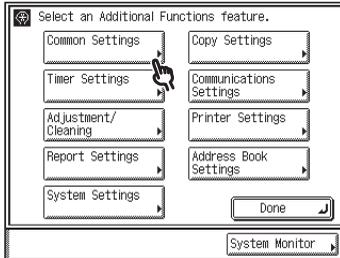
**A**

# Setting the Speed or Print Side Priority

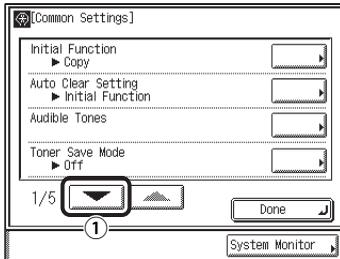
You can set the priority of print speed or print quality for each drawer.

**1** Press **[Additional Functions]**.

**2**

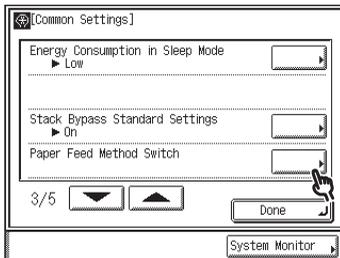


**3**

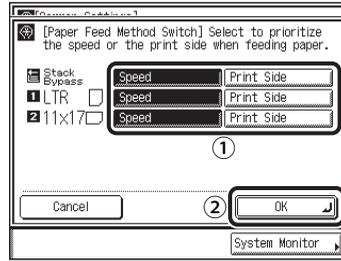


① Press **[▼]** until **[Paper Feed Method Switch]** appears.

**4**



**5**



① Set the priority of copy speed or copy quality for each cassette.

② Press **[OK]**.

**6**

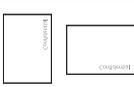
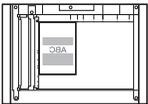
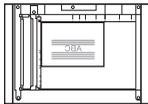
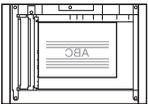
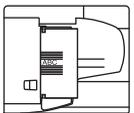
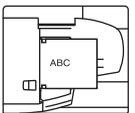
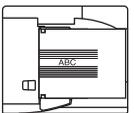
Press **[Done]** repeatedly until the **Basic Features** screen appears.

# Loading Preprinted Paper

Use this chart when printing on preprinted paper (i.e., paper with logos).

 **NOTE**

- Do not load the following types of paper into the paper drawers, as this may cause paper jams:
  - Paper on which color images have been copied (do not print on the reverse side either)
- If you want to print on the back side of preprinted paper, place the side you want to print on:
  - Face up when using a paper drawer
  - Face down when using the stack bypass

Original/ Paper Orientation, Settings		Output Example		
		 LTR	 LTRR	 11" x 17", LGL
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up 			
	Orientation in stack bypass Preprinted side: Face down 			
Original	Orientation on the platen glass Original side: Face down			
	Orientation in the feeder Original side: Face up			
Auto Orientation Setting		Either [On] or [Off]	Either [On] or [Off] (Set to [On] when paper orientation in the stack bypass/paper drawer is vertical.)	Either [On] or [Off]





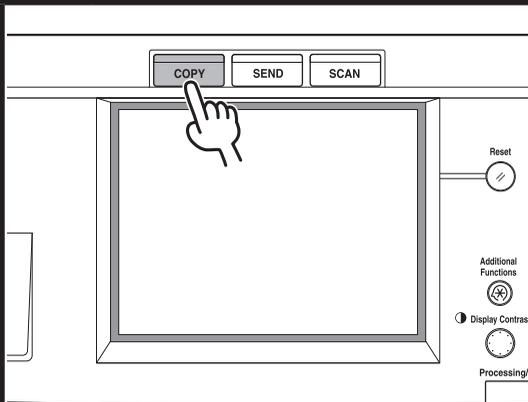
# 3 Copying

<b>Basic Copying Method .....</b>	<b>3-2</b>
<b>Paper Selection .....</b>	<b>3-4</b>
<b>Scan Settings .....</b>	<b>3-10</b>
<b>Reserved Copy .....</b>	<b>3-19</b>
<b>Collate Copy .....</b>	<b>3-21</b>
<b>Two-Sided Copying .....</b>	<b>3-25</b>
<b>Confirming Settings .....</b>	<b>3-33</b>
<b>Changing/Canceling Selected Settings .....</b>	<b>3-34</b>
<b>Canceling Copy Jobs.....</b>	<b>3-35</b>
<b>Checking Copy Jobs.....</b>	<b>3-37</b>

# Basic Copying Method

Follow this procedure to make a copy.

## 1 Enter the Copy Mode



Press  (COPY).

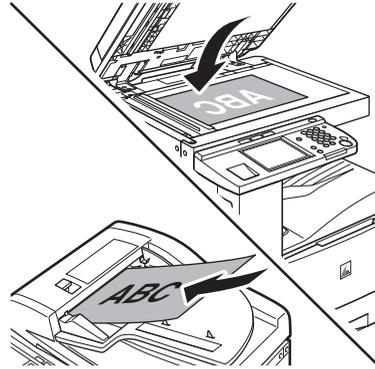
The COPY indicator lights up and the machine enters the copy standby mode.

### What if...

- You want to adjust the image quality, density and copy ratio:

See "Scan Settings," on p. 3-10.

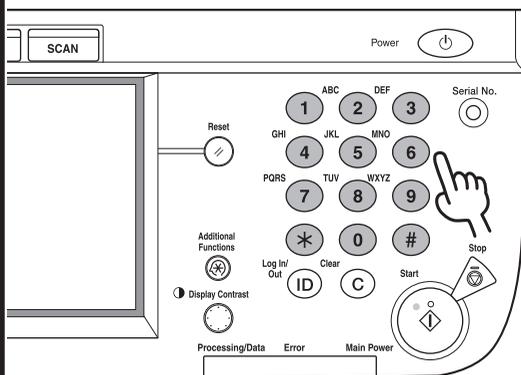
## 2 Place Your Originals



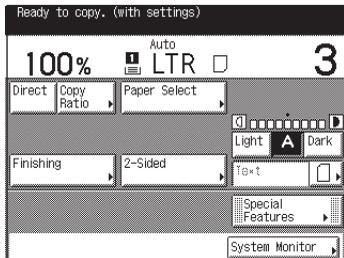
**Place the original on the platen glass or load it in the feeder.**

For originals you can copy, see "Original Requirements," on p. 2-2.

### 3 Enter the Copy Quantity



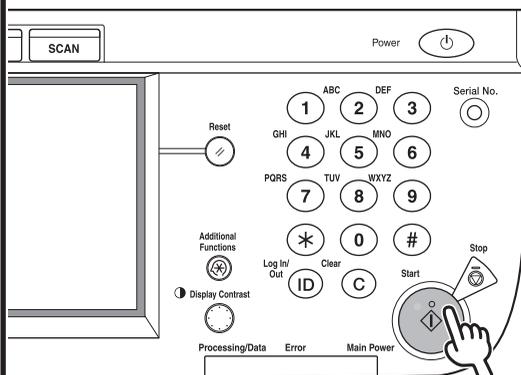
Use 0-9 (numeric keys) to enter the desired copy quantity (1 to 99).



#### What if...

- **You enter a wrong number:**  
Press C (Clear), and enter a new number.

### 4 Start Copying



Press Start.

#### What if...

- **You want to cancel copying:**  
Press Stop.

# Paper Selection

You can manually specify a paper size or set the machine to automatically select the paper size for you.

## NOTE

- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, see “Scanning Area,” on p. 2-4.
- If you select [Envelope], [Transparency], or [Labels], make sure that you do not specify any Finishing modes (Collate or Group).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to [On], and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See “Stack Bypass Standard Settings,” on p. 12-8.)

## Automatic Paper Selection

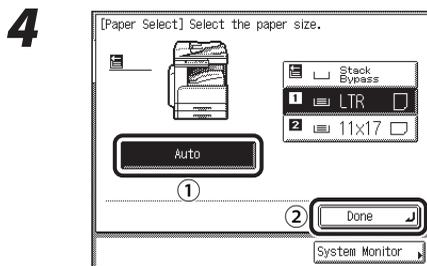
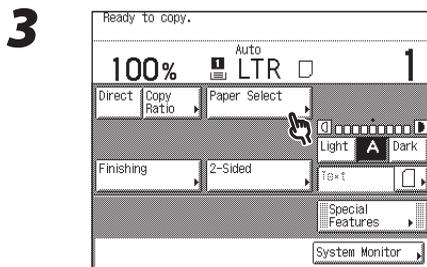
The machine automatically selects the copy paper size.

## NOTE

- The Automatic Paper Selection mode is available only if the originals are fed from the feeder.
- The Automatic Paper Selection mode cannot be used with the Auto Zoom or Image Combination mode.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals that are placed on the platen glass
- If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to [Off] for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See “Drawer Eligibility For APS/ADS,” p. 12-7.)

**1** Press  (COPY).

**2** Place your originals.



- ① Press [Auto].
- ② Press [Done].

 **NOTE**

When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

**5** Press  (Start).

# Manual Paper Selection

You can make copies after manually selecting the paper size and type of paper loaded in the paper sources.

## NOTE

You can copy an image onto envelopes, such as your company logo. Envelopes can be loaded into the stack bypass.

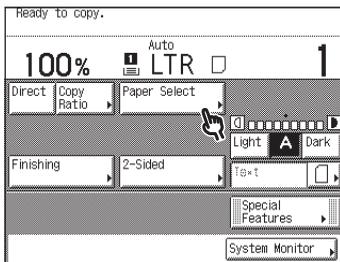
**1** Press  (COPY).

**2** Place your originals.

If you want to set the size/type for the paper to be fed from the stack bypass, proceed to step 5.

If you want to set the size/type for the paper loaded in a paper drawer, proceed to step 3.

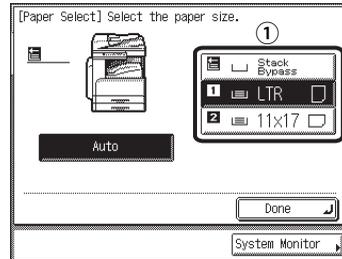
**3**



## NOTE

When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

**4**

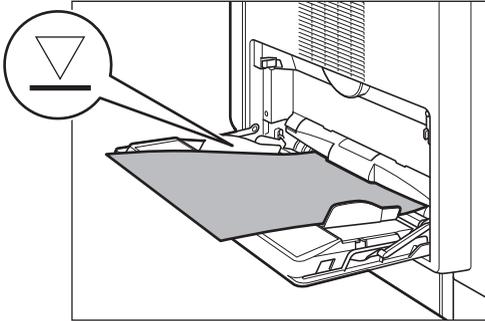


- ① Select the desired paper size.
- ② Proceed to step 7.

## NOTE

- The paper sizes/types loaded in each paper drawer are indicated by icons on the touch panel display.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper select screens, if you store that information in the machine beforehand. (See chapter 3, "Copying," in the Reference Guide.)
- indicates that the paper is loaded vertically, and  indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

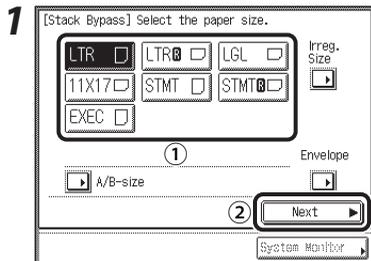
## 5 For the stack bypass setting, load the paper into the stack bypass.



### NOTE

The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to [Off] in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to [On], copying can be performed only for the registered paper size and type. (See “Stack Bypass Standard Settings,” on p. 12-8.)

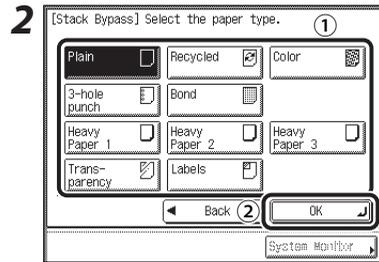
### ● If you want to select a standard paper size:



- ① Select the desired paper size.
- ② Press [Next].

### NOTE

To select an A or B series paper size, press [A/B-size].

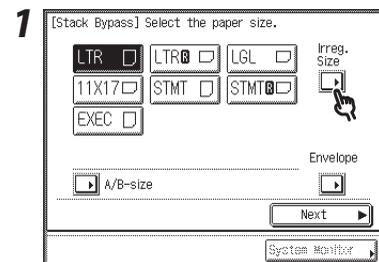


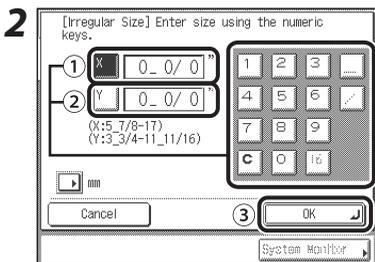
- ① Select the desired paper type.
- ② Press [OK].

### NOTE

- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Transparency] or [Labels], make sure that you do not specify any Finishing modes (Collate or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- [3-hole punch] can be selected only if [LTR] or [LTRR] is selected as the paper size.

### ● If you want to select a nonstandard paper size:

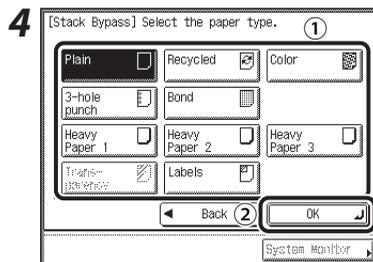
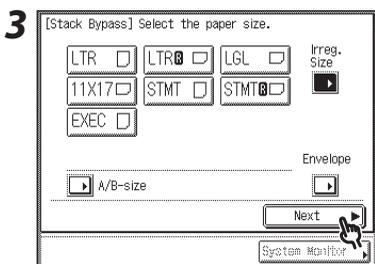




- ① Press [X] to specify the horizontal axis of the paper, then enter a value.
- ② Press [Y] to specify the vertical axis of the paper, then enter a value.
- ③ Press [OK].

 **NOTE**

- If you make a mistake when entering values, press [C] on the touch panel display, then enter the correct values.
- To enter values in millimeters, press [mm].
- If you enter values outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can adjust values for [X] between 5 7/8" and 17", and for [Y] between 3 3/4" and 11 11/16".

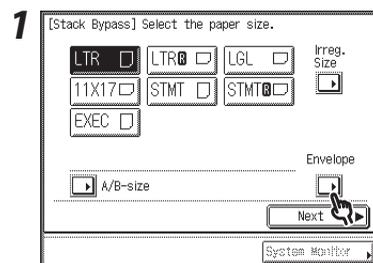


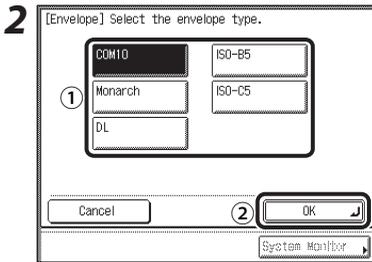
- ① Select the desired paper type.
- ② Press [OK].

 **NOTE**

- When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select [Irreg. Size] for copying, you cannot use the Rotate Collate, Rotate Group, 1 ► 2-Sided, 2 ► 2-Sided, Book ► 2-Sided, 2-Page Separation, Image Combination mode.

● **If you want to select an envelope size:**

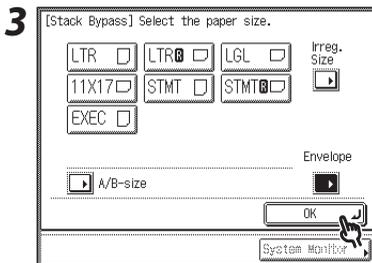




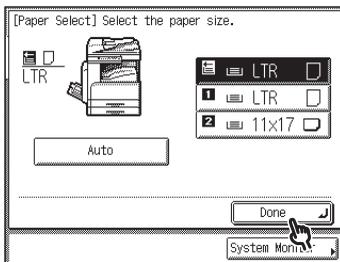
- ① Select the desired envelope type.
- ② Press [OK].

**NOTE**

- If the envelope type is not selected correctly, a paper jam will occur.
- If an envelope size is selected, the Finishing, 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, 2-Page Separation, or Image Combination mode cannot be specified.



## 6



## 7

Press **⊙** (Start).

**NOTE**

To cancel all settings and return the machine to the Standard mode, press **⊙** (Reset).

# Scan Settings

You can set the desired copy exposure and select the original type before scanning the original.

- Manual Exposure Adjustment

You can manually adjust the copy exposure to the most appropriate level for the original.

- Original Type Selection

The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following three original type modes are available:

### Text Mode



### Text/Photo Mode



### Photo Mode



- Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

- Text/Photo Mode

This mode is best suited for making copies of originals containing both text and images/photos, such as magazines or catalogues.

- Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or making copies of images printed with halftone dots (i.e., printed photos).

- Automatic Exposure Adjustment

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

- Exposure Adjustment during Printing

You can change the copy exposure while the machine is printing.

# Original Type Selection

## NOTE

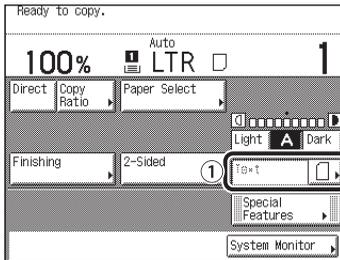
- Combinations of these three modes (Text, Text/Photo, and Photo) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by using the Sharpness mode. (See chapter 3, "Copying," in the Reference Guide.)
- If you select the Automatic Exposure Adjustment mode, the original type mode is grayed out and fixed to Text mode. If you select the Text/Photo or Photo mode, the exposure can only be adjusted manually.
- If the original is a transparency, select the original type, then adjust the exposure to the most appropriate level for the original.

**1** Press  (COPY).

**5** Press  (Start).

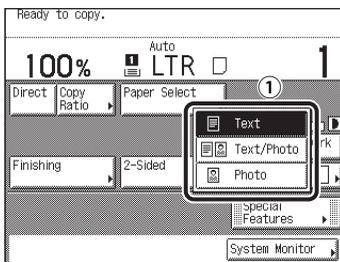
**2** Place your originals.

**3**



① Press .

**4**



① Select the original type.

## NOTE

To cancel all settings and return the machine to the Standard mode, press  (Reset).

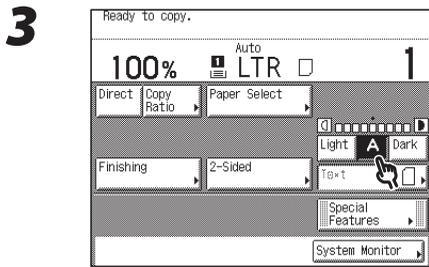
# Exposure

You can adjust the density to the most appropriate level for the original either automatically or manually.

## ● Adjusting Automatically

**1** Press  (COPY).

**2** Place your originals.



The machine automatically adjusts the copy exposure to the level best suited to the quality of the original.

 **NOTE**

An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the copy exposure manually by pressing [Light] or [Dark].

**4** Press  (Start).

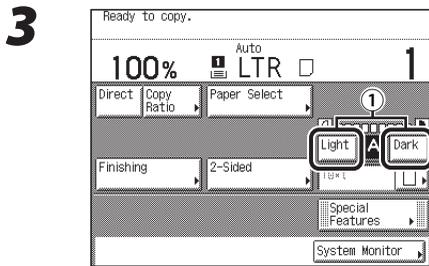
 **NOTE**

To cancel all settings and return the machine to the Standard mode, press  (Reset).

## ● Adjusting Manually

**1** Press  (COPY).

**2** Place your originals.



- ① Press [Light] or [Dark].  
Press [Light] to move the indicator to the left to make the exposure lighter, or press [Dark] to move it to the right to make the exposure darker.

**4** Press  (Start).

 **NOTE**

To cancel all settings and return the machine to the Standard mode, press  (Reset).

## Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

The following three types of copy ratio settings are available.

### NOTE

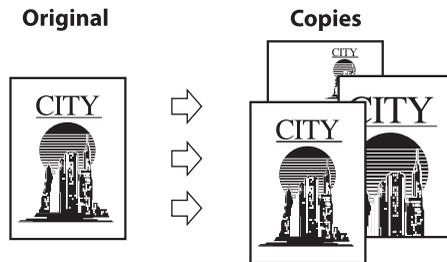
To set the copy ratio to 100%, press [Direct].

#### ● Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

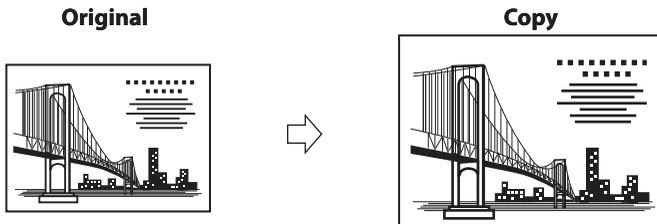
#### ● Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.



#### ● Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.



## ● Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

### ● Reduction

The available preset copy ratios for reducing originals are:

- LGL → LTR (78%)
- 11" x 17" → LGL (73%)
- 11" x 17" → LTR (64%)
- MIN. (50%)

### ● Enlargement

The available preset copy ratios for enlarging originals are:

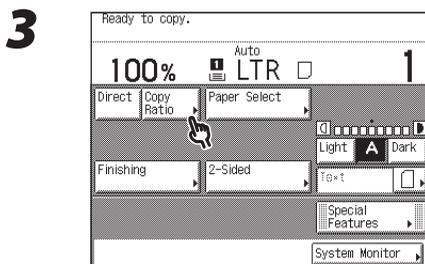
- MAX. (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)

### NOTE

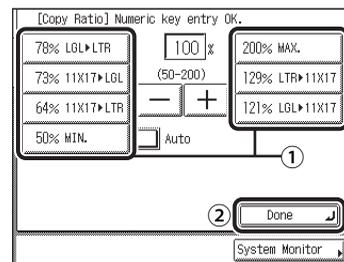
- Place the originals horizontally in the following cases:
  - If you are enlarging LTR originals to 11" x 17"
  - If you are enlarging STMT originals to 11" x 17"
- Placing an original horizontally means setting the original with the longer side sideways.
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to [Off], load LTRR paper into a paper drawer or the stack bypass.

**1** Press  (COPY).

**2** Place your originals.



**4**



① To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio.

② Following your selection, press [Done].



## 5 Select the paper size.

### NOTE

- If you set [Auto] for [Paper Select], the machine selects the paper best suitable to the selected ratio.
- If you copy highly transparent originals, such as transparencies, the correct paper size may not be selected.

## 6 Press (Start).

### NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

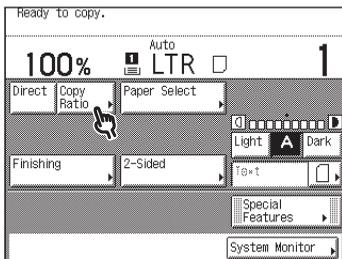
## ● Zoom by Percentage

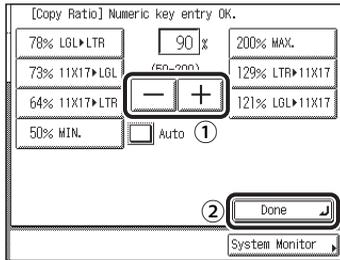
You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

### 1 Press (COPY).

### 2 Place your originals.

### 3



**4**

- ① Press [-] or [+] to set a copy ratio.
- ② Press [Done].

You can also use  $\odot$ - $\odot$  (numeric keys) to enter values, and  $\odot$  (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you have entered the value using  $\odot$ - $\odot$  (numeric keys).

**NOTE**

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

**5**

## Select the paper size.

**NOTE**

- If you set [Auto] for [Paper Select], the machine selects the paper best suitable to the selected ratio.
- If you copy highly transparent originals, such as transparencies, the correct paper size may not be selected.

**6**

## Press $\odot$ (Start).

**NOTE**

- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press  $\odot$  (Reset).

## ● Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 50% to 200%.

**NOTE**

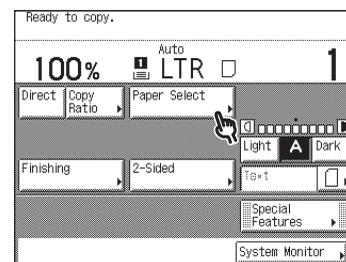
- You cannot use the Auto setting on the Copy Ratio screen with the Automatic Paper Selection mode.
- You cannot copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the standard paper sizes:
  - 11" x 17", LGL, LTR, LTRR, STMT or STMTR (You can only place an STMTR original on the platen glass.)

**1**

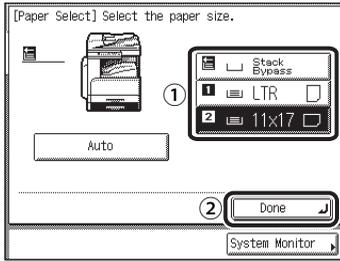
Press (COPY).

**2**

Place your originals.

**3**

4

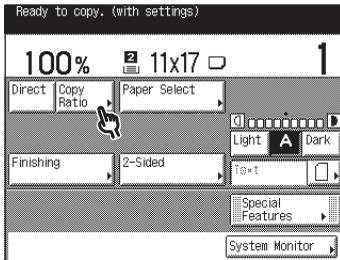


- ① Select the desired paper size.
- ② Press [Done].

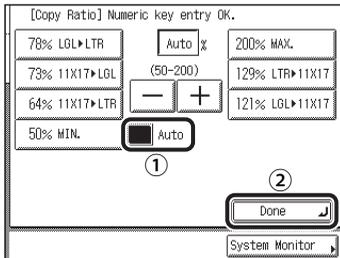
 **NOTE**

Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

5



6



- ① Press [Auto].
- ② Press [Done].

7

Press  (Start).

 **NOTE**

- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio], then [Auto].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Reserved Copy

You can set the machine to scan originals even while it is printing or waiting to process a job.

## NOTE

- You can reserve up to five copy jobs, including the current job.
- You can set different copy modes and paper sources for each reserved job.

## Reserving Copy Jobs

Reserved printing can be specified in the following cases:

### ● While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made.> appears on the touch panel display when the machine is able to process reserved copying.

### ● While the Machine Is Printing

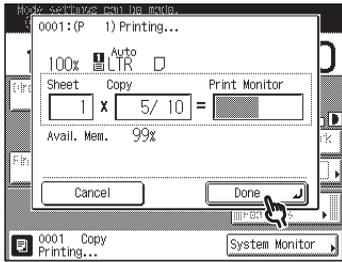
You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

## NOTE

You can specify reserved copying while the machine is in the waiting state in the following cases:

- After a paper jam is cleared
- After a cover on the main unit is opened and closed



**1**

Press [Done] on the pop-up screen that appears while the machine is printing. If the job displayed on the touch panel display is from a function other than the Copy function, press [Done], then press **copy** (COPY) to display the Copy Basic Features screen. This part of the procedure is not necessary if the machine is in the waiting state.

**2**

**Place your originals.**

**3**

**Set the desired copy modes and paper source.**

**NOTE**

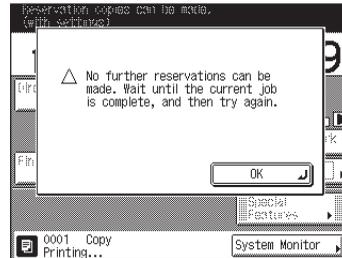
To cancel a previously set copy mode, press **⊙** (Reset).

**4**

**Press **⊙** (Start).**

If you specify a reserved copy job while the machine is in the waiting state, copying automatically begins when the machine is ready.

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK], then try reserving the job again after the current job is complete.



# Collate Copy

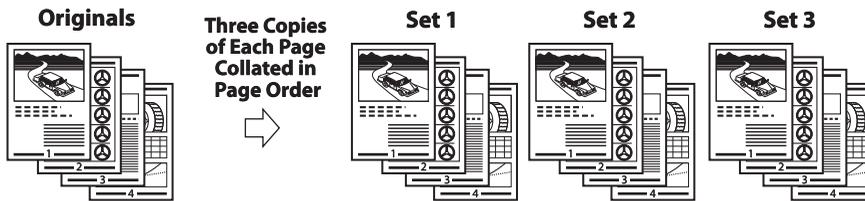
The Finishing modes can be selected to collate the copies in various ways, either by pages or copy sets.

## NOTE

The Finishing modes cannot be set if [Envelope], [Transparency], or [Labels] is selected as the paper type.

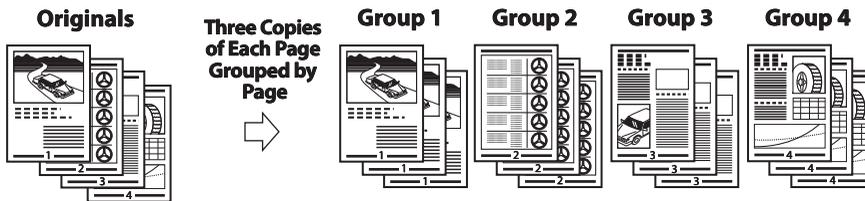
### ● If the Collate Mode Is Set:

The copies are automatically collated into sets arranged in page order. The output is as follows:



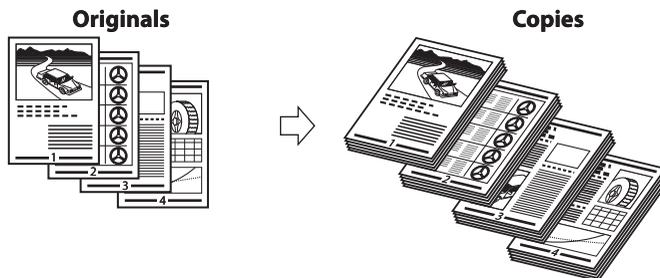
### ● If the Group Mode Is Set:

All copies of the same original page are grouped together. The output is as follows:



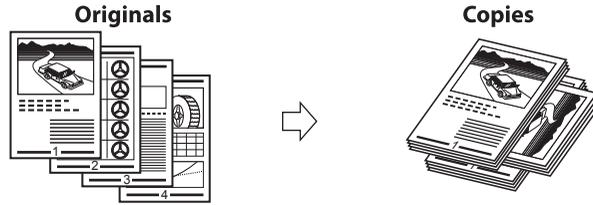
### ● If No Finisher Mode Is Set:

If the Collate and Group modes are not set, copies are output as follows:



## If the Rotate Mode Is Set:

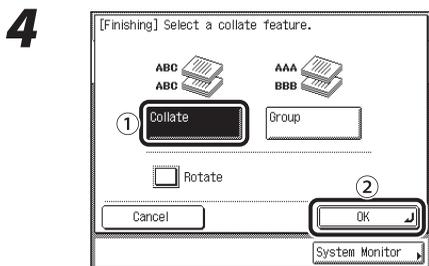
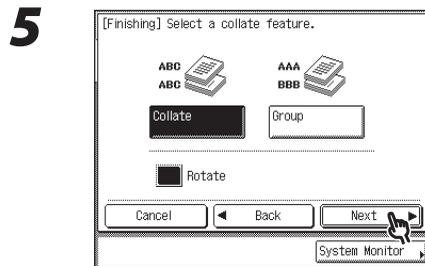
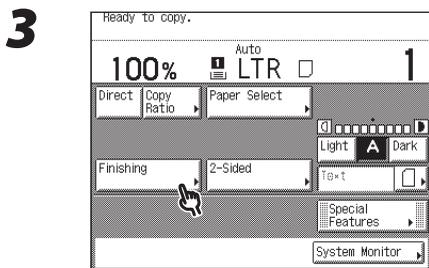
If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:



## Page Order (Collate)

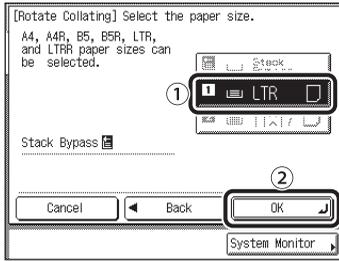
**1** Press  (COPY).

**2** Place your originals.



- ① Press [Collate].
- ② Press [OK].

If you want to rotate the output sheet, press [Rotate] and proceed to step 5. Otherwise, press [OK] and skip to step 7.

**6**

- ① Select [A4], [A4R], [B5], [B5R], [LTR], or [LTRR].
- ② Press [OK].

**NOTE**

- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to [On]. (See "Drawer Eligibility For APS/ADS," on p. 12-7.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, output will be collated.

**7**

**Press  $\odot$  (Start).**

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  $\odot$  (Start) once for each original. When scanning is complete, press [Done].

**NOTE**

- To cancel this setting, press [Finishing], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  $\odot$  (Reset).

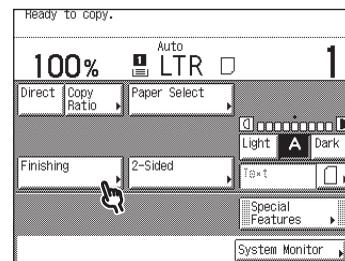
## Same Page (Group)

**1**

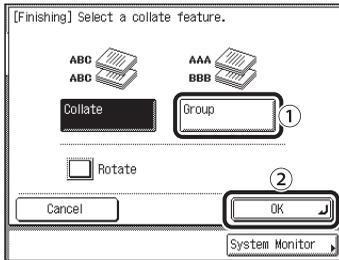
Press  **$\square$  COPY** (COPY).

**2**

Place your originals.

**3**

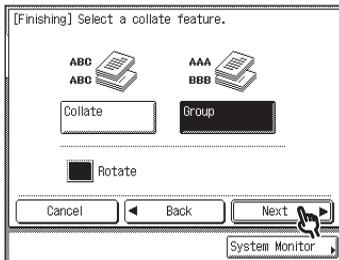
4



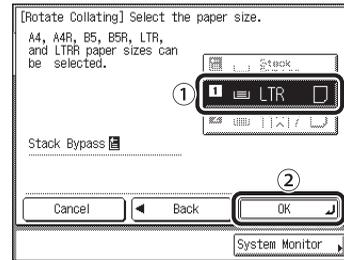
- ① Press [Group].
- ② Press [OK].

If you want to rotate the output sheet, press [Rotate] and proceed to step 5. Otherwise, press [OK] and skip to step 7.

5



6



- ① Select [A4], [A4R], [B5], [B5R], [LTR], or [LTRR].
- ② Press [OK].

#### NOTE

- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to [On]. (See "Drawer Eligibility For APS/ADS," on p. 12-7.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, output will be collated.

7

#### Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  (Start) once for each original. When scanning is complete, press [Done].

#### NOTE

- To cancel this setting, press [Finishing], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Two-Sided Copying

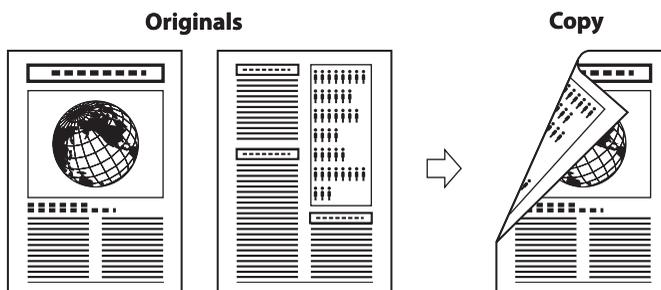
This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.

## NOTE

- You may not be able to make two-sided copies on some types of paper, depending on the paper.
- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The 2-Sided mode you have selected is displayed above [2-Sided] on the Copy Basic Features screen.
- Paper used to make two-sided copies must conform to the following specifications:
  - Paper size: 11" x 17", LGL, LTR, LTRR, EXEC, STMTR (envelopes cannot be used for two-sided copying)
  - Paper weight: 17 to 24 lb bond (64 to 90 g/m<sup>2</sup>)
- If you select [Irreg. Size] for copying, you cannot use the 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, or 2-page Separation mode. (See chapter 3, "Copying," in the Reference Guide.)
- If you select [Envelope] for copying, you cannot use 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, 2-page Separation mode. (See chapter 3, "Copying," in the Reference Guide.)

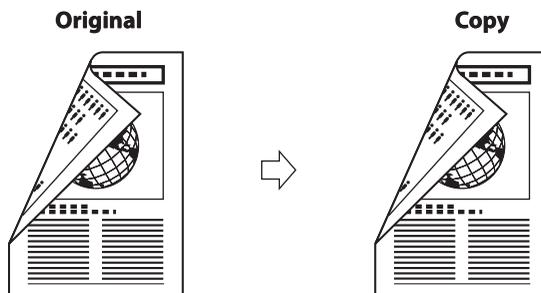
## ● Making Two-Sided Copies from One-Sided Originals (1 ▶ 2-Sided)

This feature enables you to make two-sided copies from one-sided originals.



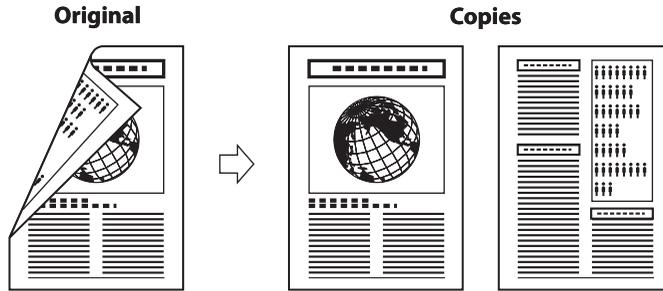
## ● Making Two-Sided Copies from Two-Sided Originals (2 ▶ 2-Sided)

This feature enables you to make two-sided copies from two-sided originals. If the originals are placed in the feeder, they are automatically turned over to make two-sided copies.



## ● Making One-Sided Copies from Two-Sided Originals (2 ► 1-Sided)

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.

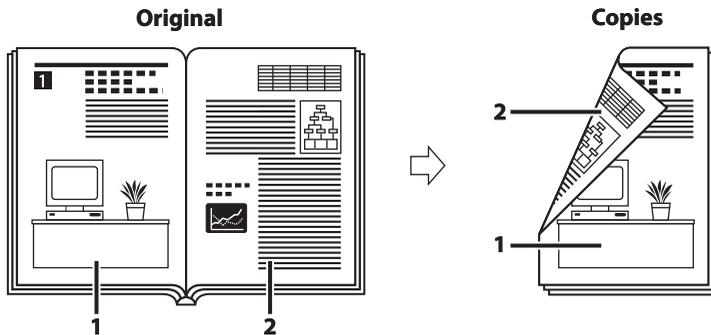


## ● Making Two-Sided Copies from Facing Pages in a Book (Book ► 2-Sided)

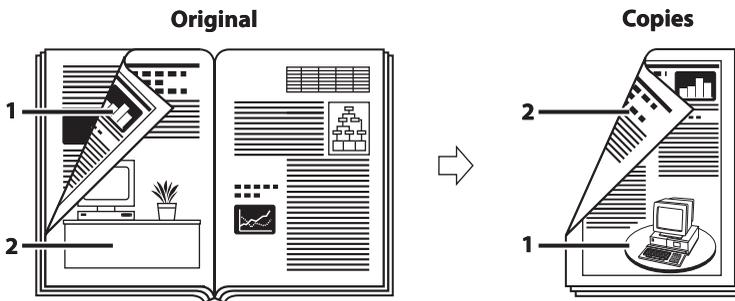
This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

### NOTE

- Place your original on the platen glass. The Book to 2-Sided mode cannot be used when the original is placed in the feeder.
- Left/Right Two-sided  
This setting makes two-sided copies from facing pages.



- Front/Back Two-sided  
This setting makes two-sided copies from the front and back sides of a page.



# 1 to 2-Sided

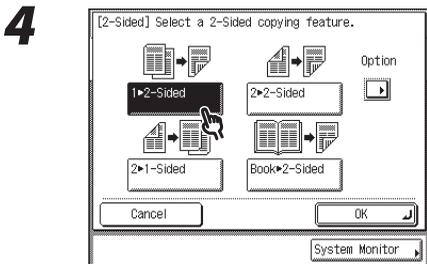
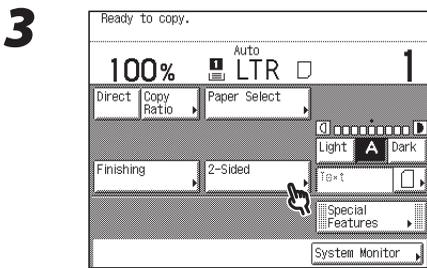
This feature enables you to make two-sided copies from one-sided originals.

## NOTE

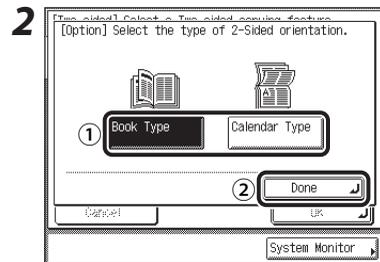
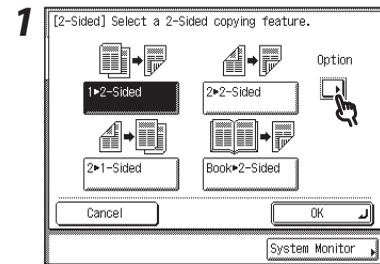
- The 1 ► 2-Sided mode cannot be used with the Two-page Separation or Image Combination mode.
- If there are an odd number of originals, the back side of the last copy is left blank.
- If the 1 ► 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand. (See "Paper Selection," on p. 3-4.)

**1** Press  (COPY).

**2** Place your originals.

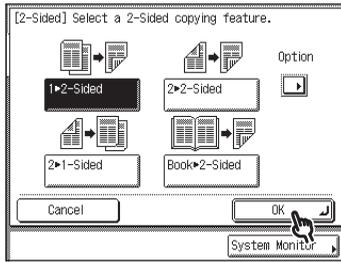


● To set the orientation of the two-sided copies:



- ① Select the type of two-sided orientation.  
Details of each item are shown below.  
[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.  
[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.
- ② Press [Done].



**5****6****Press  (Start).**

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  (Start) once for each original. When scanning is complete, press [Done].

 **NOTE**

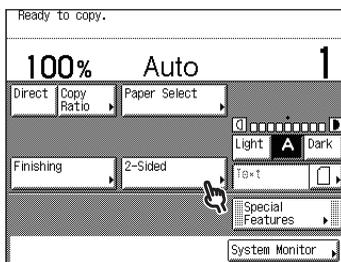
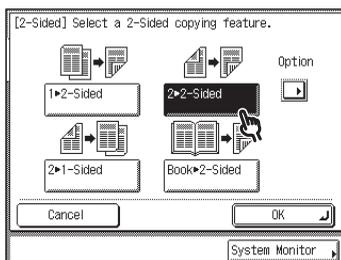
- To cancel this setting, press [2-Sided], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

## 2 to 2-Sided

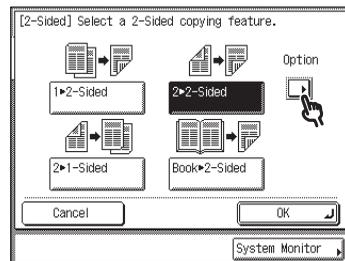
This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied on the front and back sides of a copy sheet.

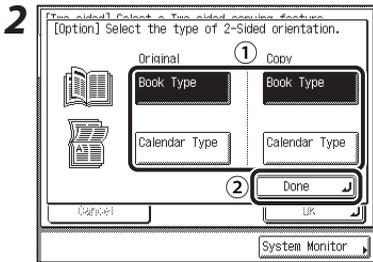
 **NOTE**

The 2 ► 2-Sided mode cannot be used with the Two-page Separation or Image Combination mode.

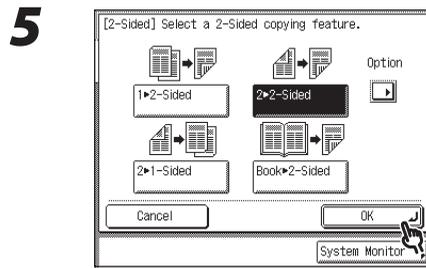
**1****Press  (COPY).****2****Place your originals.****3****4**

● **To set the orientation of the originals and the copies:**

**1**



- ① Select the type of two-sided orientation for the originals and the copies. Details of each item are shown below.  
**Original**  
 [Book Type]: The front and back sides of the original have the same top-bottom orientation.  
 [Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.  
**Copy**  
 [Book Type]: The front and back sides of the copy will have the same top-bottom orientation.  
 [Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.
- ② Press [Done].



## 6 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display. Press  (Start) once for each original. When scanning is complete, press [Done].

### NOTE

- To cancel this setting, press [2-Sided], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

## 2 to 1-Sided

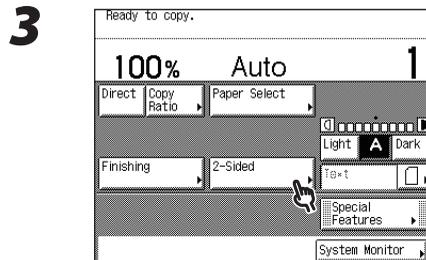
This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.

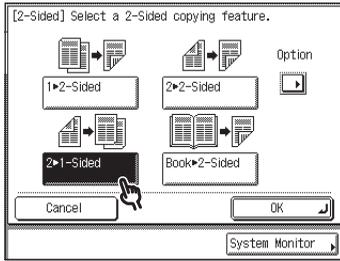
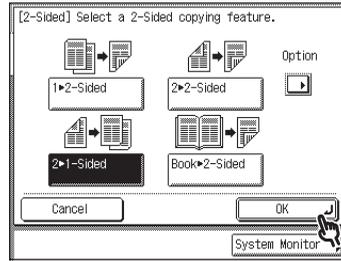
### NOTE

- The 2  1-Sided mode cannot be used with the 2-page Separation or Image Combination mode.
- Make sure to place originals, such as LTRR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

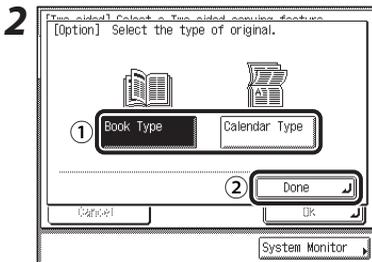
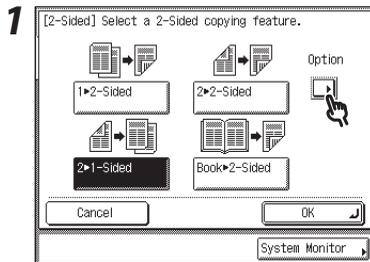
## 1 Press (COPY).

## 2 Place your originals into the feeder.



**4****5**

● **To set the orientation of the originals :**



- ① Select the orientation of the originals.  
Details of each item are shown below.  
[Book Type]: The front and back sides of the original have the same top-bottom orientation.  
[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.
- ② Press [Done].

**6**

Press **⊙** (Start).

**NOTE**

- To cancel this setting, press [2-Sided], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press **⊙** (Reset).

# Book to 2-Sided

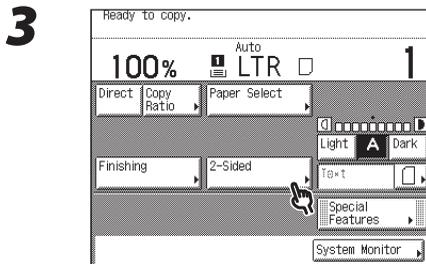
This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

### NOTE

- The Book ► 2-Sided mode cannot be used with the 2-page Separation, Image Combination, Binding Erase, or Different Size Originals mode.
- Only LTR paper can be used for Book ► 2-Sided copying.
- If you select [Front/Back Two-sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank.
- Place your original on the platen glass. The Book ► 2-Sided mode cannot be used when the original is placed in the feeder.

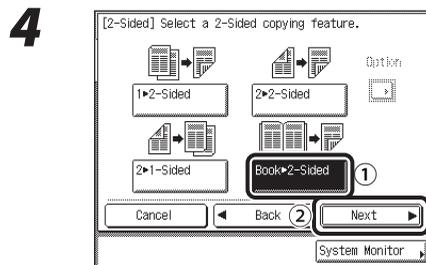
**1** Press  (COPY).

**2** Place your original on the platen glass.

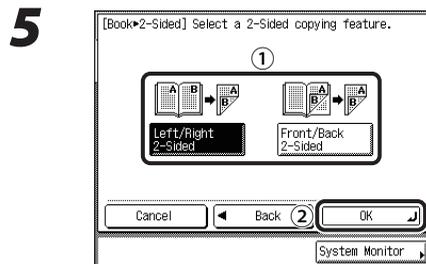


To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).



- ① Press [Book ► 2-Sided].
- ② Press [Next].



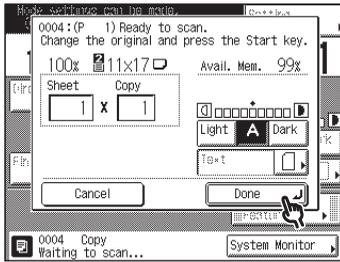
- ① Select the desired type of two-sided layout.  
Details of each item are shown below.  
[Left/Right 2-sided] : The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.  
[Front/Back 2-sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.
- ② Press [OK].



## 6 Press (Start).

To copy the next two facing pages, turn the page of the original. Place your original on the platen glass, then press  (Start).

## 7



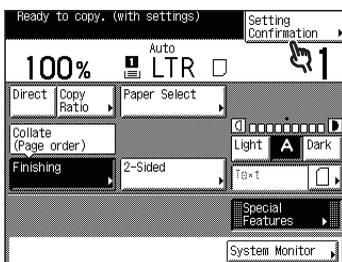
### NOTE

- To cancel this setting, press [2-Sided], then press [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

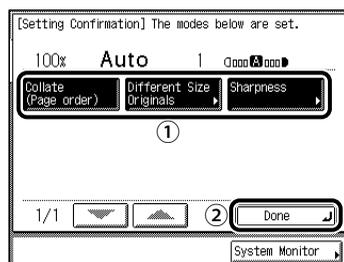
# Confirming Settings

Copy mode settings that you have specified, including those that are set from the Special Features screen, are all grouped together onto one screen so you can easily check them.

1



2



- 1 Check the settings.
- 2 Press [Done].

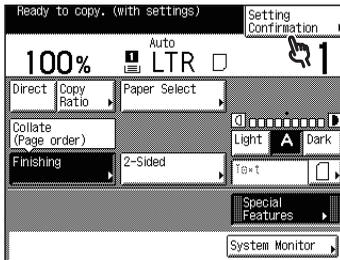
## NOTE

A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.

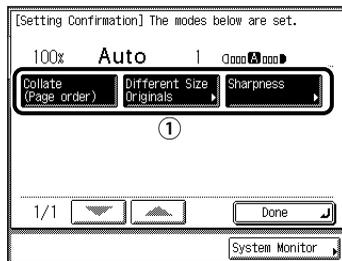
# Changing/Canceling Selected Settings

You can use the Setting Confirmation screen to change or cancel selected copy modes.

1



2



① Press the key of the copy mode to be changed or canceled.

## NOTE

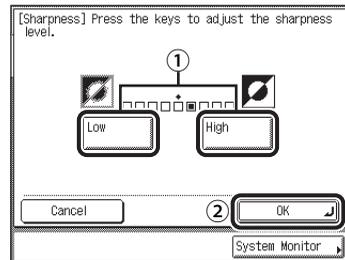
- A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.
- If you select a copy mode setting key without a right triangle (▶) and then press [Done], the selected copy mode is canceled.

3

Change or cancel the selected copy mode (for example, Sharpness).

## ● To change a copy mode:

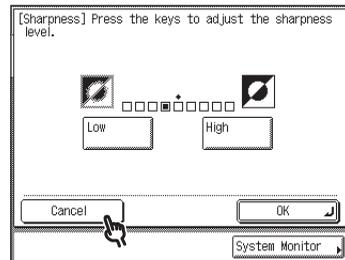
1



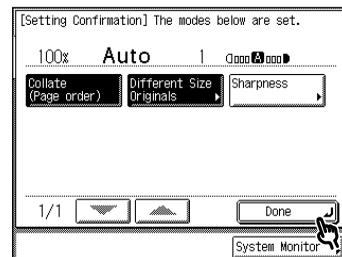
- ① Perform the same steps used for setting the mode. Change the setting as you desire.
- ② Press [OK].

## ● To cancel a copy mode:

1



4



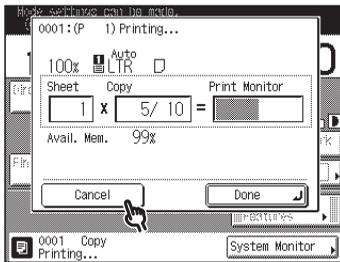
# Canceling Copy Jobs

You can cancel a job using the touch panel display or System Monitor screen, or by pressing  (Stop).

## Using the Touch Panel Display

You can cancel a copy job by pressing [Cancel], while the job is being copy.

1



Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.

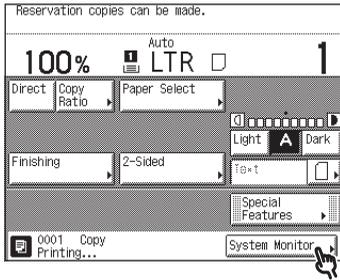
### NOTE

If you cancel a copy job during scanning, make sure to remove the original for that job.

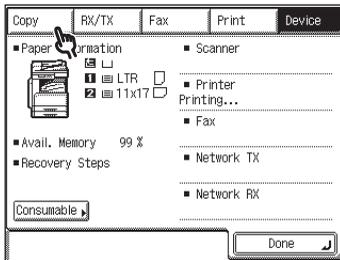
# Using the System Monitor Screen

You can cancel a copy job while it is waiting to be processed or during printing.

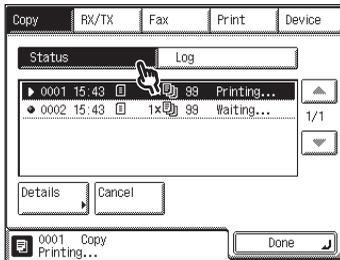
1



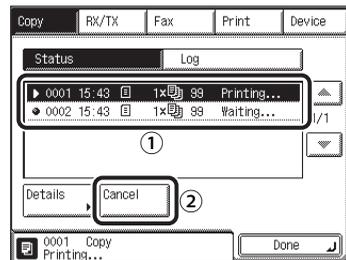
2



3



4

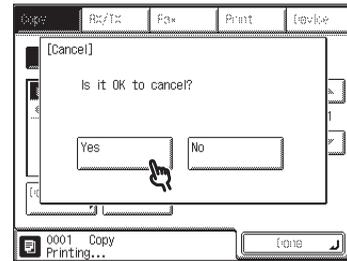


- 1 Select the copy job that you want to cancel.
- 2 Press [Cancel].

## NOTE

- If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. You may only select and cancel one job at a time.

5



The message <Canceling...> appears for approximately two seconds on the touch panel display.

## NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

6

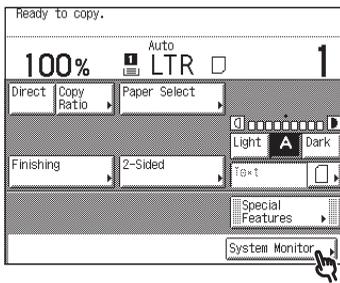
Press [Done].

# Checking Copy Jobs

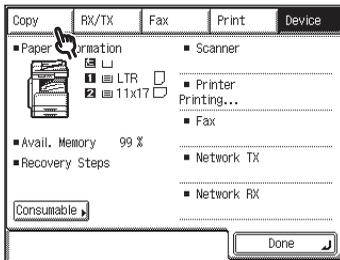
System monitor enables you to monitor the status of the copy jobs currently being processed.

## Checking the Status of Copy Jobs

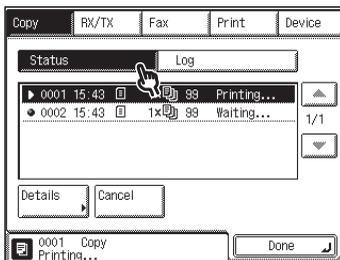
1



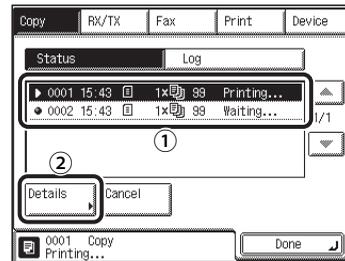
2



3



4



- 1 Select the job whose detailed information you want to check.
- 2 Press [Details].

### NOTE

If the job that you want to check is not displayed, press [▼] or [▲] to scroll to the desired job.

5

Check the details of the selected job.

6

Press [Done] repeatedly until the Copy Basic Features screen appears.





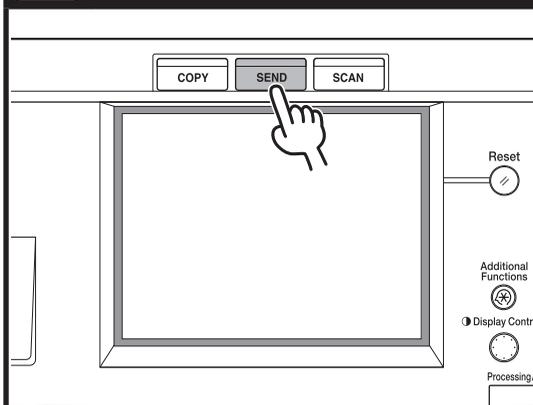
# 4 Sending Documents

<b>Basic Sending Method .....</b>	<b>4-2</b>
<b>Scan Settings .....</b>	<b>4-16</b>
<b>Specifying Destinations .....</b>	<b>4-32</b>
<b>Manual Sending.....</b>	<b>4-52</b>
<b>Direct Sending .....</b>	<b>4-54</b>
<b>Job Recall .....</b>	<b>4-56</b>
<b>Storing/Editing Address Book .....</b>	<b>4-57</b>
<b>Canceling TX Jobs .....</b>	<b>4-90</b>
<b>Checking TX Jobs .....</b>	<b>4-94</b>

# Basic Sending Method

Follow this procedure to send faxes.

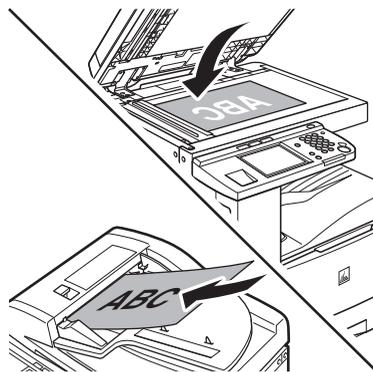
## 1 Enter the Send Mode



Press **SEND** (SEND).

The Send Basic Features screen appears.

## 2 Place Your Originals



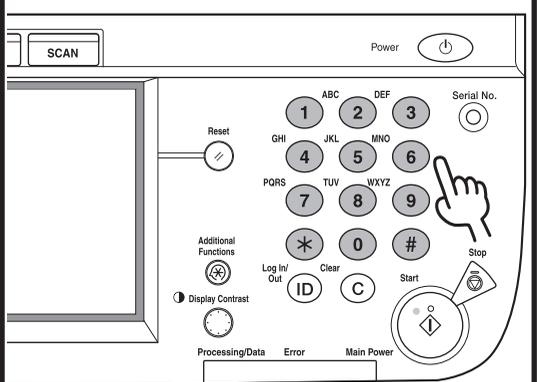
**Place the original on the platen glass or load it in the feeder.**

For documents you can send, see "Original Requirements," on p. 2-2.

For sending jobs to e-mail, I-fax, or file server addresses, see "Sending an E-Mail Message (imageCLASS MF7480 Only)," on p. 4-4, "Sending an I-Fax (imageCLASS MF7480 Only)," on p. 4-8, or "Sending a Job to a File Server (imageCLASS MF7480 Only)," on p. 4-11. (Sending documents via e-mail, I-fax, or sending to a file server is available only for the imageCLASS MF7480.)

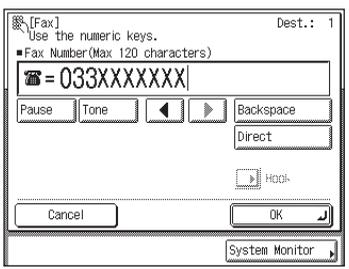
For advanced sending features, see Chapter 4, "Sending and Receiving," in the Reference Guide.

### 3 Specify the Destination



#### Specify the fax number using 0-9 (numeric keys).

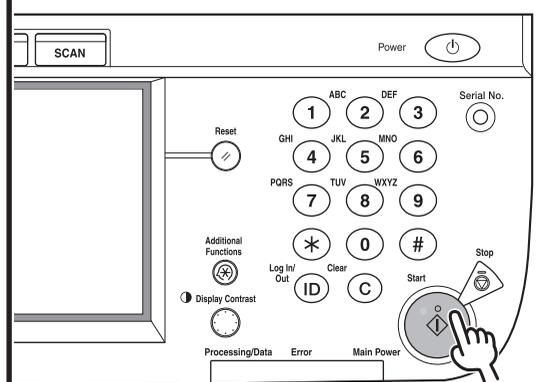
You can also specify the fax number using the Address Book, one-touch buttons, or favorites buttons. (See "Specifying Destinations," on p. 4-32.)



#### What if...

- **You enter a wrong number when specifying a fax number:**  
Press **C** (Clear) to clear your entry.
- **You want to specify scan settings:**  
Press [Scan Settings], then select a scan setting from the pop-up menu. (See "Scan Settings," on p. 4-16.)

### 4 Send the Document



#### Press **Start**.

If the original is placed on the platen glass, follow the instructions on the touch panel display, then press **Start** once for each original. When scanning is complete, press [Done]. Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.

#### What if...

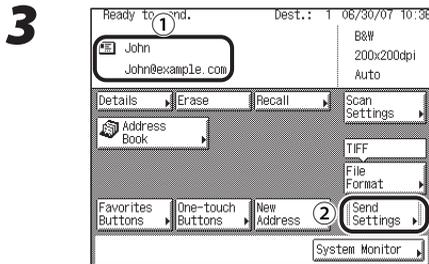
- **You want to cancel sending:**  
Press [Cancel] on the pop-up screen that appears while the machine is scanning, or press **Stop**.  
  
To cancel a job while it is being sent or waiting to be sent, see "Canceling TX Jobs," on p. 4-90.

# Sending an E-Mail Message (imageCLASS MF7480 Only)

You can scan an original and send it as an attached file in an e-mail message. You can add the document's name, a subject line, message body text, reply-to address, and e-mail priority. The scanned document can be sent as a JPEG, TIFF, or PDF file.

**1** Press **[SEND]** (SEND).

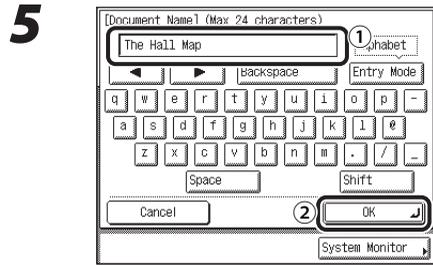
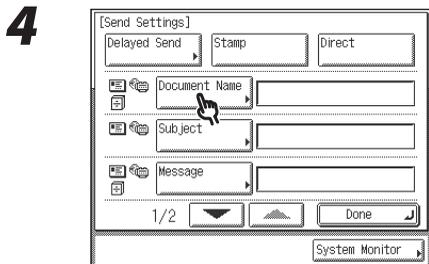
**2** Place your originals.



- ① Specify the e-mail address.
- ② Press [Send Settings].

**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.



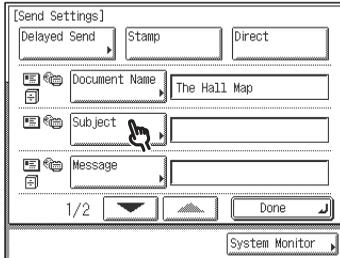
- ① Enter the name of the document (up to 24 characters) that you want to send.
- ② Press [OK].

**NOTE**

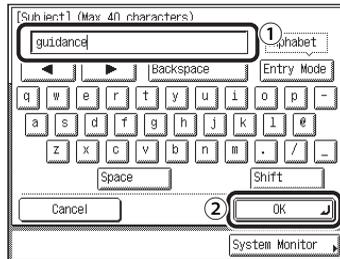
- You can also use  $\odot$ - $\ominus$  (numeric keys) to enter numbers, and  $\odot$  (Clear) to clear your entry.
- When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is assigned as follows:
  - If you set the document's name:  
The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.  
Example: document name\_1004\_0001.tif
  - If you do not set the document's name:  
The file name prefix is generated by the transaction number and four digits that signify the page number of the image.  
Example: 1004\_0001.tif

- If you set the file format to [TIFF], [PDF], or [PDF (Compact)] while both Divide into Pages and Divided TX over Max.Data Size are set to [Off], the four-digit number which indicates the page number is fixed to <0001>.

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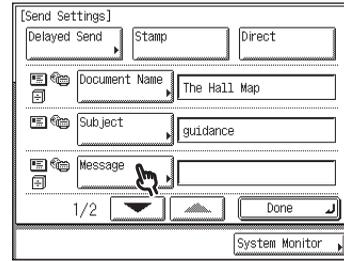


- 1 Enter the subject (up to 40 characters) of the e-mail message.
- 2 Press [OK].

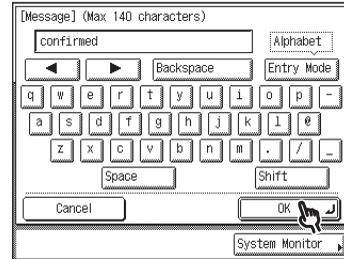
**NOTE**

- You can also use 0-9 (numeric keys) to enter numbers, and C (Clear) to clear your entry.
- If you do not enter a subject, the default subject set in E-mail/I-Fax Settings is used. (See "E-mail/I-Fax Settings," on p. 12-38.)

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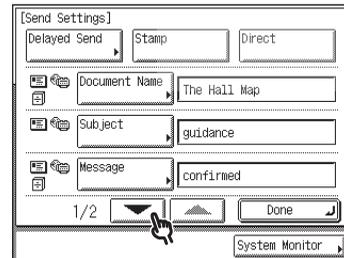


- 1 Enter the message body text (up to 140 characters).
- 2 Press [OK].

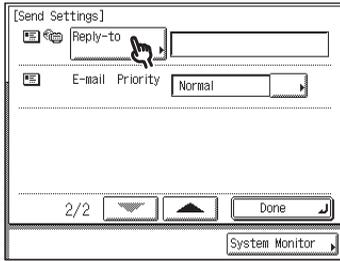
**NOTE**

- A hard return is counted as one character.
- You can also use 0-9 (numeric keys) to enter numbers, and C (Clear) to clear your entry.

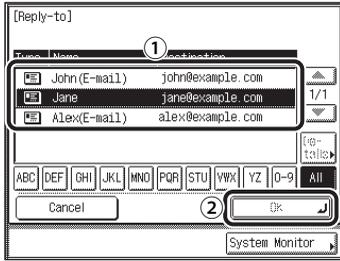
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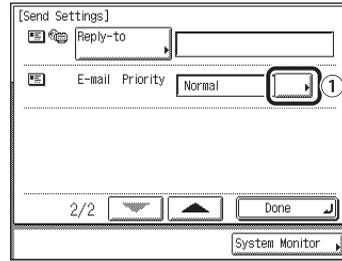


- ① Select the reply-to address.
- ② Press [OK].

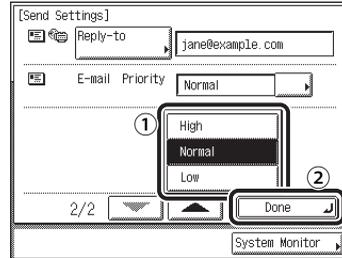
**NOTE**

- You need to store reply-to addresses in the Address Book beforehand. (See “Storing/Editing Address Book,” on p. 4-57.)
- If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- You can also specify a fax number as the reply-to address.
- You cannot select multiple destinations at the same time.
- To cancel a selected reply-to address, press [Reply-to], then [Cancel].
- To view the detailed information of a selected reply-to address, select the address, then press [Details].

13

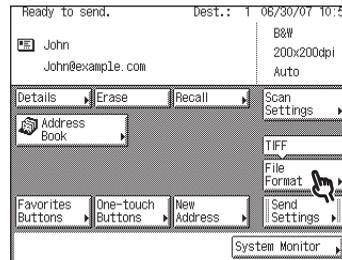


- ① Press the E-mail Priority drop-down list.

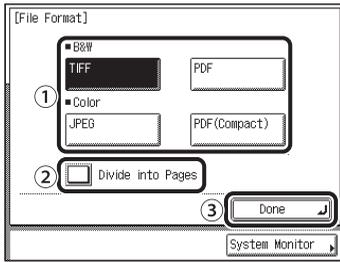


- ① Select a priority for your e-mail message.
- ② Press [Done].

14



# 15



- ① Select a file format for sending your document.
- ② If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].  
If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].
- ③ Press [Done].

## NOTE

For instructions on setting the file format, see “Setting the File Format (imageCLASS MF7480 Only),” on p. 4-14.

# 16 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

# Sending an I-Fax (imageCLASS MF7480 Only)

You can scan an original, and send it to a destination via the Internet as an I-fax. An I-fax can only be sent to machines that can receive faxes through the Internet. You can add the document's name, a subject line, message body text, and reply-to address.

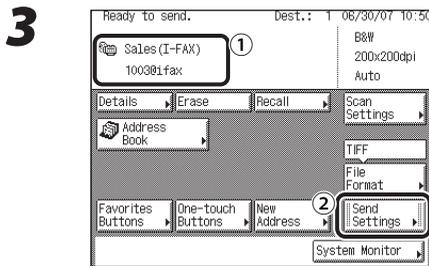
 **NOTE**

The following conditions are always selected:

- Paper Size: LTR  
This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
- File Format: TIFF
- Resolution: B&W 200 x 100 dpi or B&W 200 x 200 dpi

**1** Press  (**SEND**).

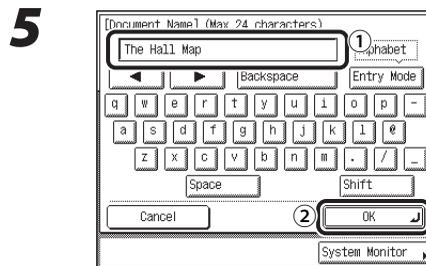
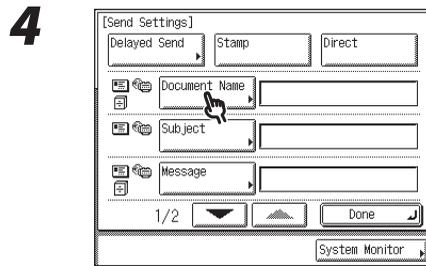
**2** Place your originals.



- ① Specify the I-fax address.
- ② Press [Send Settings].

 **NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.



- ① Enter the name of the document (up to 24 characters) that you want to send.
- ② Press [OK].

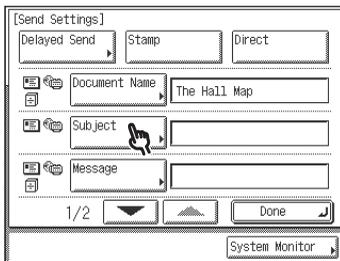
 **NOTE**

- You can also use  (numeric keys) to enter numbers, and  (Clear) to clear your entry.

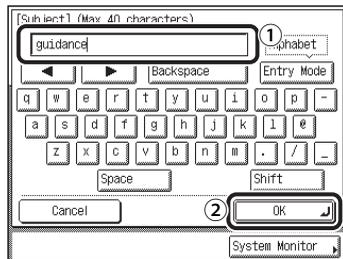
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is assigned as follows:

- If you set the document's name:  
The file name prefix is generated by the document's name, transaction number, and four digits that signify the page number of the image.  
Example: document name\_1004\_0001.tif
- If you do not set the document's name:  
The file name prefix is generated by the transaction number and four digits that signify the page number of the image.  
Example: 1004\_0001.tif

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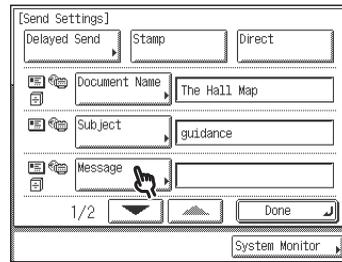
- 1 Enter the subject (up to 40 characters) of your I-fax.
- 2 Press [OK].

**NOTE**

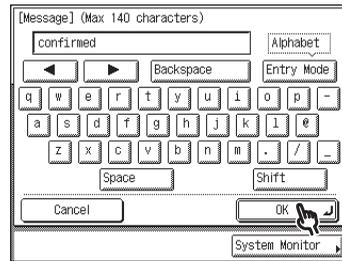
- You can also use  $\odot$ - $\ominus$  (numeric keys) to enter numbers, and  $\odot$  (Clear) to clear your entry.

- If you do not enter a subject, the default subject set in E-mail/I-Fax Settings is used. (See "E-mail/I-Fax Settings," on p. 12-38.)

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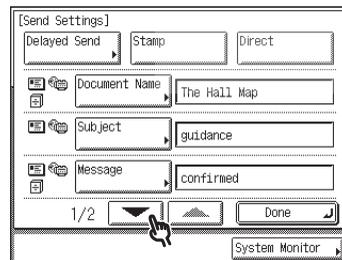


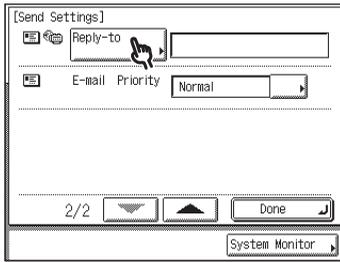
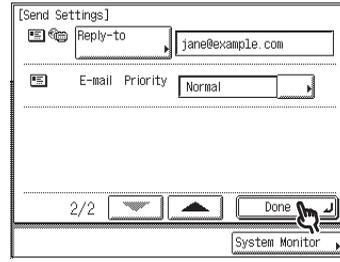
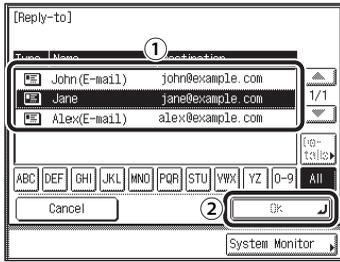
- 1 Enter the message body text (up to 140 characters).
- 2 Press [OK].

**NOTE**

- A hard return is counted as one character.
- You can also use  $\odot$ - $\ominus$  (numeric keys) to enter numbers, and  $\odot$  (Clear) to clear your entry.

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**11****13****12**

- ① Select the reply-to address.
- ② Press [OK].

 **NOTE**

- You need to store reply-to addresses in the Address Book beforehand. (See “Storing/Editing Address Book,” on p. 4-57.)
- If the desired reply-to address is not displayed, press [▼] or [▲] to scroll to the desired reply-to address.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- You can also specify a fax number as the reply-to address.
- You cannot select multiple destinations at the same time.
- To cancel a selected reply-to address, press [Reply-to], then [Cancel].
- To view the detailed information of a selected reply-to address, select the address, then press [Details].

**14** Press  (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

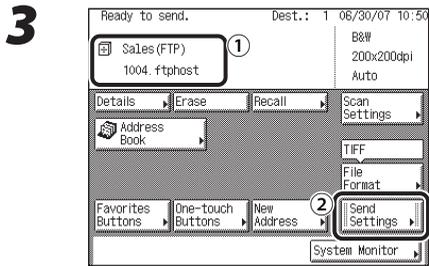
The scanned data is sent to the specified destination when scanning is complete.

# Sending a Job to a File Server (imageCLASS MF7480 Only)

You can send a job to any computer that acts as a file server on the network. You can add the document's name and message body text. The scanned document can be sent as a JPEG, TIFF, or PDF file.

**1** Press **SEND** (SEND).

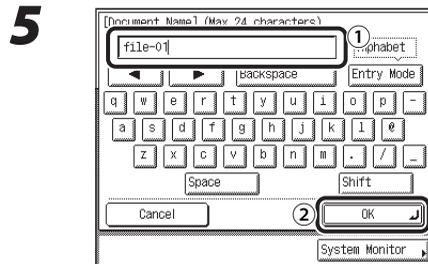
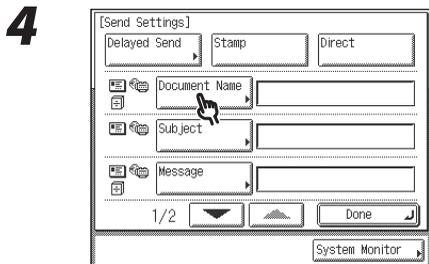
**2** Place your originals.



- 1 Specify the file server's destination.
- 2 Press [Send Settings].

**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.



- 1 Enter the name of the document (up to 24 characters) that you want to send.
- 2 Press [OK].

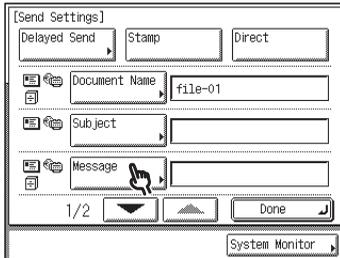
**NOTE**

- If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.
- You can also use  $\odot$ - $\ominus$  (numeric keys) to enter numbers, and  $\odot$  (Clear) to clear your entry.

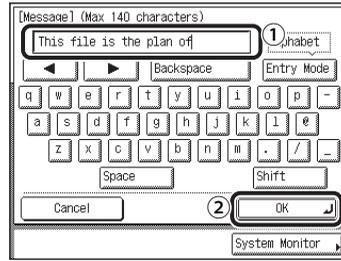


- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is assigned as follows:
  - If you set the document's name:
    - The file name prefix is generated by the document's name, the transaction number, and the four digits that signify the page number of the image.
    - Example: document name\_1004\_0001.tif  
document name\_1004\_0001.pdf  
document name\_1004\_0001.jpg
  - If you do not set the document's name:
    - The file name prefix is generated by the transaction number and the four digits that signify the page number of the image.
    - Example: 1004\_0001.tif  
1004\_0001.pdf  
1004\_0001.jpg
- If you set the file format to [TIFF], [PDF], or [PDF (Compact)] while both Divide into Pages and Divided TX over Max.Data Size are set to [Off], the four-digit number which indicates the page number is fixed to <0001>.

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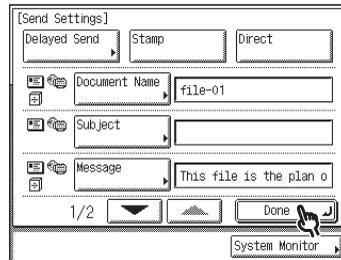


- ① Enter the message body text (up to 140 characters).
- ② Press [OK].

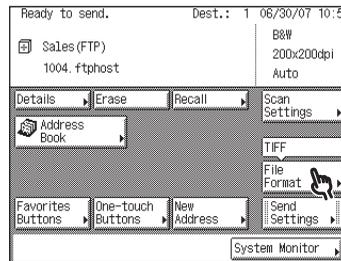
**NOTE**

- A hard return is counted as one character.
- You can also use ⓪-⓫ (numeric keys) to enter numbers, and ⓪ (Clear) to clear your entry.
- When you are sending documents to a file server, the characters entered in [Message] is sent as a text file. However, if you do not enter characters in [Message], only the image file is sent to the server without a text file.

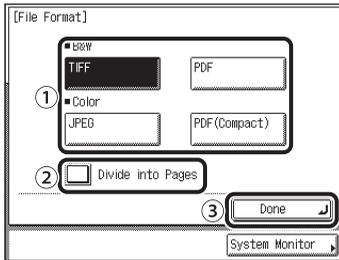
8



9



# 10



- ① Select a file format for sending your document.
- ② If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].  
If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].
- ③ Press [Done].

## NOTE

For instructions on setting the file format, see “Setting the File Format (imageCLASS MF7480 Only),” on p. 4-14.

# 11 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

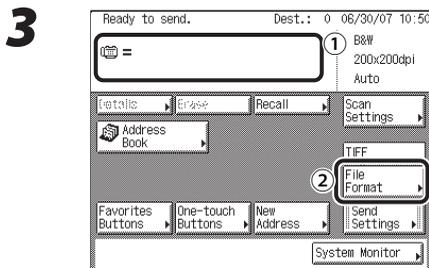
# Setting the File Format (imageCLASS MF7480 Only)

You can select [TIFF], [PDF], [JPEG], or [PDF (Compact)] as the file format when sending documents to an e-mail address or a file server.

When sending multiple documents to an e-mail address or file server, each page can be sent as a separate file.

**1** Press **[SEND]** (**SEND**).

**2** Place your originals.

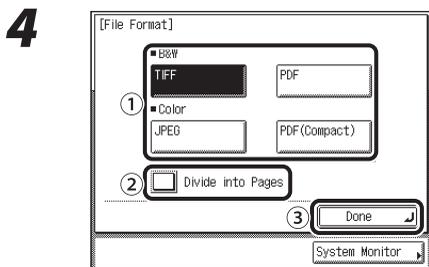


① Specify the destination.

② Press [File Format].

**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.



①

②

③

① Select a file format for sending your document.

File Formats:

[TIFF]: Sends the file in the TIFF format.

This file format is available only when you scan the document in the B&W mode.

[PDF]: Sends the file in the PDF format.

This file format is available only when you scan the document in the B&W mode.

[JPEG]: Sends the file in the JPEG format.

This file format is available only when you scan the document in the Color mode.

[PDF(Compact)]: Enables you to send files containing text originals or text/photo originals using a high compression ratio.

This file format is available only when you scan the document in the Color mode.

If you select [PDF (Compact)] as the file format, it is recommended that you set the original type setting to either [Text/Photo] or [Text], depending on the image type.

② If you want to separate multiple images and send them as separate files, each of which consists of only one page, press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

③ Press [Done].

**NOTE**

– If you select [JPEG] as the file format, Divide into Pages is automatically set to [On].

- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300 x 300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you select. Follow the instructions on the screen.
- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

## 5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

# Scan Settings

You can specify the scan settings to match the original you are sending.

## Selecting a Scan Mode

The machine has three preset scan modes:

- B&W 200 x 200 dpi, B&W 300 x 300 dpi, and Color 300 x 300 dpi (for the imageCLASS MF7480)
- 200 x 200 dpi (Fine), 200 x 400 dpi (SuperFine), and 400 x 400 dpi (UltraFine) (for the imageCLASS MF7470/MF7460)

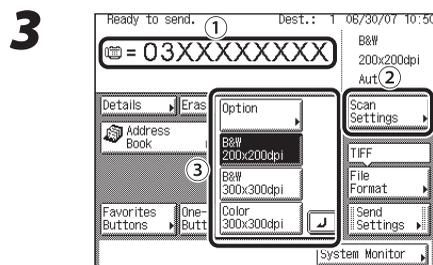
Select the desired mode from the preset scan modes according to the type of original you are sending.

### NOTE

- If the destination is a fax number or I-fax address, the original is always scanned and sent in B&W mode.
- If you want to use less memory and make the sending time shorter, use a low-resolution mode.
- In addition to the scan mode, you can store addresses and other send settings in the favorites buttons. (See “Storing/Editing Favorites Buttons,” on p. 4-86.)

**1** Press **[SEND]** (SEND).

**2** Place your originals.



- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Select a scan mode.

### NOTE

- For instructions on specifying destinations, see “Specifying Destinations,” on p. 4-32.
- The following combinations of file format and preset scan modes are not available. If you select them, a message asking for your confirmation to change the file format appears on the screen when you press **[Start]**.
  - [PDF (Compact)] or [JPEG] as the file format and [B&W 200 x 200 dpi] or [B&W 300 x 300 dpi] as the scan mode.
  - [TIFF] or [PDF] as the file format and [Color 300 x 300 dpi] as the scan mode.
  - [Color 300 x 300 dpi] is not available when sending faxes or I-faxes.
- To change the Scan mode settings, select [Option] from the Scan Settings drop-down list, and adjust the settings.

## 4 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### NOTE

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Changing the Color Mode (imageCLASS MF7480 Only)

The following two color modes are available: Color and B&W (black and white).

● **Color**

The Color mode always scans in color regardless of whether the original is in color or black-and-white.

● **B&W**

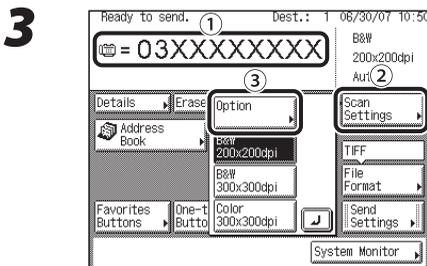
The B&W mode always scans in black-and-white regardless of whether the original is in color or black-and-white.

**NOTE**

- If the destination is a fax number or I-fax address, the original is always scanned and sent in B&W mode.
- If you select the Color mode and select JPEG as the file format, you can select 100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, or 300 x 300 dpi as the resolution.
- If you select the Color mode and select PDF (Compact) as the file format, 300 x 300 dpi is available as the resolution.
- If a black-and-white original is scanned in the Color mode, it is counted as a color scan.
- If you select the B&W mode, you can select TIFF or PDF as the file format, and 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, or 600 x 600 dpi as the resolution.

**1** Press **[SEND]** (**SEND**).

**2** Place your originals.

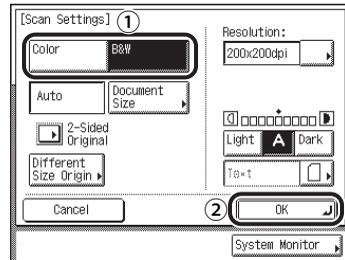


- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.

**4**



- ① Press [Color] or [B&W].
- ② Press [OK].

**NOTE**

- If [TIFF] or [PDF] is selected as the file format, and you select [Color] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.
- If [JPEG] or [PDF (Compact)] is selected as the file format, and you select [Color] as the color mode, and then press [OK], a message asking for your confirmation to change the file format appears on the screen.

## 5 Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### NOTE

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Document Size

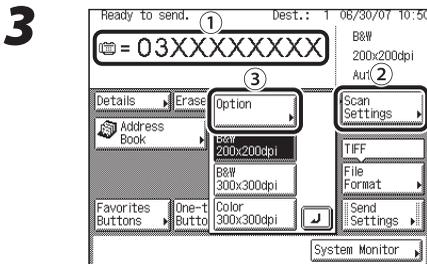
You can specify the document size before scanning originals whose size you need to manually specify, such as transparencies.

**NOTE**

- You cannot select [Auto] when scanning the following types of originals. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMT-R originals that are placed on the platen glass
- When using Direct Sending for sending a fax, if you place the originals in the feeder, the Document Size Select setting you specified is disabled.
- If you specify the document size, you cannot use the Stamp or Different Size Originals mode.

**1** Press **[SEND]** (**SEND**).

**2** Place your originals.

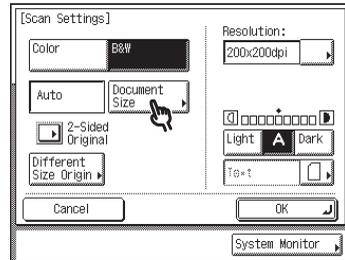


- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

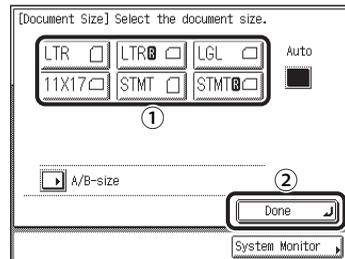
**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.

**4**



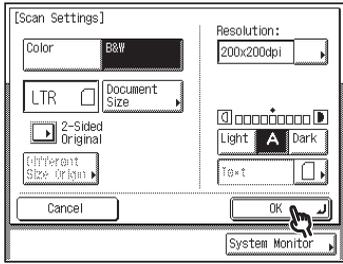
**5**



- ① Select the document size.
- ② Press [Done].

**NOTE**

To select an A or B series paper size, press [A/B-size].

**6****7**

### Press **⊙** (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press **⊙** (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

#### **NOTE**

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press **⊙** (Reset).

# Resolution

You can specify the resolution before scanning the original.

The following combinations of color mode and resolution are available:

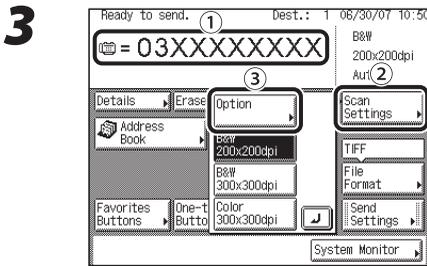
- B&W (TIFF and PDF)
  - 150 x 150dpi, 200 x 100dpi, 200 x 200dpi, 200 x 400dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi
- Color
  - 100 x 100 dpi (JPEG), 150 x 150 dpi (JPEG), 200 x 100 dpi (JPEG), 300 x 300 dpi (JPEG and PDF (Compact))

**NOTE**

- The maximum size of an image that you can send at a resolution of 600 x 600 dpi is 11" x 17". If the image exceeds this size, it may be cut off.
- If you send a long original at a resolution of 600 x 600 dpi, the periphery of the original image may cut off slightly.
- If you are sending documents by fax, the maximum size of an image that you can send at a resolution of 400 x 400 dpi is 11" x 17".
- If you are sending documents by fax, select B&W 200 x 100 dpi, B&W 200 x 200 dpi, B&W 200 x 400 dpi, or B&W 400 x 400 dpi. Otherwise, the document will be sent with poor resolution.

**1** Press **[SEND]** (SEND).

**2** Place your originals.

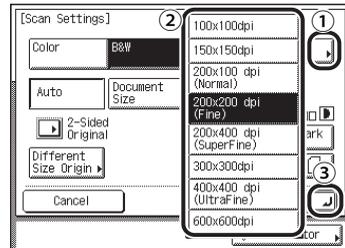


- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

**NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.

**4**



- ① Press [Resolution].
- ② Select the desired resolution.
- ③ Press [OK].

**NOTE**

- If you select [PDF (Compact)] as the file format, the Color mode is set to [Color] and the resolution is set to [300 x 300 dpi] automatically, and the original type setting is disabled.
- The color mode and resolution you can set differ depending on the file format you have selected. Follow the instructions on the screen.

# 5

## Press (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### NOTE

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Scan Density and Original Type Settings

You can set the scan density and select the original type before scanning the original.

## ● Manual Density Adjustment

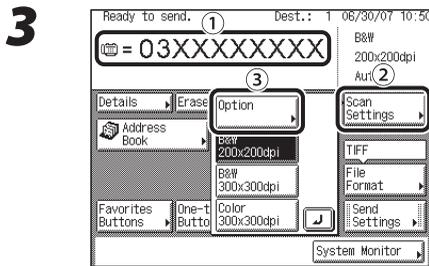
You can manually adjust the scan density to the most appropriate level for the original.

 **NOTE**

If you select the Color mode, you should manually adjust the scan density.

**1** Press  (SEND).

**2** Place your originals.

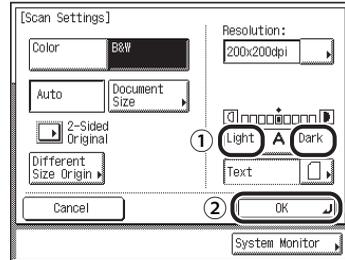


- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

 **NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.

**4**



- ① Press [Light] or [Dark] to adjust the scan density.  
Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.
- ② Press [OK].

**5**

Press  (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

 **NOTE**

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

## ● Automatic Density Adjustment

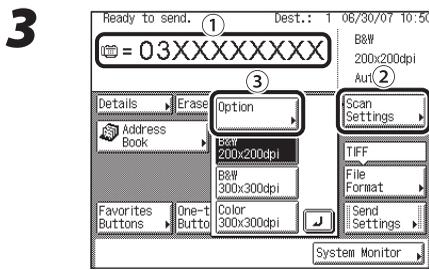
The machine automatically adjusts the scan density to the level best suited to the quality of the original.

### NOTE

- If you select the Color mode, automatic density adjustment cannot be used.
- If you set the automatic density adjustment, the original type setting is disabled.

**1** Press  (SEND).

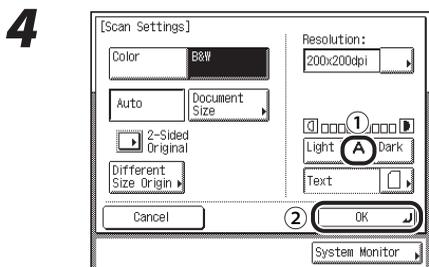
**2** Place your originals.



- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

### NOTE

For instructions on specifying destinations, see “Specifying Destinations,” on p. 4-32.



- ① Press [A].
- ② Press [OK].

The machine automatically adjusts the scan density to the level best suited to the quality of the original.

### NOTE

An automatic scan density adjustment may not work with transparencies. In this case, adjust the scan density manually by pressing [Light] or [Dark].

**5** Press  (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press  (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### NOTE

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

## ● Original Type Selection

You can manually select the original type according to the type of image that you are scanning.

The following three original type modes are available for adjusting the image quality.

### ● Text Mode

This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

### ● Text/Photo Mode

This mode is best suited for scanning originals containing both text and photos.

### ● Photo Mode

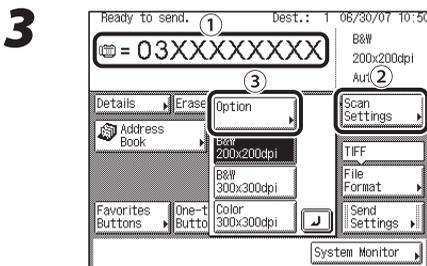
This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos).

### NOTE

- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See “Sharpness,” on p. 12-13.)
- If you have selected [PDF (Compact)] as the file format, this setting is disabled.
- If you select the automatic density adjustment mode, the original type setting is disabled.
- If the original is a transparency, select the original type, then adjust the density to the most appropriate level for the original.

**1** Press  (SEND).

**2** Place your originals.



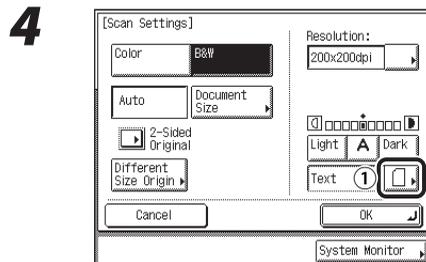
① Specify the destination.

② Press [Scan Settings].

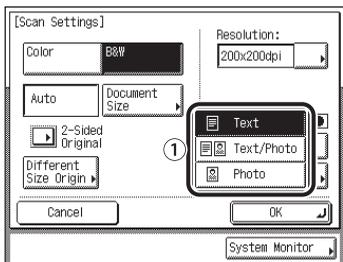
③ Press [Option].

### NOTE

For instructions on specifying destinations, see “Specifying Destinations,” on p. 4-32.



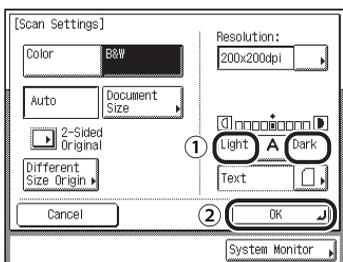
① Press the original type drop-down list.



- 1 Select the original type ([Text/Photo], [Photo], or [Text]).

The machine automatically adjusts the scan density to the level best suited to the quality of the original.

**5**



- 1 Press [Light] or [Dark] to adjust the scan density.  
Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.
- 2 Press [OK].

**6**

## Press **⏻** (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press **⏻** (Start) once for each original. When scanning is complete, press [Done]. Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

### **NOTE**

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press **⏻** (Reset).

# Two-Sided Originals

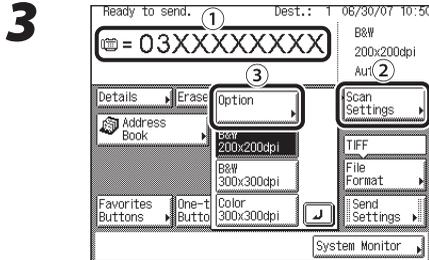
You can set the machine to automatically turn over two-sided originals placed in the feeder, so as to scan each side separately.

 **NOTE**

When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

**1** Press  (**SEND**).

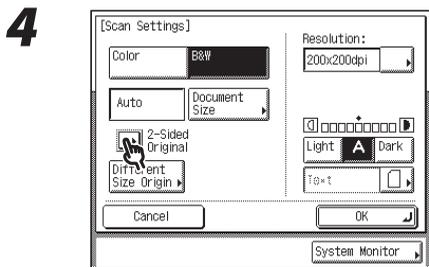
**2** Place your originals in the feeder.



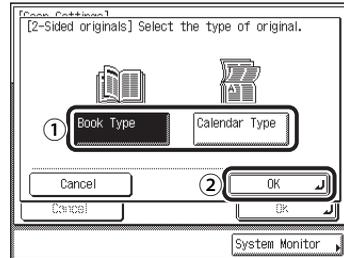
- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

 **NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.

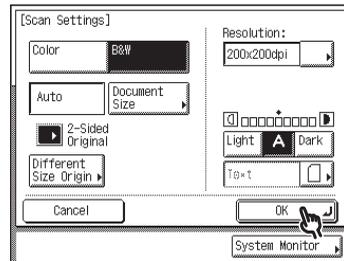


**5**



- ① Select the type of original.
  - [Book Type]: The front and back sides of the original have the same top-bottom orientation.
  - [Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.
- ② Press [OK].

**6**



**7**

Press  (**Start**).

Scanning starts.  
The scanned data is sent to the specified destination when scanning is complete.

 **NOTE**

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press  (Reset).

# Different Size Originals

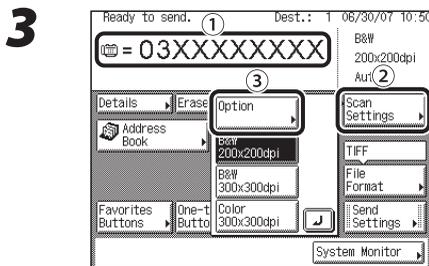
This mode enables you to scan different size originals together.

 **NOTE**

- The Different Size Originals mode cannot be used with the Document Size or Stamp mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder or the platen glass if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- Set different size originals in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the scanning area. As a result, the images may be scanned as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.

**1** Press **[SEND (SEND)]**.

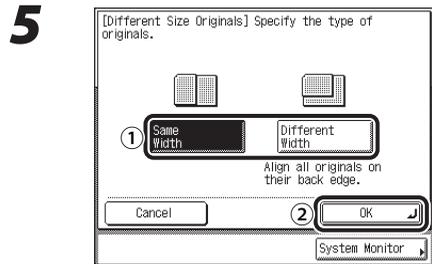
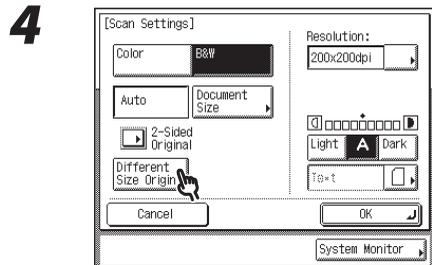
**2** Place your originals.



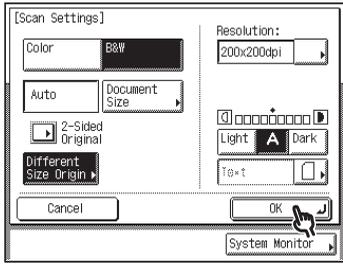
- ① Specify the destination.
- ② Press [Scan Settings].
- ③ Press [Option].

 **NOTE**

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-32.



- ① Select the type of original.  
If you are placing originals with the same width, press [Same Width].  
If you are placing originals with different widths, press [Different Width].
- ② Press [OK].

**6****7**

### Press **⏻** (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press **⏻** (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

#### **NOTE**

- To cancel the scan settings, press [Scan Settings], then press [Option], then [Cancel].
- To cancel all settings and return the machine to the Standard mode, press **⏻** (Reset).

# Specifying Destinations

**This section describes how to specify a destination for a send job. You can select a destination stored in the Address Book or a one-touch button, or specify a new address. You can also recall the destinations and settings stored in the favorites buttons to check their contents, edit them, or delete them.**

## NOTE

A maximum of 501 destinations can be specified at the same time. (Out of the 501 destinations, one new destination can be specified using the New Address tab.) If you specify a group, which is made up of several destinations, each destination is counted as a separate address.

## Using the New Address Tab

This section describes the procedure for specifying a new destination that has not been stored in the Address Book.

## NOTE

- If Restrict New Addresses in System Settings is set to [On], you cannot specify a destination using the New Address Tab. (See Chapter 8, “System Settings,” in the Reference Guide.)
- The destination that you just specified is not stored in the Address Book. It is deleted once the document is sent.
- If you frequently send documents to the same destinations, store these destinations in the Address Book beforehand. (See “Storing/Editing Address Book,” on p. 4-57.)
- You can specify only one destination at a time using the New Address tab.
- Sending documents to an e-mail, I-fax, or file server address is available only for the imageCLASS MF7480.
- To view the detailed information of the destination, press [Details].
- You can edit an address specified from the New Address tab in the Details screen before you scan your documents. (See “Checking/Changing a Destination,” on p. 4-49.)
- You can erase the specified destination from the destination list before you scan your documents. (See “Erasing a Destination,” on p. 4-51.)

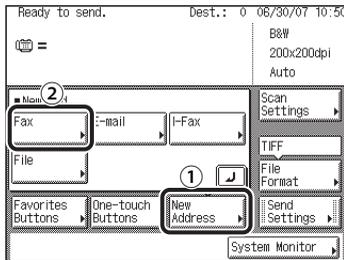
## ● Specifying a Fax Number

This mode enables you to specify a new fax number.

**1** Press **SEND** (SEND).

**2** Place your originals.

**3**



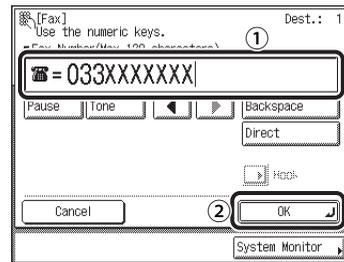
① Press [New Address].

② Press [Fax].



If no destination is displayed on the Send Basic Features screen, you can skip this step.

**4**



① Enter the recipient's fax number (up to 120 characters) using  $\odot$ - $\odot$  (numeric keys),  $\oplus$ , and  $\ominus$ .

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears.

When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 12-15.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀][▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Direct]: Press to use the Direct Send mode. (See "Direct Sending," on p. 4-54.)

[Hook]: Press to use tone dialing or to send a fax document manually. (See "Manual Sending," on p. 4-52.)



② Press [OK].

 **NOTE**

- You cannot insert a pause at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press © (Clear) to clear your entry.
- If Confirm Entered Fax Numbers in Restrict Access to Destinations in System Setting is set to [On], you should enter the fax number again for confirmation. Enter the fax number you entered in step 2, then press [OK]. (See Chapter 8, “System Settings,” in the Reference Guide.)

## ● Specifying an E-Mail Address (imageCLASS MF7480 Only)

This mode enables you to specify a new e-mail address. You can enter the e-mail message address directly from the keyboard on the touch panel display.

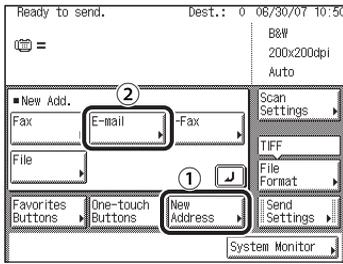
### NOTE

If you send a document via e-mail, the document is sent as a file attached to an e-mail message in the Color or B&W mode.

**1** Press  (SEND).

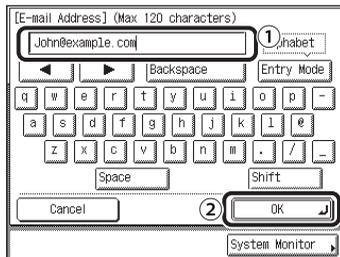
**2** Place your originals.

**3**



- ① Press [New Address].
- ② Press [E-mail].

**4**



- ① Enter the e-mail address (up to 120 characters).
- ② Press [OK].

### NOTE

You can also use  (numeric keys) to enter numbers, and  (Clear) to clear your entry.

## ● Specifying an I-Fax Address (imageCLASS MF7480 Only)

This mode enables you to specify a new I-fax address. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet. You can enter an I-fax address directly from the keyboard on the touch panel display. You can also specify the scan settings and the settings at the destination when using I-fax.

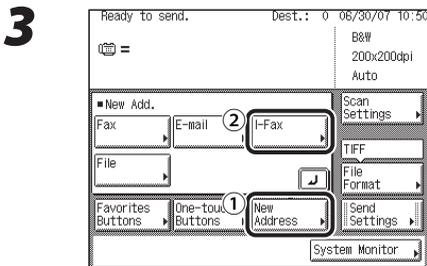
 **NOTE**

The following conditions are always selected:

- Paper Size: LTR  
This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
- File Format: TIFF
- Resolution: B&W 200 x 100 dpi or B&W 200 x 200 dpi

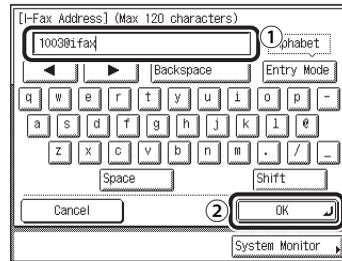
**1** Press  (SEND).

**2** Place your originals.



- ① Press [New Address].
- ② Press [I-Fax].

**4**



- ① Enter the I-fax address (up to 120 characters).
- ② Press [OK].

 **NOTE**

You can also use - (numeric keys) to enter numbers, and  (Clear) to clear your entry.

## ● Specifying a File Server (imageCLASS MF7480 Only)

This section describes the two methods for specifying a file server on the network as the destination of a send job. You can use the keyboard or the Browse key if you select Windows (SMB) as the server protocol.

### NOTE

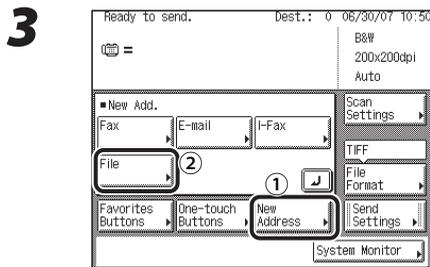
- Windows 2000/XP/Server 2003/Vista restricts the number of users or clients that can be accessed. Once the limit of users or clients has been reached, it is not possible to send documents to a file server using Windows 2000/XP/Server 2003/Vista.
- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- Set the following items when sending to a file server:
  - Protocol
  - Host Name
  - File Path
  - User
  - Password
- For examples of the settings that are needed to send documents to a file server, see Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," in the Reference Guide.
- You can use - (numeric keys) to enter numbers, and  (Clear) to clear your entries.
- If you are sending to an imageWARE Document Manager folder, set the FTP server address specified in imageWARE Gateway as the destination. By using imageWARE Document Manager and the send function of the machine, you can manage digitized paper documents and computer data on the network. For more information on the imageWARE Document Manager, see the imageWARE Gateway manual.

## ■ Using the Keyboard

You can specify a file server as the destination directly from the keyboard displayed on the touch panel display. Press [Host Name], [File Path], [User], and [Password] to specify the file server settings.

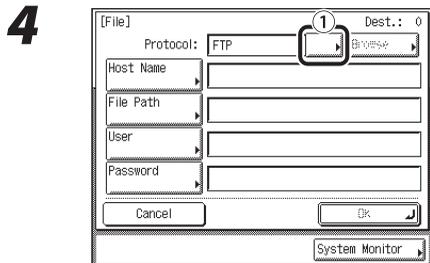
**1** Press  (SEND).

**2** Place your originals.

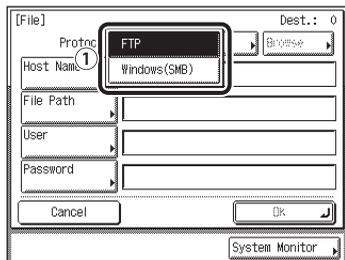


① Press [New Address].

② Press [File].



① Press the Protocol drop-down list.



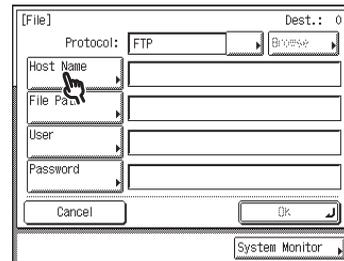
① Select the desired protocol.

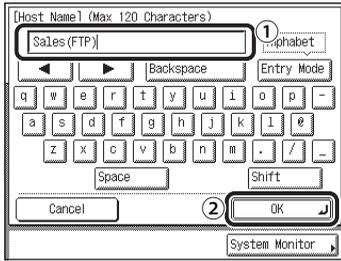
[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2.  
[Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later), or Windows 98/Me/2000/XP/Server 2003/Vista.

### NOTE

If you select [Windows (SMB)] as the server protocol, you can specify the file server by pressing [Browse]. For instructions on using the Browse key, see “Using the Browse Key (Windows (SMB)),” on p. 4-41.

**5**

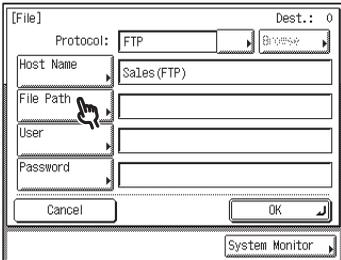
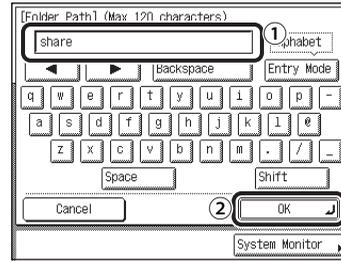


**6**

- ① Enter the host name (up to 120 characters).
- ② Press [OK].

**NOTE**

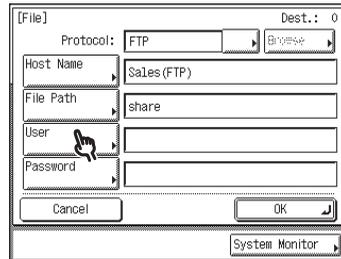
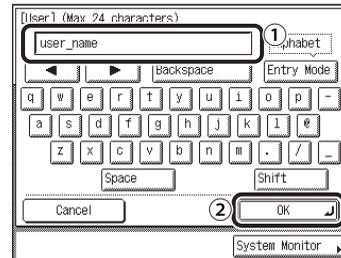
A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to identify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

**7****8**

- ① Enter the file path (up to 120 characters).
- ② Press [OK].

**NOTE**

- A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.
- If you are sending to an imageWARE Document Manager folder, enter the folder name set in imageWARE Gateway.

**9****10**

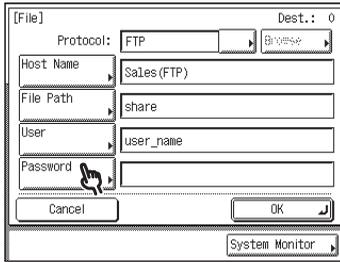
- ① Enter the user name (up to 24 characters).
- ② Press [OK].

**NOTE**

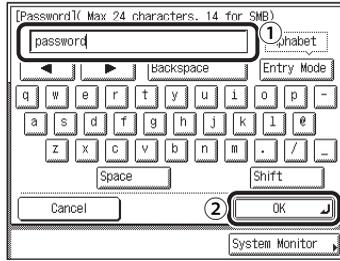
If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway.



# 11



# 12

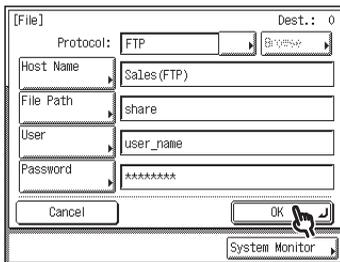


- ① Enter a password (up to 24 characters when [FTP] is selected as the server protocol, or up to 14 when [Windows (SMB)] is selected).
- ② Press [OK].

 **NOTE**

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway.

# 13

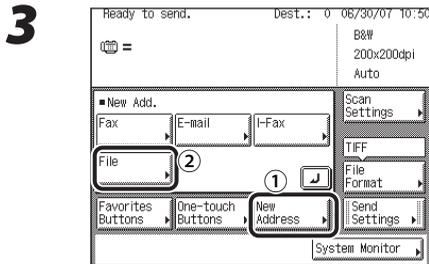


## ■ Using the Browse Key (Windows (SMB))

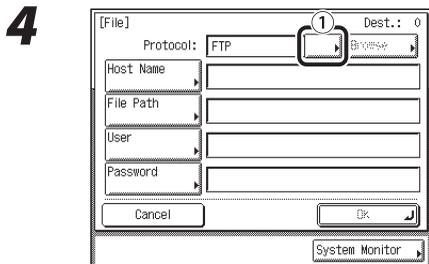
If you select [Windows (SMB)] as the protocol, you can specify a file server connected to a specific network by pressing [Browse] on the File screen. You can specify a file server from a workgroup.

**1** Press **[SEND]** (**SEND**).

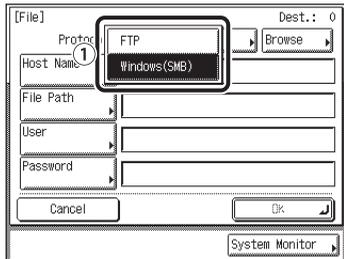
**2** Place your originals.



- 1 Press [New Address].
- 2 Press [File].

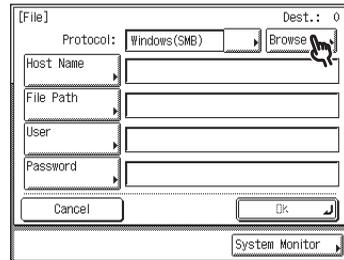


- 1 Press the Protocol drop-down list.



- 1 Select [Windows (SMB)].

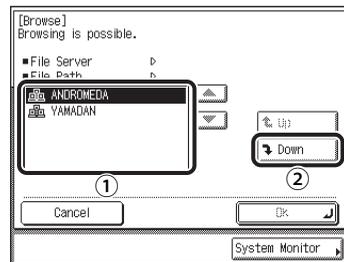
**5**



### NOTE

After turning the main power on, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See Chapter 6, “Network (imageCLASS MF7480/MF7470 Only),” in the Reference Guide.)

**6**



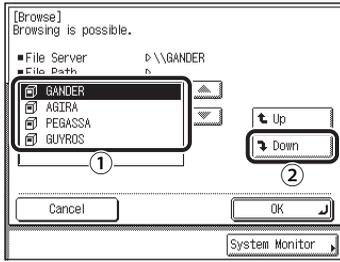
- 1 Select the desired workgroup.
- 2 Press [Down].  
To move up one level, press [Up].

### NOTE

If the desired workgroup is not displayed, press [▼] or [▲] to scroll to the desired workgroup.



7



- ① Select the desired file server.
- ② Press [Down].  
To move up one level, press [Up].

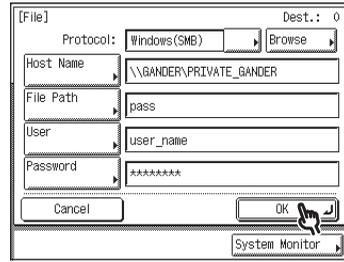
● **If the Enter Network Password screen is displayed:**

- ① Press [User Name].
- ② Enter your user name (up to 24 characters), then press [OK].
- ③ Press [Password].
- ④ Enter your network password (up to 14 characters), then press [OK].
- ⑤ Press [OK].
- ⑥ Press [Down].

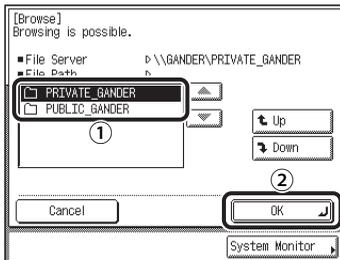
**NOTE**

If the desired file server is not displayed, press [▼] or [▲] to scroll to the desired file server.

9



8



- ① Select the folder on the specified server to which you want to send your documents.
- ② Press [OK].  
To move down one level, press [Down].  
To move up one level, press [Up].

**NOTE**

If the desired folder is not displayed, press [▼] or [▲] to scroll to the desired folder.

# Using the Address Book

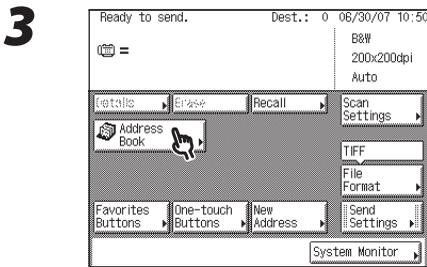
The Address Book is a directory for storing destinations. A maximum of 500 destinations (including 200 one-touch destinations) can be stored. Storing a destination in the Address Book saves you the effort of entering frequently used destinations' addresses each time you send a job.

 **NOTE**

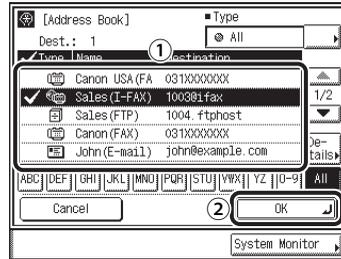
- To use this feature, destinations must be stored in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-58.)
- Address Books can be saved, imported, and transferred using the Remote User Interface. (See Chapter 7, "Remote UI (imageCLASS MF7480/MF7470 Only)," in the Reference Guide.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See "Erasing a Destination," on p. 4-51.)

**1** Press  (**SEND**).

**2** Place your originals.



**4**



- ① Select the desired destination from the Address Book.
- ② Press [OK].

 **NOTE**

- You can select multiple destinations.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the result list by pressing the Type drop-down list.
- You can display the destinations registered in one-touch buttons by selecting One-touch from the Type drop-down list.



- If the registered destination name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- To view the detailed information of a selected destination, select the destination, then press [Details].

# Using the One-Touch Buttons

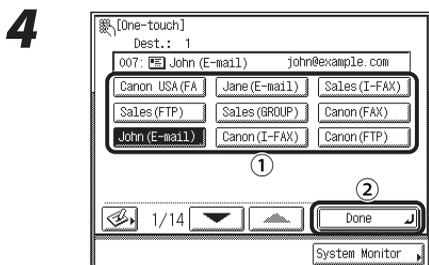
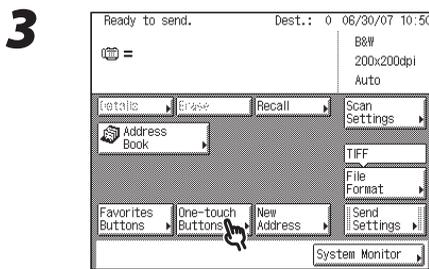
You can specify up to 200 destinations in one-touch buttons. Follow the procedure below to start a transmission and send a document with the press of a one-touch button.

## NOTE

- To use this feature, destinations must be stored in one-touch buttons beforehand. (See “Storing/Editing One-Touch Buttons,” on p. 4-71.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See “Erasing a Destination,” on p. 4-51.)

**1** Press **SEND (SEND)**.

**2** Place your originals.



- ① Select the desired one-touch button.
- ② Press [Done].

## NOTE

- You can select multiple one-touch buttons.
- Each one-touch button is assigned a three-digit number. If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using  $\odot$ - $\odot$  (numeric keys).
- If the desired one-touch button is not displayed, press  $\blacktriangledown$  or  $\blacktriangle$  to scroll to the desired one-touch button.
- To view the detailed information of a selected destination, select the destination, then press [Details].
- To cancel the selected one-touch button, press [One-touch Buttons], then press the selected one-touch button again.

# Using Group Addresses

Group Dialing enables you to specify a group of registered destinations in the Address Book or one-touch buttons. This is useful if you want to send the same document to several destinations. You can register up to 499 destinations in one group.

 **NOTE**

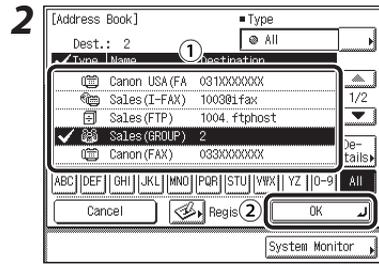
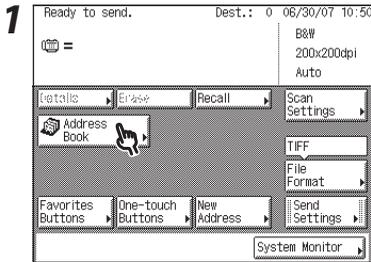
- To use this feature, group addresses must be stored in one-touch buttons or Address Book beforehand. (See “Registering Group Addresses,” on p. 4-67, or “Registering/Editing Group Addresses,” on p. 4-81.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See “Erasing a Destination,” on p. 4-51.)

**1** Press  (SEND).

**2** Place your originals.

**3** Specify a group address.

● **To specify a group from the Address Book:**

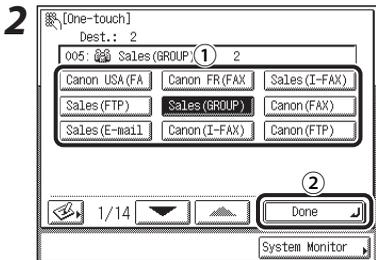
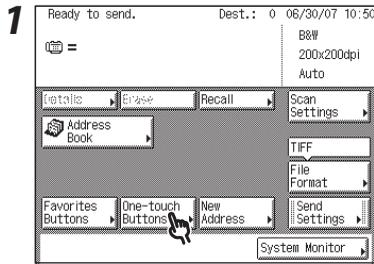


- ① Select the destinations for the group address.
- ② Press [OK].

 **NOTE**

- You can specify multiple groups at the same time.
- To restrict the type of destinations displayed in the result list, press the Type drop-down list, then press [Group].
- To cancel a selected group, select the group again to clear the check mark.
- To view the detailed information of a selected group, select the destination, then press [Details].

● To specify a group from the one-touch buttons:



① Press the one-touch button containing the group address.

② Press [Done].

To specify two or more groups, select all of the desired one-touch buttons containing the group address, then press [Done].

 **NOTE**

To cancel a selected group destination, press the one-touch button again.

# Using the Favorites Buttons

If you frequently send documents with the same document settings to the same destination, store these settings in a favorites button. Then, when you need to specify the destination, all you have to do is select the favorites button containing your stored document settings and the desired destination, and send your document.

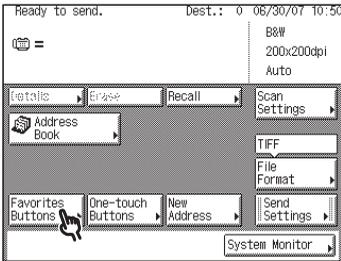
 **NOTE**

- To use this feature, you must first register the desired document settings and destinations in favorites buttons. (See “Storing/Editing Favorites Buttons,” on p. 4-86.)
- To view the detailed information of a selected destination, select the destination, then press [Details].
- You can erase destinations on the Send Basic Features screen before scanning. (See “Erasing a Destination,” on p. 4-51.)

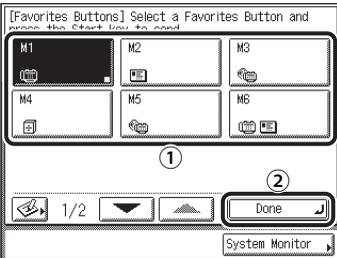
**1** Press  (SEND).

**2** Place your originals.

**3**



**4**



- ① Select the desired Favorites Button.
- ② Press [Done].

 **NOTE**

- If the desired favorites button is not displayed, press [▼] or [▲] to scroll to the desired favorites button.
- You can manually change the recalled settings from the selected favorites button before you send your documents.
- If you press another favorites button, the settings stored in that button are recalled.
- To cancel all settings and return the machine to the Standard mode, press  (Reset).
- If multiple destinations are stored under the selected favorites button, the destinations may not be listed in the order in which they were set.

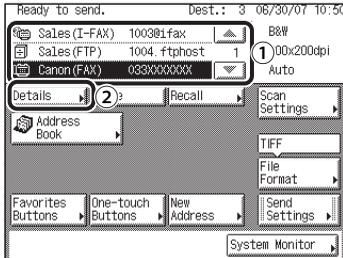
# Checking/Changing a Destination

You can check and change a specified destination before you scan your documents.

## NOTE

Only the destination specified using the New Address tab can be changed.

1



- 1 Select the destination.
- 2 Press [Details].

## NOTE

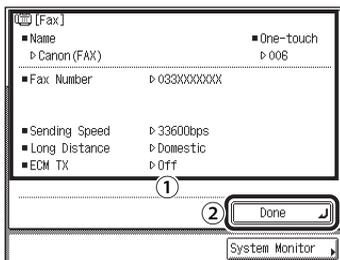
- If only one destination is specified, just press [Details].
- If the destination that you want to check or change is not displayed, press [▼] or [▲] to scroll to the desired destination.

2

## Check or change the destination's information.

- If the destination has been specified using any method other than New Address tab:

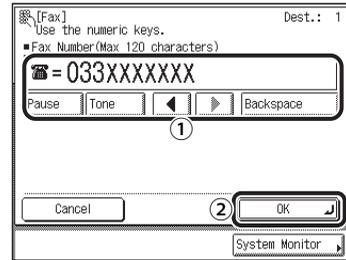
1



- 1 Check the destination's information.
- 2 Press [Done].

- If the destination has been specified using one of the sending methods in the New Address tab:

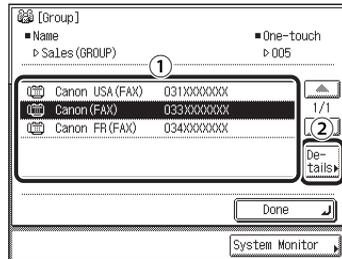
1



- 1 Check or change the destination's information.  
Change the destination's information in the same way that you specified it. (See "Using the New Address Tab," on p. 4-32.)
- 2 Press [OK].

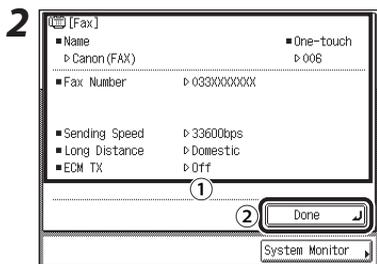
- If the destination is a group address:

1

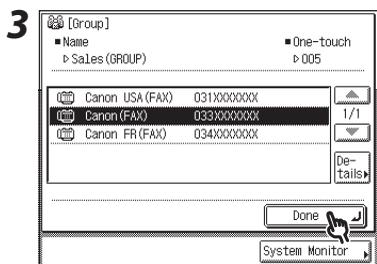


- 1 Select one destination at a time.
- 2 Press [Details].





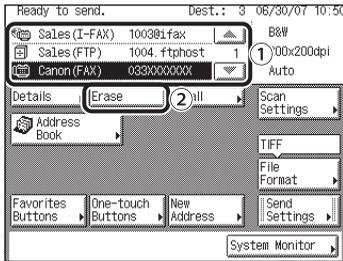
- ① Check the destination's information.
- ② Press [Done]



# Erasing a Destination

You can erase a specified destination from the destination list before you scan your documents.

1



- 1 Select the destination to be erased.
- 2 Press [Erase].

## NOTE

- If only one destination is specified, just press [Erase].
- If the destination that you want to check or change is not displayed, press [▲] or [▼] to scroll to the desired destination.

# Manual Sending

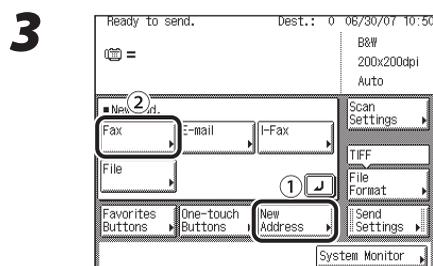
Use manual sending when you want to talk to the recipient before sending a fax document, or if the recipient does not have a fax machine that can receive automatically.

## NOTE

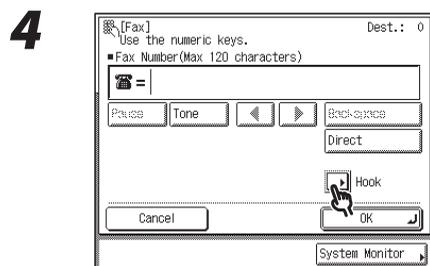
- Manual Sending enables you to send a document consisting of two or more pages only if you use the feeder to send it. You can only send one page at a time when you place your originals on the platen glass.
- If you cancel Manual Sending during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing an Activity Report. (See “Printing the Fax Job Log (Activity Report),” on p. 4-96.)
- You cannot use group dialing for manual sending.

**1** Press  (SEND).

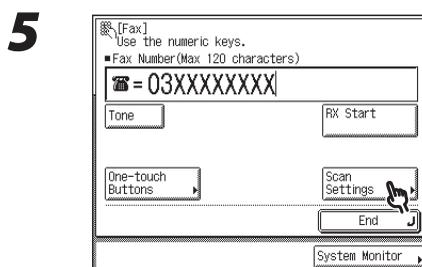
**2** Place your originals.



- ① Press [New Address].
- ② Press [Fax].

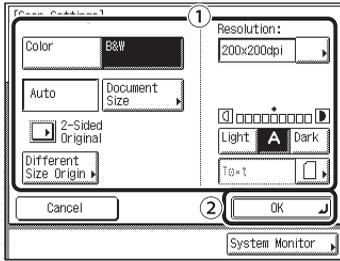


You should hear the dial tone.

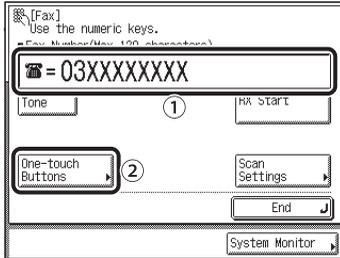


## NOTE

- For instructions on specifying the scan settings, see “Scan Settings,” on p. 4-16.
- For instructions on setting the Stamp mode, see Chapter 4, “Sending and Receiving,” in the Reference Guide.

**6**

- ① Specify the scan settings.
- ② Press [OK].

**7**

- ① Enter the recipient's fax number (up to 120 characters) using ☎-☎ (numeric keys).
- ② You can also specify the destination by pressing [One-touch Buttons].  
You can enter an extension number after dialing the fax number.  
[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.  
[One-touch Buttons]: Press to specify destinations using the one-touch buttons. (See "Using the One-Touch Buttons," on p. 4-45.)  
[Scan Settings]: Press to set the Scan mode. (See "Scan Settings," on p. 4-16.)

**NOTE**

- You cannot use group dialing for manual sending.
- To cancel manual sending, press [End].

**8**

**When you hear a high-pitched tone, press (Start).**

Scanning starts and the document is sent. During the transmission, the transaction number and page number are displayed in the Job Monitor area.

**NOTE**

To cancel manual sending, press [Cancel].

# Direct Sending

**This section describes the procedure for sending a fax with the Direct Sending mode.**

## ● Memory Sending

All of the originals to be sent are first scanned and read into memory, then sent. This means that you do not need to stay near the machine once the originals have been scanned.

## ● Direct Sending

The machine sends each page of the document to the destination as it is scanned. Although Direct Sending is slower than Memory Sending, you can use Direct Sending when you need to send an urgent document ahead of other documents stored in memory.



### **NOTE**

- The memory can hold a total of approximately 1,000 pages for sent and received documents.
- If the memory becomes full, delete unwanted received documents using the System Monitor screen. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
- With Direct Sending, you can send a document of two or more pages only when using the feeder. You can only send one page at a time when you place your original on the platen glass.
- You can specify only one destination at a time for Direct Sending.
- Memory Sending is automatically set when using Delayed Send or when multiple destinations are specified.
- If an error occurs or you cancel transmission in the Direct Sending mode, you can check how many pages have been sent to the destination by printing the Activity Report, or on the Log screen for Fax on the System Monitor screen.

**1** Press **[SEND]** (SEND).

**2** Place your originals.

**3** Specify the destination.



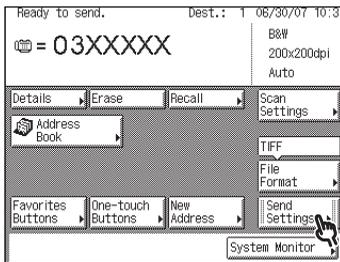
**NOTE**  
For more information on specifying the destination, see “Specifying Destinations,” on p. 4-32.

**4** Specify the desired send options.

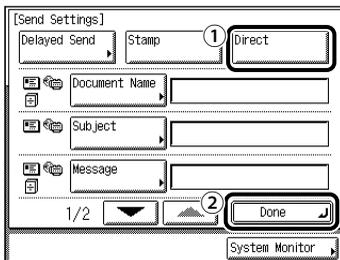


**NOTE**  
For instructions on specifying the scan settings, see “Scan Settings,” on p. 4-16.

**5**



**6**



① Press [Direct].

② Press [Done].

If you specify the destination using **⓪-⓪** (numeric keys) or New Address tab, press [Direct] on the same screen.



- NOTE**
- To cancel Direct sending mode, press [Direct] again.
  - For instructions on setting the Delayed Send or Stamp mode, see Chapter 4, “Sending and Receiving,” in the Reference Guide.

**7**

Press **[Start]**.

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press **[Start]** once for each original. When scanning is complete, press [Done].

As soon as transmission is possible, the original is scanned and sent while scanning is taking place.

During transmission, the transaction number and page number currently being sent are displayed in the Job Monitor area.

If the transmission completes successfully, the message <Sent OK> appears in the message area for approximately two seconds.

After the original has been sent, Direct Sending is canceled automatically.



**NOTE**  
To cancel transmission, press [Cancel] **[Stop]**. Scanning and transmission of documents are canceled from the time you cancel the transmission.

# Job Recall

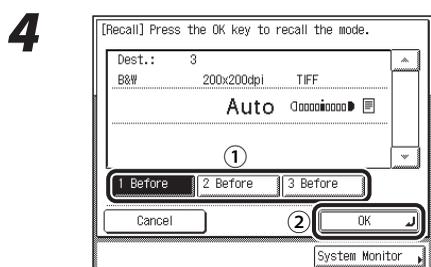
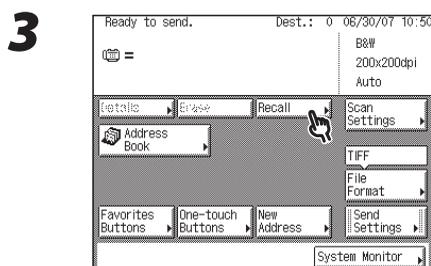
You can recall the last three destinations, scan settings, and send settings that have been set, and then send your documents.

## NOTE

- The machine considers any one of the following operations a send job:
  - When settings, such as the destination, scan settings, and send settings, are specified, and the control panel power switch, **○** (Start), or **○** (Reset) is pressed
  - When the Auto Clear mode activates after the send settings are specified
- The Standard mode is not stored in Recall memory.
- The three most recent settings that were stored in memory are not erased even when the power is turned off.

**1** Press **SEND** (SEND).

**2** Place your originals.



- ① Select [1 Before], [2 Before], or [3 Before].
- ② Confirm the settings, then press [OK].

## NOTE

- If there are more stored Send settings than are currently displayed, you can scroll through the list by pressing [**▼**] or [**▲**].
- You can change the settings for a recalled send job.
- If there are multiple destinations stored in Recall memory, the order of the destinations shown in the list may not correspond to the order in which they were specified.

**5** Press **○** (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display, then press **○** (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

The scanned data is sent to the specified destination when scanning is complete.

# Storing/Editing Address Book

**This machine provides you with various ways to specify the destination besides using the numeric keys. You can register fax numbers, e-mail addresses, I-fax addresses, and file server addresses to the Address Book. Once you have registered destinations, you can specify the destinations in the following ways:**

● Using the Address Book (p. 4-43)

You can specify destinations by pressing [Address Book] and selecting destinations from the Address Book. You can store up to 500 destinations (including 200 one-touch buttons) in the Address Book.

● Using the One-Touch Buttons (p. 4-45)

You can specify destinations by pressing [One-touch Buttons] and then the desired one-touch buttons. You can store up to 200 one-touch buttons.

● Using Group Addresses (p. 4-46)

You can specify groups of destinations registered in the Address Book or one-touch buttons. You can register up to 499 destinations in a group.

● Using the Favorites Buttons (p. 4-48)

You can specify destinations by pressing [Favorites Buttons] and then the desired favorites buttons. You can store up to 18 destinations with document settings.

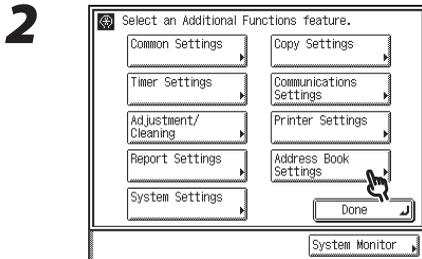
 **NOTE**

- Storing e-mail, I-fax, or file server addresses is available only for the imageCLASS MF7480.
- By storing your own e-mail address, you can specify a reply e-mail address.
- Since each address entry is treated as a single entry, if an e-mail address is registered in a group address, that e-mail address and the group address are counted as two entries.
- You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
- If a password has been set for the Address Book, you must enter the password to enter Address Book Settings menu. Enter the password with Ⓞ-Ⓞ (numeric keys), then press [OK].
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, “Remote UI (imageCLASS MF7480/MF7470 Only),” in the Reference Guide.
- For easy reference, print out the list of recipients registered in the Address Book or one-touch buttons. (See Chapter 11, “Appendix,” in the Reference Guide.)

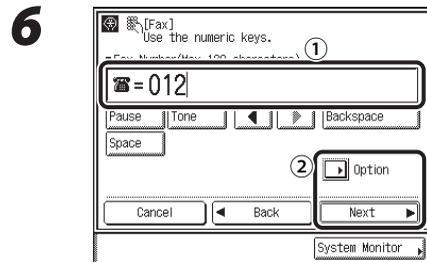
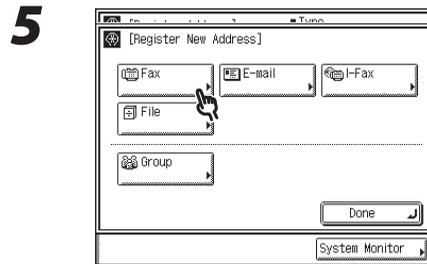
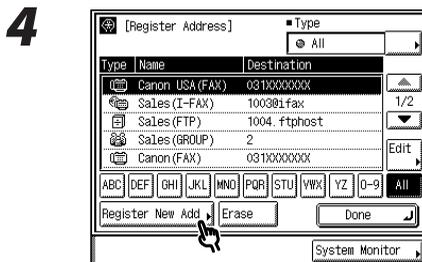
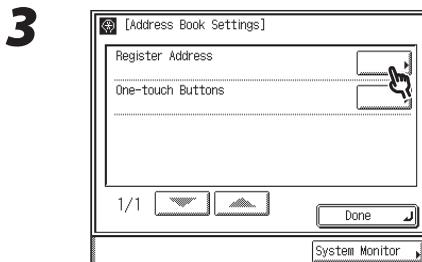
# Storing/Editing Address Book

## ● Registering Fax Numbers

**1** Press **Ⓜ** (Additional Functions).



If a password has been set for the Address Book, enter the password using **Ⓜ-Ⓜ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)



**①** Enter the recipient's fax number (up to 120 characters) using **Ⓜ-Ⓜ** (numeric keys), **Ⓜ**, and **Ⓜ**.

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 12-15.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀] [▶]: Press to move the position of the cursor.

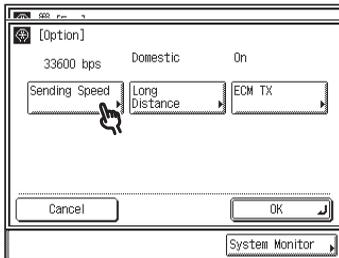
[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

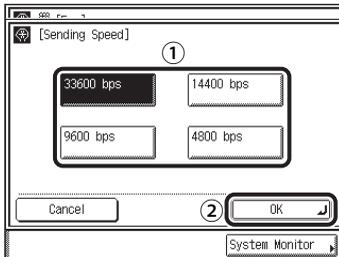
 **NOTE**

- You cannot insert a pause or a space at the beginning of a number.
  - If you enter a pause at the end of the number, the pause is always 10 seconds long.
  - You can press © (Clear) to clear your entry.
- ② Press [Option] or [Next].  
If you want to specify the sending speed, type of call, and ECM TX settings, press [Option] and proceed to step 7. Otherwise, press [Next] and skip to step 15.

**7**



**8**

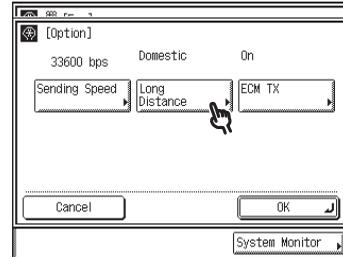


- ① Select the desired sending speed.
- ② Press [OK].

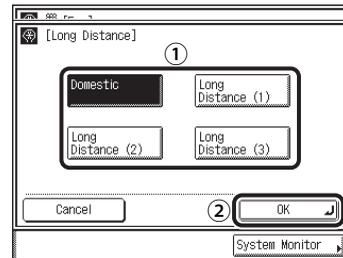
 **NOTE**

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

**9**

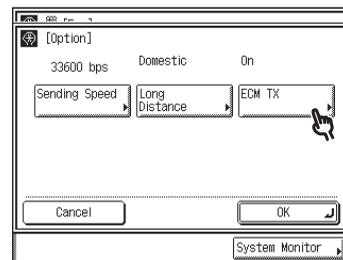


**10**

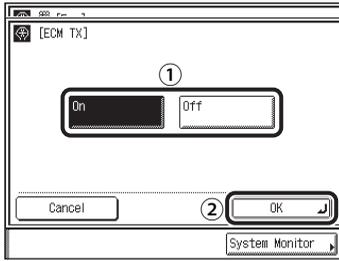


- ① Select the type of call.  
Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].
- ② Press [OK].

**11**

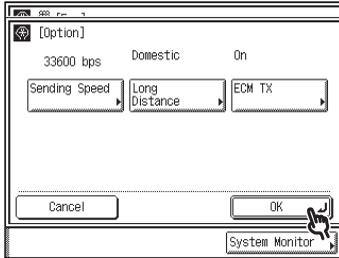


**12**

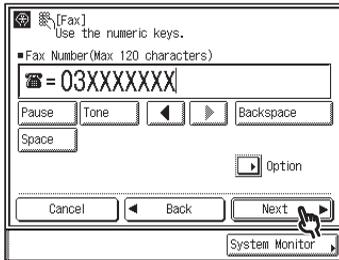


- ① Select [On] or [Off].
- ② Press [OK].

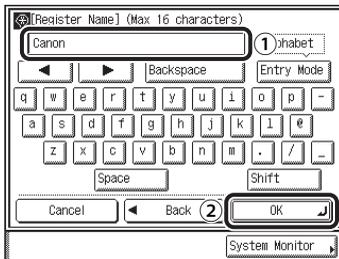
**13**



**14**



**15**



- ① Enter a name for the recipient of the fax (up to 16 characters).
- ② Press [OK].

**NOTE**

The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

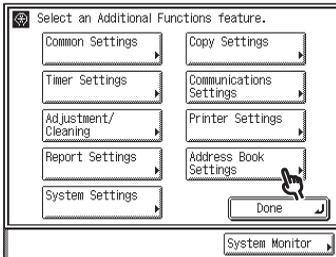
**16**

**Press [Done] repeatedly until the Send Basic Features screen appears.**

## ● Registering E-Mail Addresses

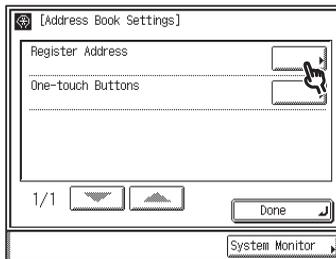
**1** Press **Ⓞ** (Additional Functions).

**2**

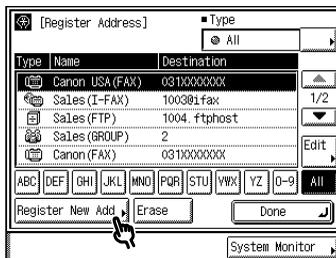


If a password has been set for the Address Book, enter the password using **⓪**–**⓪** (numeric keys), then press **[OK]** to enter the Address Book Settings menu. (See Chapter 8, “System Settings,” in the Reference Guide.)

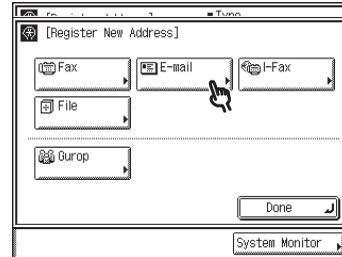
**3**



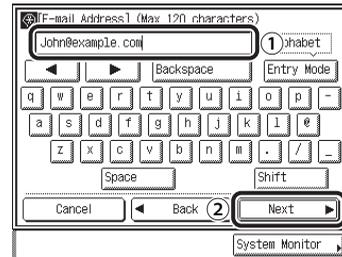
**4**



**5**

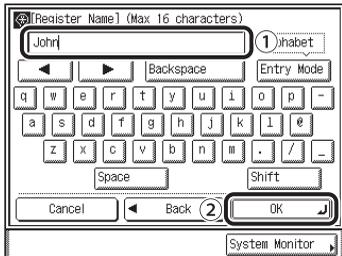


**6**



- 1 Enter the e-mail address (up to 120 characters).
- 2 Press **[Next]**.

**7**



- 1 Enter a name for the e-mail address (up to 16 characters).
- 2 Press **[OK]**.

### NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as **[ABC]** and **[DEF]**, on the Address Book screen.

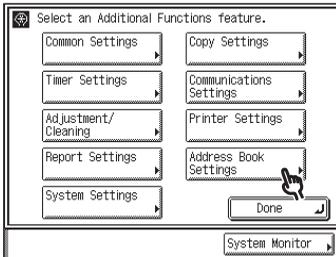


- 8** Press [Done] repeatedly until the Send Basic Features screen appears.

## ● Registering I-Fax Addresses

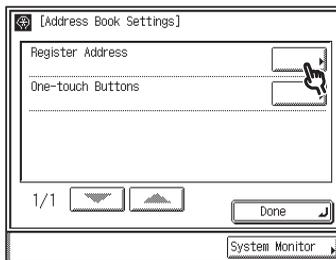
**1** Press **Ⓞ** (Additional Functions).

**2**

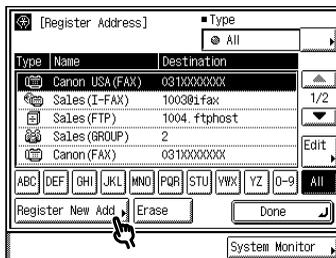


If a password has been set for the Address Book, enter the password using **⓪**–**⓯** (numeric keys), then press **[OK]** to enter the Address Book Settings menu. (See Chapter 8, “System Settings,” in the Reference Guide.)

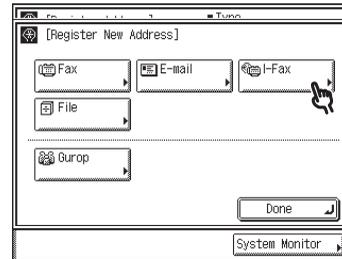
**3**



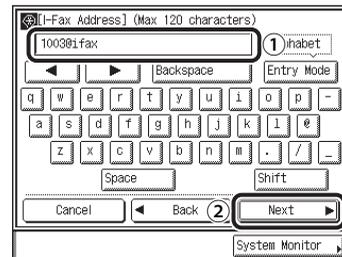
**4**



**5**

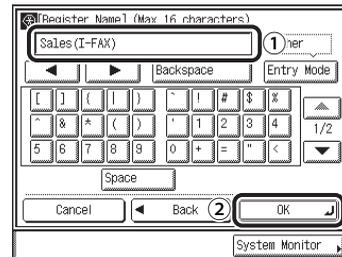


**6**



- 1 Enter the I-fax address (up to 120 characters).
- 2 Press **[Next]**.

**7**



- 1 Enter a name for the I-fax address (up to 16 characters).
- 2 Press **[OK]**.

### NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as **[ABC]** and **[DEF]**, on the Address Book screen.



- 8** Press [Done] repeatedly until the Send Basic Features screen appears.

## ● Registering File Server Addresses

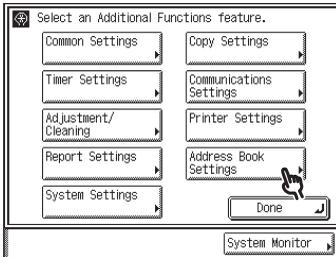


NOTE

If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.

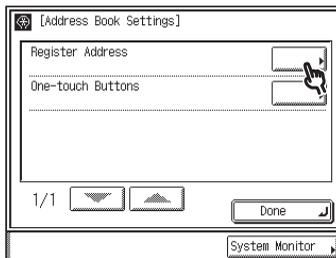
**1** Press **Ⓜ** (Additional Functions).

**2**

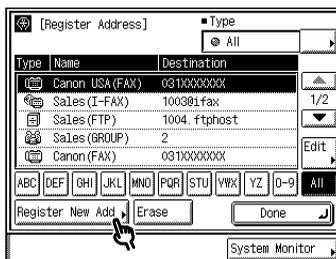


If a password has been set for the Address Book, enter the password using **⓪**–**⓪** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, “System Settings,” in the Reference Guide.)

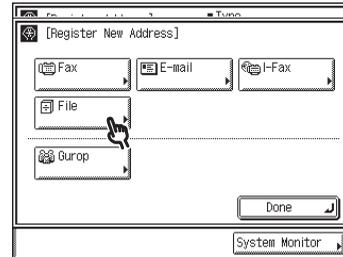
**3**



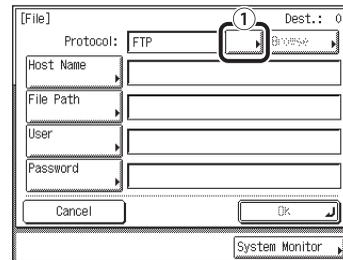
**4**



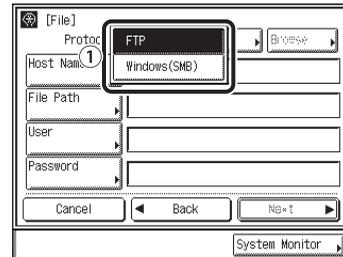
**5**



**6**



① Press the Protocol drop-down list.



① Select the desired protocol.



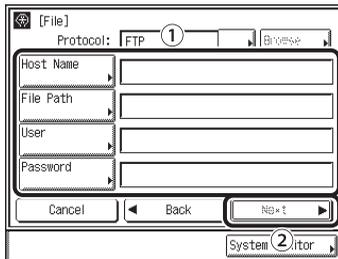
[FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2. [Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later), or Windows 98/Me/2000/XP/Server 2003/Vista.

 **NOTE**

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

**9** **Press [Done] repeatedly until the Send Basic Features screen appears.**

**7**

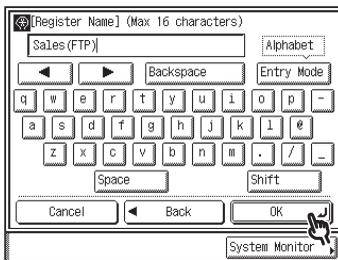


- ① Set [Host Name], [File Path], [User], and [Password].
- ② Press [Next].

 **NOTE**

For instructions on specifying each of the settings for FTP and Windows (SMB), see “Specifying a File Server (imageCLASS MF7480 Only),” on p. 4-37.

**8**



- ① Enter a name for file server address (up to 16 characters).
- ② Press [OK].

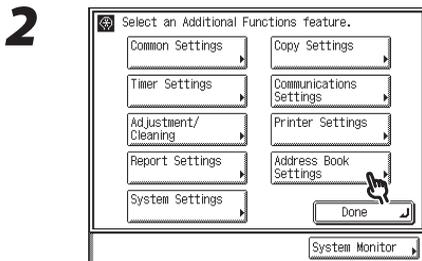
## ● Registering Group Addresses

The Group Address feature enables you to create a group of up to 499 stored destinations as a single destination.

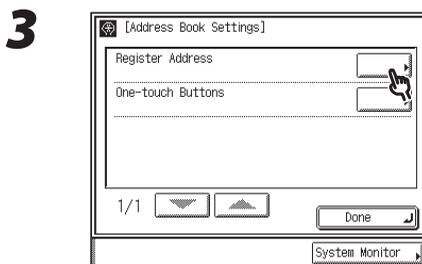
### NOTE

If you want to store a group address, the destinations must be stored beforehand, such as fax numbers, e-mail addresses, and file server addresses.

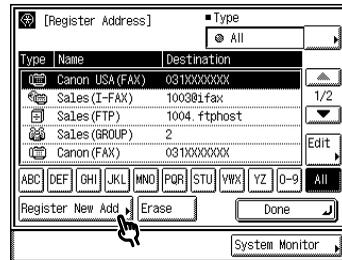
**1** Press **Ⓢ** (Additional Functions).



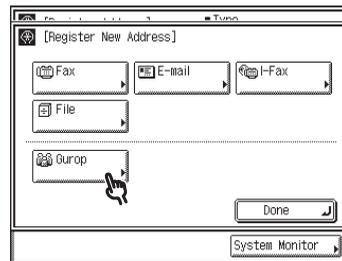
If a password has been set for the Address Book, enter the password using **Ⓢ**–**Ⓢ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, “System Settings,” in the Reference Guide.)



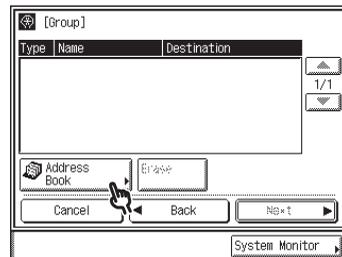
**4**



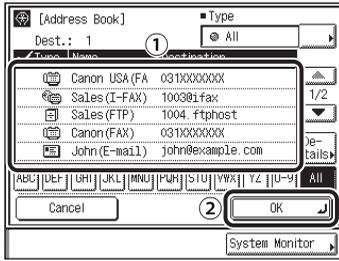
**5**



**6**



7



- ① Select the destinations to store in the group address.
- ② Press [OK].

**NOTE**

- To cancel a selected destination, select the destination again to clear the check mark.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destination. Press [Done] to return to the previous screen.

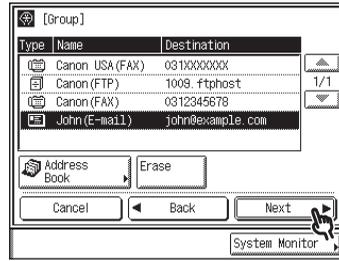
8

**Repeat steps 5 to 7 to add other destinations.**

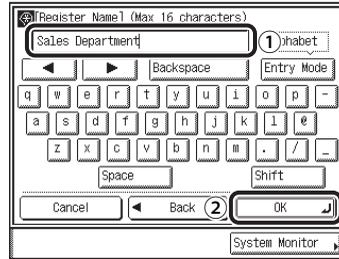
**NOTE**

To erase a destination, select a destination from the group address list, then press [Erase].

9



10



- ① Enter a name for the group address (up to 16 characters).
- ② Press [OK].

**NOTE**

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

11

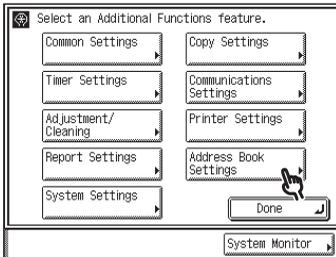
**Press [Done] repeatedly until the Send Basic Features screen appears.**

## ● Editing Address Details

You can change destination details as necessary.

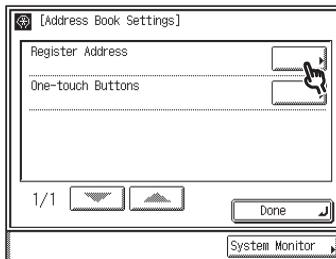
### 1 Press **[F4]** (Additional Functions).

2

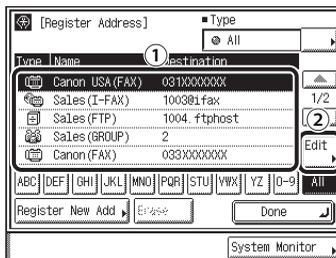


If a password has been set for the Address Book, enter the password using **[0-9]** (numeric keys), then press **[OK]** to enter the Address Book Settings menu. (See Chapter 8, “System Settings,” in the Reference Guide.)

3



4



① Select the destination to be changed.

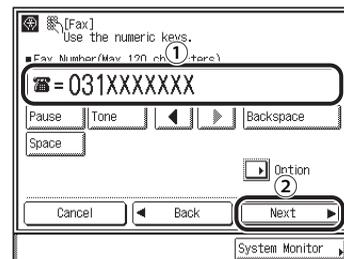
② Press **[Edit]**.

The current settings for the selected destination appear.

### NOTE

- You cannot edit multiple destinations at the same time.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press **[All]** to return to the full address list.
- If the desired destination is not displayed, press **[▼]** or **[▲]** to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press **[Details]** to confirm the detailed information related to the selected destination. Press **[Done]** to return to the previous screen.
- If you select **[All]** in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot edit these destinations. For instructions on editing one-touch buttons, see “Storing/Editing One-Touch Buttons,” on p. 4-71.

5



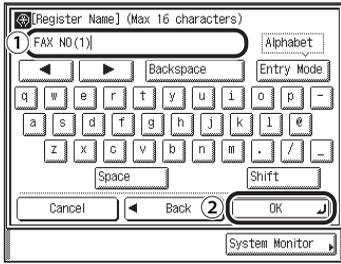
① Edit the address details.

You can only change the name of a destination registered as a group address.

② Press **[Next]**.



# 6



- ① If necessary, edit the address name.
- ② Press [OK].

## NOTE

- For instructions on setting fax numbers, see "Registering Fax Numbers," on p. 4-58.
- For instructions on setting e-mail addresses, see "Registering E-Mail Addresses," on p. 4-61.
- For instructions on setting I-fax addresses, see "Registering I-Fax Addresses," on p. 4-63.
- For instructions on setting file server addresses, see "Registering File Server Addresses," on p. 4-65.
- For instructions on setting group addresses, see "Registering Group Addresses," on p. 4-67.

# 7

**Press [Done] repeatedly until the Send Basic Features screen appears.**

# Storing/Editing One-Touch Buttons

You can store up to 200 destinations in the one-touch buttons. This section describes how to store/edit the destinations with the one-touch button feature.

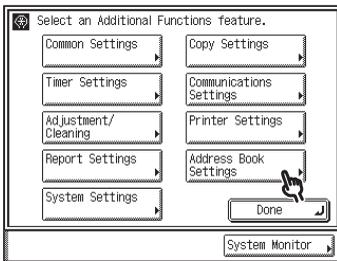
## NOTE

- If Language Switch in Common Settings is set to [On], the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- Destinations stored in one-touch buttons are also displayed in the Address Book.

## ● Registering/Editing Fax Numbers

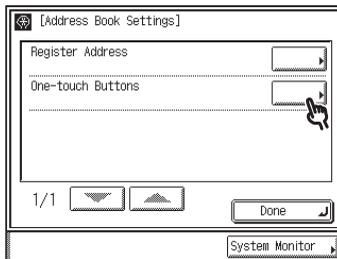
**1** Press **Ⓢ** (Additional Functions).

**2**

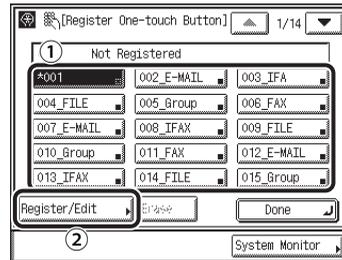


If a password has been set for the Address Book, enter the password using **Ⓢ-Ⓢ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)

**3**



**4**



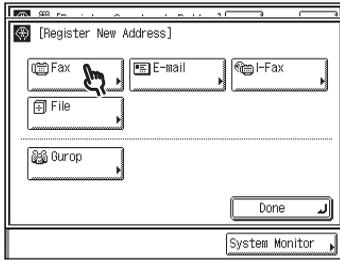
- ① Select a one-touch button to store or change.
- ② Press [Register/Edit].

## NOTE

- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓢ-Ⓢ** (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

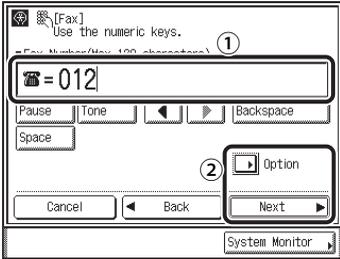


5



If you select a one-touch button already storing a destination, skip this step.

6



① Enter the recipient's fax number (up to 120 characters) using 0-9 (numeric keys), \*, and #.

[Pause]: Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the country code, and at the end of the fax number. (See "Pause Time," on p. 12-15.)

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals. If you press [Tone], the letter <T> appears.

[◀] [▶]: Press to move the position of the cursor.

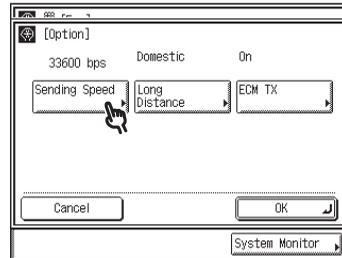
[Backspace]: Press to delete the number or character immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

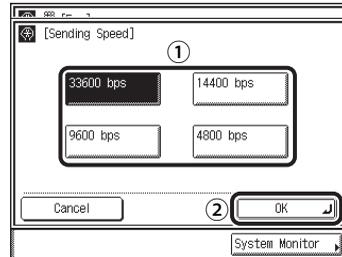
**NOTE**

- You cannot insert a pause or a space at the beginning of a number.
  - If you enter a pause at the end of the number, the pause is always 10 seconds long.
  - You can press Ⓢ (Clear) to clear your entry.
- ② Press [Option] or [Next].  
If you want to specify the sending speed, type of call, and ECM TX settings, press [Option] and proceed to step 7. Otherwise, press [Next] and skip to step 15.

7



8

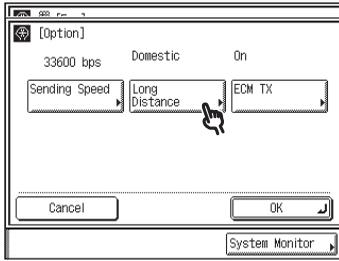


- ① Select the desired sending speed.  
② Press [OK].

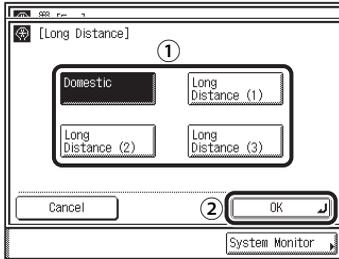
**NOTE**

If your document transmissions are slow in starting, this may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select [33600 bps], [14400 bps], [9600 bps], or [4800 bps].

9

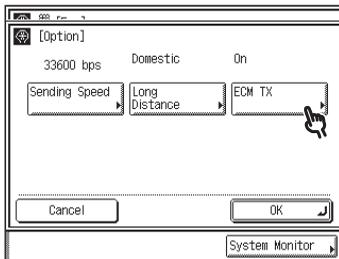


10

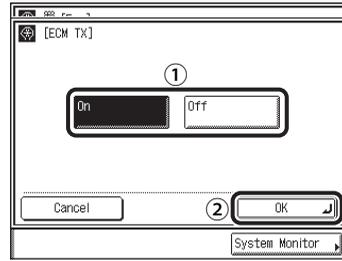


- ① Select the type of call.  
Select [Domestic] for dialing domestic (local) telephone numbers. Select [Long Distance (1)] if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting [Long Distance (2)] or [Long Distance (3)].
- ② Press [OK].

11

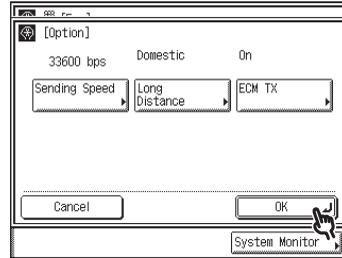


12

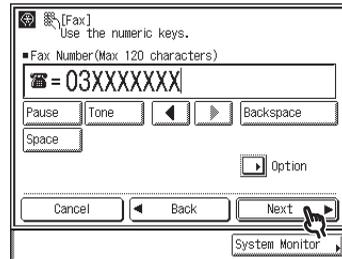


- ① Select [On] or [Off].
- ② Press [OK].

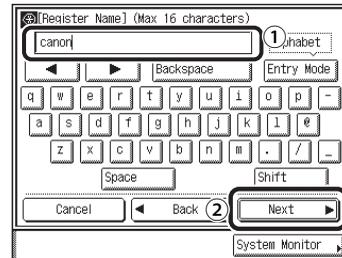
13



14



15



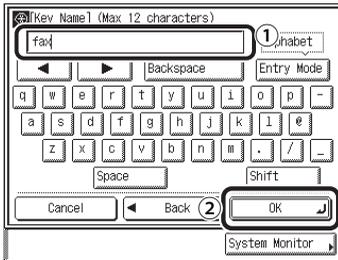
- ① Enter a name for the recipient of the fax (up to 16 characters).
- ② Press [OK].



 **NOTE**

The first character you enter for the name is used for sorting the destination list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

**16**



- ① Enter a name for the one-touch button (up to 12 characters).
- ② Press [OK].

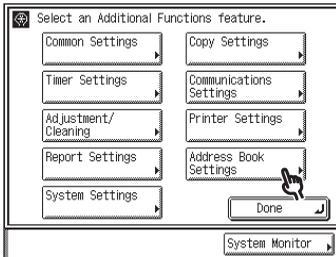
**17**

**Press [Done] repeatedly until the Send Basic Features screen appears.**

## ● Registering/Editing E-Mail Addresses

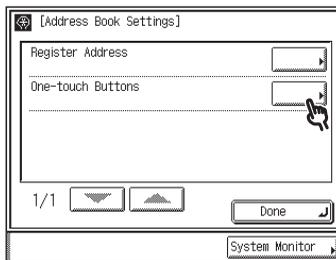
### 1 Press **Ⓞ** (Additional Functions).

2

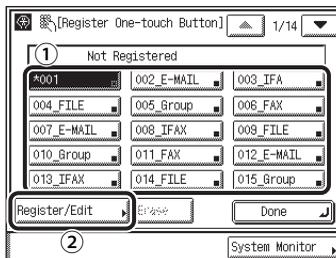


If a password has been set for the Address Book, enter the password using **Ⓞ-Ⓞ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)

3



4

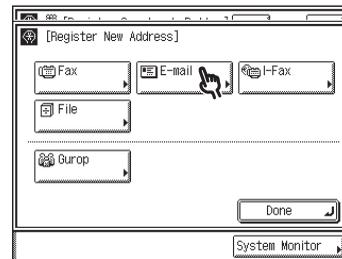


- 1 Select a one-touch button to store or change.
- 2 Press [Register/Edit].

### **NOTE**

- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓞ-Ⓞ** (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

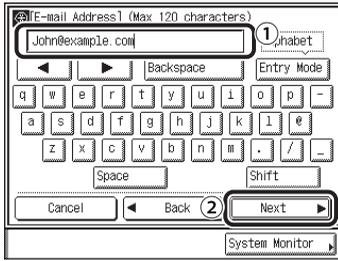
5



If you select a one-touch button already storing a destination, skip this step.

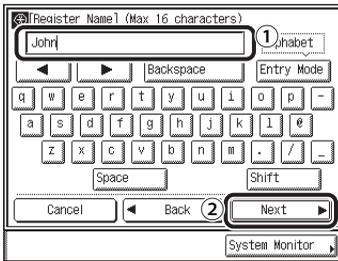


6



- ① Enter the e-mail address (up to 120 characters).
- ② Press [Next].

7

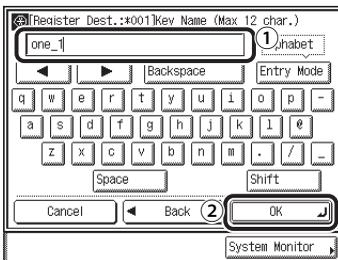


- ① Enter a name for the e-mail address (up to 16 characters).
- ② Press [OK].

 **NOTE**

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

8



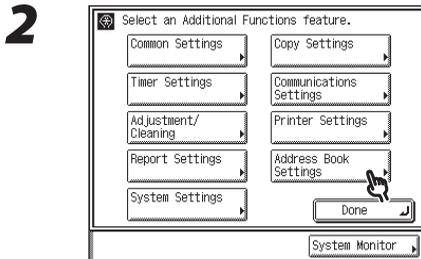
- ① Enter a name for the one-touch button (up to 12 characters).
- ② Press [OK].

9

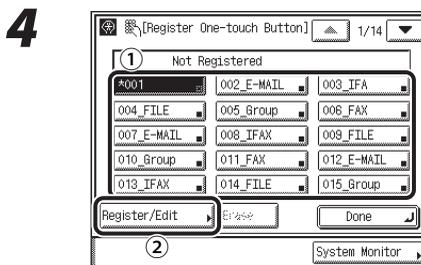
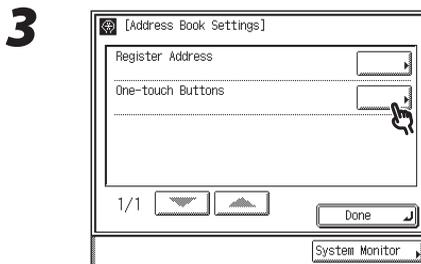
Press [Done] repeatedly until the Send Basic Features screen appears.

## ● Registering/Editing I-Fax Addresses

**1** Press **Ⓞ** (Additional Functions).



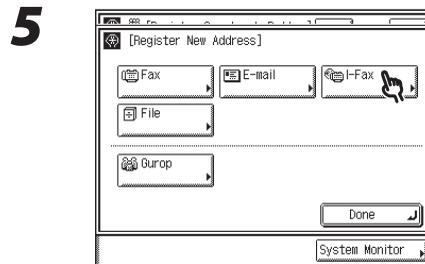
If a password has been set for the Address Book, enter the password using **Ⓞ-Ⓞ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)



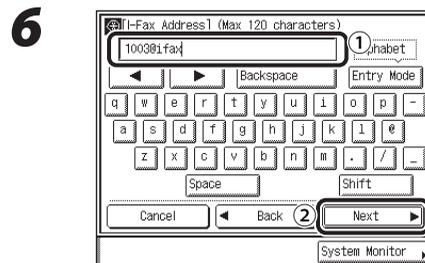
- ① Select a one-touch button to store or change.
- ② Press [Register/Edit].

### NOTE

- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓞ-Ⓞ** (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.



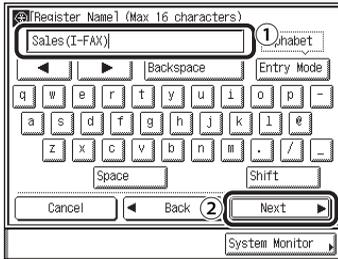
If you select a one-touch button already storing a destination, skip this step.



- ① Enter the I-fax address (up to 120 characters).
- ② Press [Next].



# 7

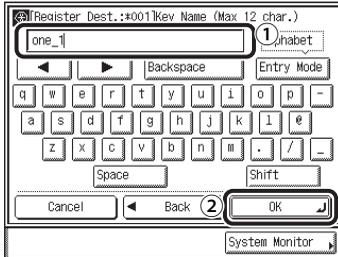


- 1 Enter a name for the I-fax address (up to 16 characters).
- 2 Press [OK].

### NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

# 8



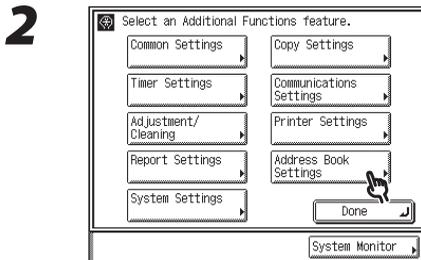
- 1 Enter a name for the one-touch button (up to 12 characters).
- 2 Press [OK].

# 9

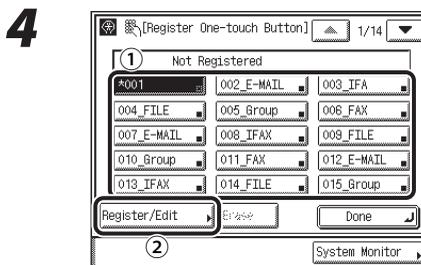
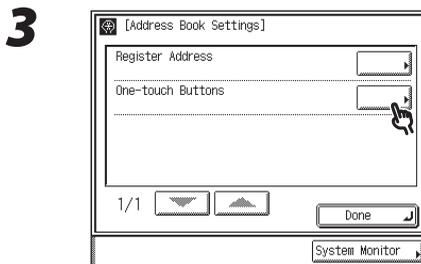
**Press [Done] repeatedly until the Send Basic Features screen appears.**

## ● Registering/Editing File Server Addresses

**1** Press **Ⓞ** (Additional Functions).



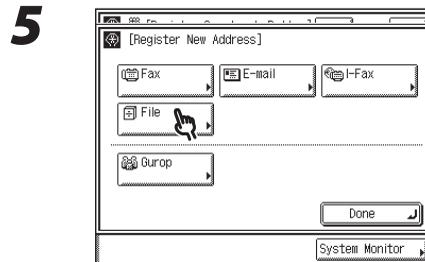
If a password has been set for the Address Book, enter the password using **Ⓞ-Ⓞ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)



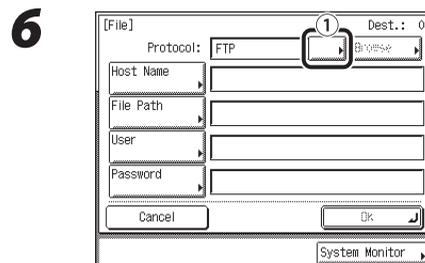
- ① Select a one-touch button to store or change.
- ② Press [Register/Edit].

### NOTE

- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓞ-Ⓞ** (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.

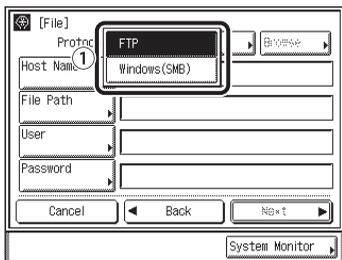


If you select a one-touch button already storing a destination, skip this step.



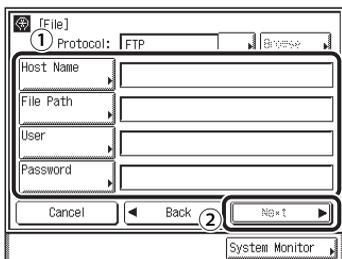
- ① Press the Protocol drop-down list.





- ① Select the desired protocol.  
 [FTP]: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server, Internet Information Services 7.0 under Windows Vista, or Red Hat Linux 7.2.  
 [Windows (SMB)]: Select this protocol if you are sending documents to a computer running UNIX/Linux (Samba 2.2.8a or later), or Windows 98/Me/2000/XP/Server 2003/Vista.

7

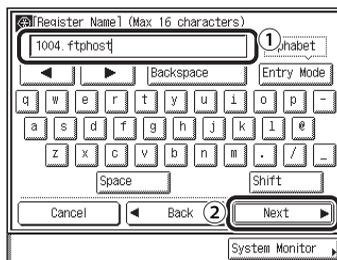


- ① Set [Host Name], [File Path], [User], and [Password].  
 ② Press [Next].

**NOTE**

For instructions on specifying each of the settings for FTP and Windows (SMB), see “Specifying a File Server (imageCLASS MF7480 Only),” on p. 4-37.

8

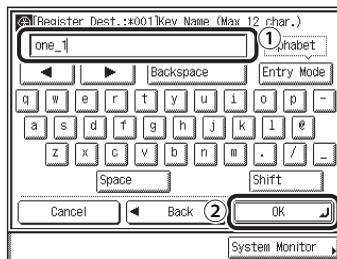


- ① Enter a name for file server address (up to 16 characters).  
 ② Press [OK].

**NOTE**

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

9

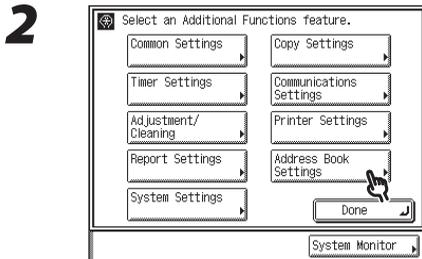


- ① Enter a name for the one-touch button (up to 12 characters).  
 ② Press [OK].

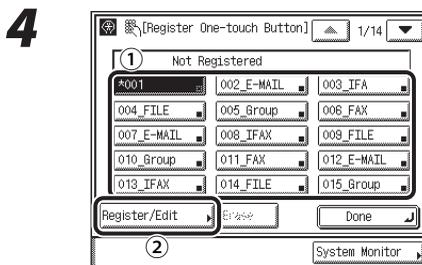
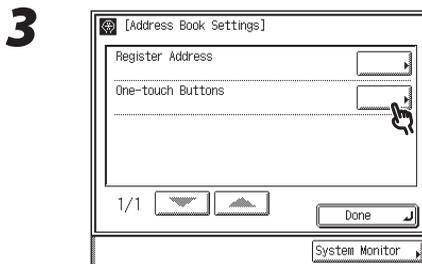
**10 Press [Done] repeatedly until the Send Basic Features screen appears.**

## ● Registering/Editing Group Addresses

**1** Press **Ⓞ** (Additional Functions).



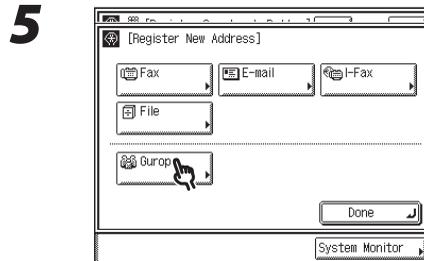
If a password has been set for the Address Book, enter the password using **Ⓞ-Ⓞ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)



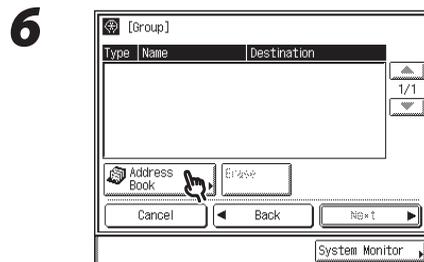
- ① Select a one-touch button to store or change.
- ② Press [Register/Edit].

### NOTE

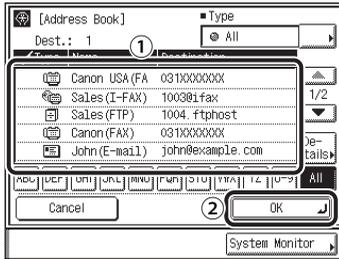
- If the desired one-touch button is not displayed, press **▼** or **▲** to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓞ-Ⓞ** (numeric keys).
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.



If you select a one-touch button already storing a group address, skip this step.



7

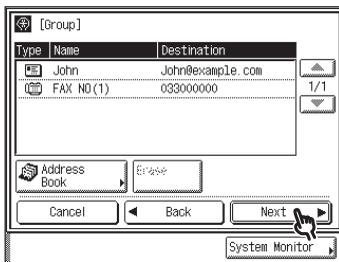


- ① Select the destinations to store in the group address.
- ② Press [OK].

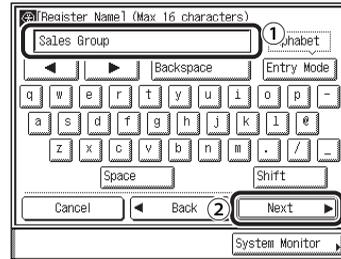
#### NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.
- If the desired destination is not displayed, press [▼] or [▲] to scroll to the desired destination.
- Only destinations that are already stored in one-touch buttons can be selected as part of a one-touch button group address.
- You can select a destination and press [Details] to confirm the detailed information related to the selected destination. Press [Done] to return to the previous screen.

8



9

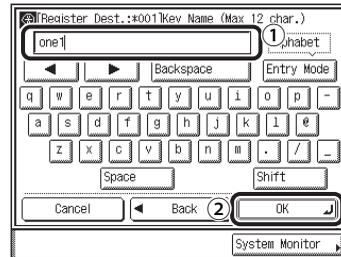


- ① Enter a name for the group (up to 16 characters).
- ② Press [Next].

#### NOTE

The first character that you enter for the name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen.

10



- ① Enter a name for the one-touch button (up to 12 characters).
- ② Press [OK].

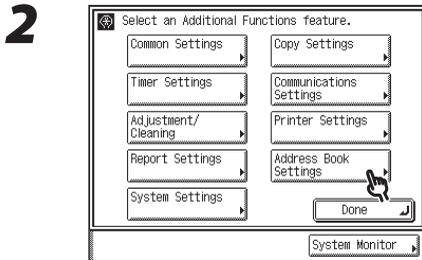
11

**Press [Done] repeatedly until the Send Basic Features screen appears.**

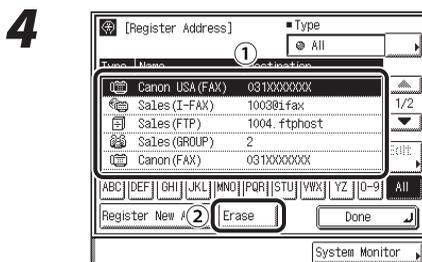
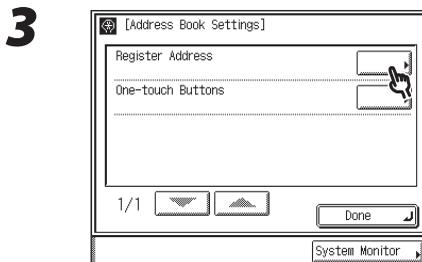
# Erasing Addresses

## ● Erasing Addresses from the Address Book

**1** Press **Ⓜ** (Additional Functions).



If a password has been set for the Address Book, enter the password using **Ⓜ-Ⓜ** (numeric keys), then press **[OK]** to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)

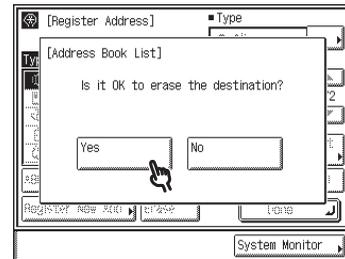


- 1 Select the destination to be erased.
- 2 Press **[Erase]**.

### NOTE

- You cannot erase multiple destinations at the same time.
- Press the alphanumeric keys (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press **[All]** to return to the full address list.
- If the desired destination is not displayed, press **[▼]** or **[▲]** to scroll to the desired destination.
- You can restrict the type of destinations displayed in the results list by pressing the Type drop-down list.
- You can select a destination and press **[Details]** to confirm the detailed information related to the selected destination. Press **[Done]** to return to the previous screen.
- If you select **[All]** in the Address Book drop-down list, the destinations stored in the one-touch buttons are displayed. However, you cannot erase these destinations. For instructions on erasing one-touch buttons, see "Erasing One-Touch Buttons," on p. 4-85.

**5**



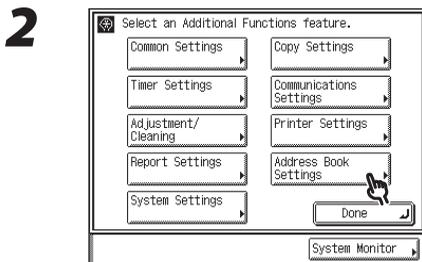
To cancel erasing, press **[No]**. The message **<Erased.>** appears for approximately two seconds on the touch panel display.



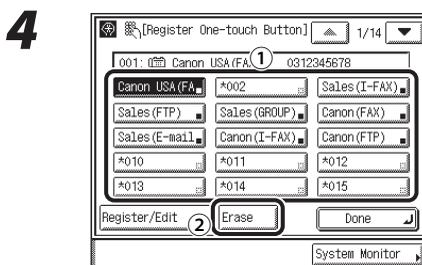
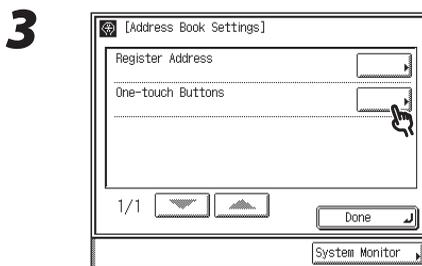
- 6** Press [Done] repeatedly until the Send Basic Features screen appears.

## ● Erasing One-Touch Buttons

**1** Press **Ⓞ** (**Additional Functions**).



If a password has been set for the Address Book, enter the password using **Ⓞ-Ⓞ** (numeric keys), then press [OK] to enter the Address Book Settings menu. (See Chapter 8, "System Settings," in the Reference Guide.)



- 1 Select a one-touch button containing the destination(s) you want to erase.
- 2 Press [Erase].

### NOTE

- If the desired one-touch button is not displayed, press [▼] or [▲] to scroll to the desired one-touch button.
- You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using **Ⓞ-Ⓞ** (numeric keys).
- Make sure that you verify the settings first before you erase them.
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- If you register multiple destinations as a group address in a one-touch button, the number of destinations registered in the group address is displayed.



To cancel erasing, press [No]. The message <Erased.> appears for approximately two seconds on the touch panel display.

**6** Press [Done] repeatedly until the Send Basic Features screen appears.

# Storing/Editing Favorites Buttons

You can set any possible combination of send settings and register them in a favorites button in memory. There are 18 favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.

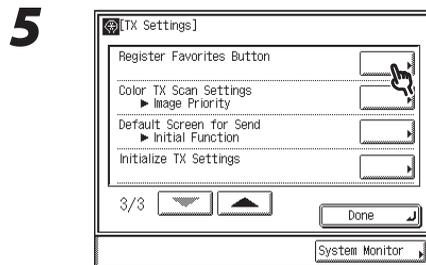
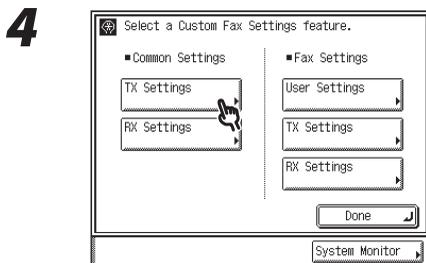
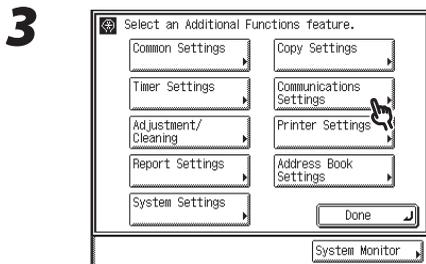
 **NOTE**

- The send settings registered as favorites buttons in memory are not erased, even if the power is turned off.
- If an address included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.

## ● Registering/Editing a Favorites Button

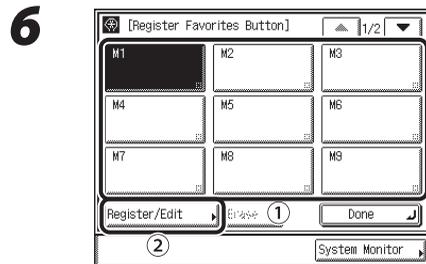
**1** Specify the send settings that you want to register.

**2** Press  (Additional Functions).



 **NOTE**

If the desired setting is not displayed, press  or  to scroll to the desired setting.

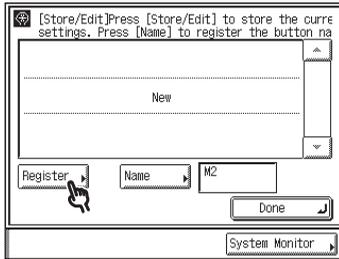


- ① Select a Favorites Button ([M1] to [M18]) for registering the send settings.
- ② Press [Register/Edit].

 **NOTE**

- If the desired Favorites Button is not displayed, press  or  to scroll to the desired Favorites Button.
- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.

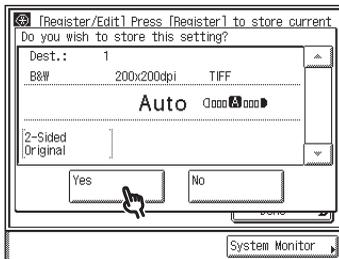
7



**NOTE**

- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

8

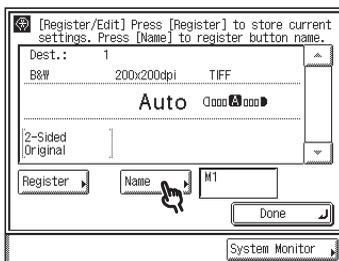


The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

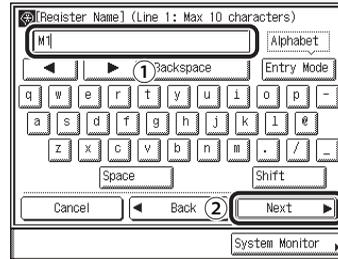
**NOTE**

- To cancel storing the settings, press [No].
- If you select a key that already has settings stored in it, a screen appears asking for your confirmation to overwrite the previous settings appears. To overwrite the setting, press [Yes]. To cancel overwriting the settings, press [No].

9

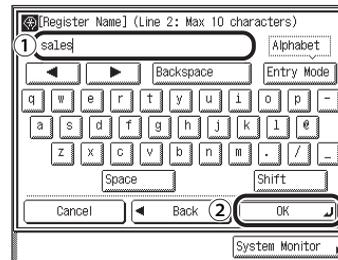


10



- 1 Enter a name for line 1 (up to 10 characters).
- 2 Press [Next].

11



- 1 Enter a name for line 2 (if necessary) (up to 10 characters).
- 2 Press [OK].

**NOTE**

- Two lines can be used for a favorites button name.
- If you press [OK] without entering any characters, the key name reverts to its current name (default: M1 to M18).

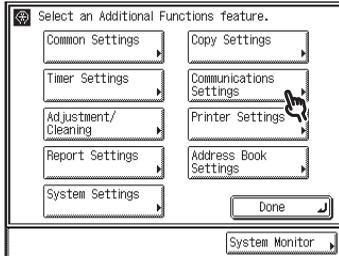
12

**Press [Done] repeatedly until the Send Basic Features screen appears.**

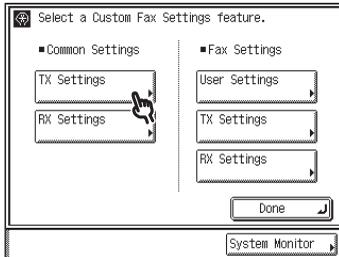
## ● Erasing a Favorites Button

**1** Press **[Ⓜ]** (Additional Functions).

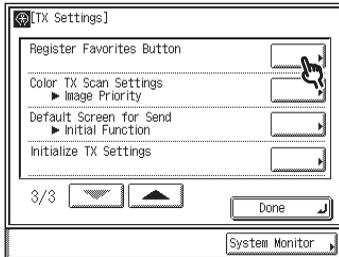
**2**



**3**



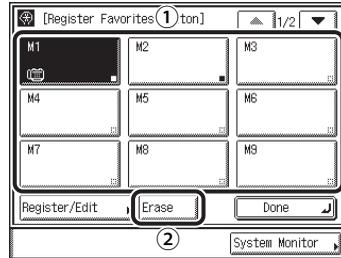
**4**



**NOTE**

If the desired setting is not displayed, press **[▼]** or **[▲]** to scroll to the desired setting.

**5**

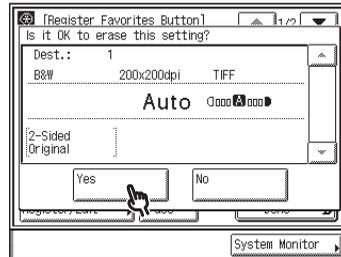


- ① Select a Favorites Button with the send settings that you want to erase.
- ② Press **[Erase]**.  
A screen appears, asking for your confirmation to erase the settings.

**NOTE**

- If the desired Favorites Button is not displayed, press **[▼]** or **[▲]** to scroll to the desired Favorites Button.
- Make sure to check the settings first before erasing them.
- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.

**6**



To cancel erasing the settings, press **[No]**. The message **<Erased.>** appears for approximately two seconds on the touch panel display.

**NOTE**

- If there are more stored send settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].
- Key names are not erased. For instructions on changing a key name, see "Registering/Editing a Favorites Button," on p. 4-86.

**7**

**Press [Done] repeatedly until the Send Basic Features screen appears.**

# Canceling TX Jobs

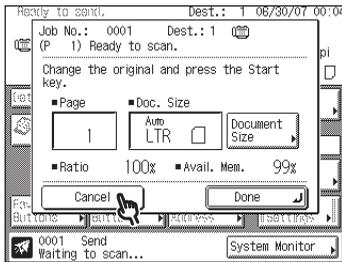
You can cancel a job using the touch panel display or System Monitor screen, or by pressing  (Stop).

## Using the Touch Panel Display

You can cancel a send job by pressing [Cancel], while the job is being scanned.

---

**1**



**2** Remove your originals.

## Using the Stop Key

You can cancel a send job by pressing  (Stop), while the job is being scanned.

---

**1**

Press  (Stop).

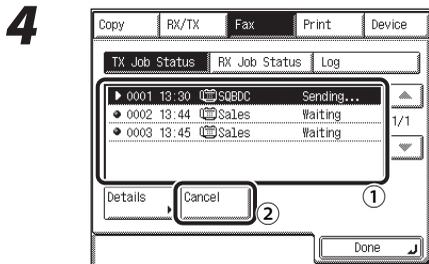
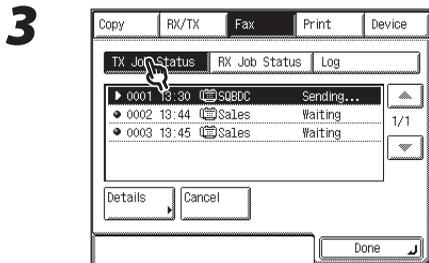
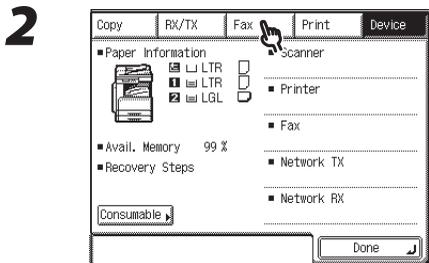
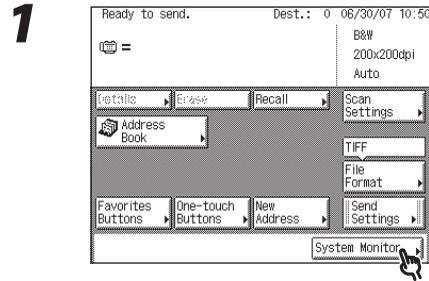
**2**

Remove your originals.

# Using the System Monitor Screen

You can cancel a send job while it is being sent or waiting to be sent, or a fax receive job while it is being received.

## ● Fax

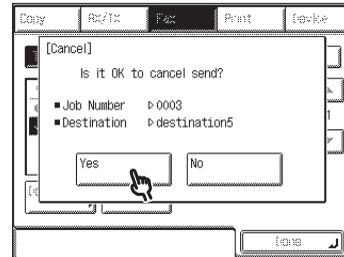


- ① Select the job that you want to cancel.
- ② Press [Cancel].

## NOTE

- If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.
- If a job is in the process of being sent, it may not be canceled even if you press [Cancel].
- If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

## 5



If you do not want to cancel the job, press [No].

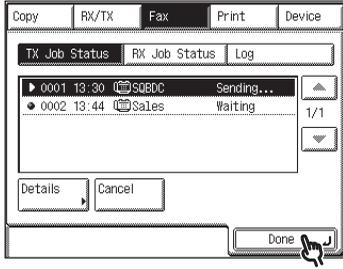
The message <Canceling...> appears for approximately two seconds on the touch panel display.

## NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

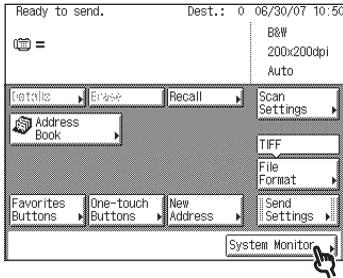


6

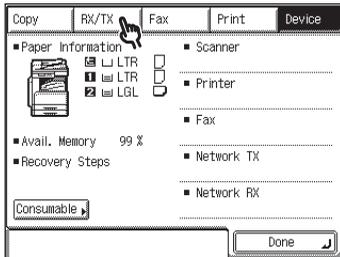


## ● E-Mail, I-Fax, or Sending to a File Server

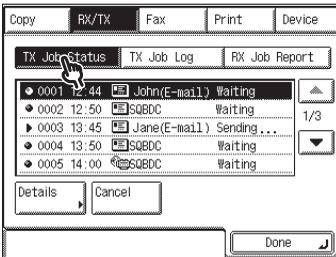
1



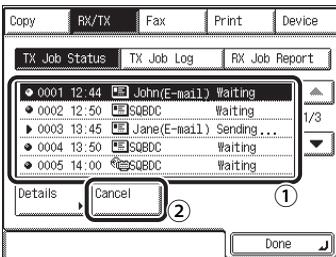
2



3



4

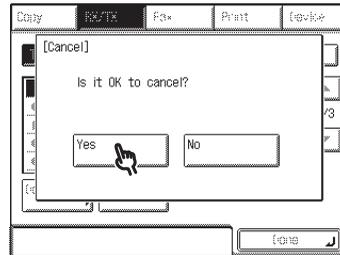


- ① Select the job that you want to cancel.
- ② Press [Cancel].

### NOTE

- If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.
- If a job is in the process of being sent, it may not be canceled even if you press [Cancel].
- If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

5



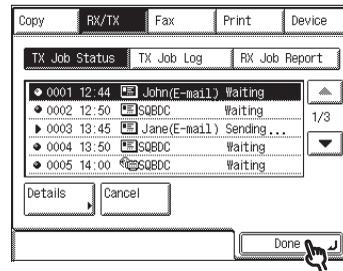
If you do not want to cancel the job, press [No].

The message <Canceling...> appears for approximately two seconds on the touch panel display.

### NOTE

The canceled job is displayed as <NG> (No Good) on the TX Job Log screen.

6



# Checking TX Jobs

System monitor enables you to view the transmission results, and monitor the status of the send jobs.

## Checking the Status of Fax Jobs

This section describes how to check the status of fax jobs.

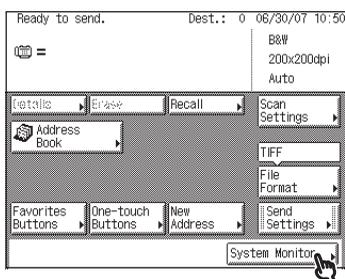
### NOTE

- If Job Log Display in System Settings is set to [Off], [Log] is not displayed on the System Monitor screen.
- The maximum numbers of jobs that are displayed are:
  - TX Job Status screen: 70 jobs
  - Log screen: 128 jobs
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

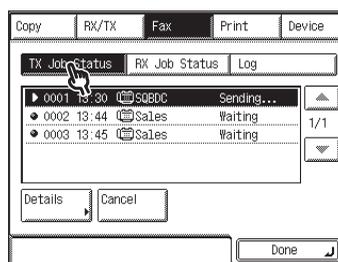
### ● Checking Fax Job Details

You can check the detailed information of any fax job, such as the destination and the date and time the job was specified.

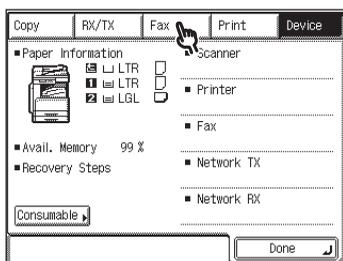
1



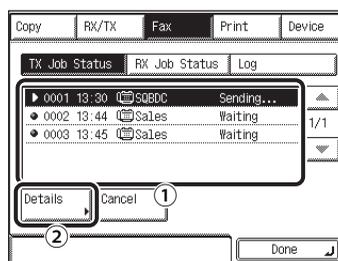
3



2



4



- ① Select the job whose detailed information you want to check.
- ② Press [Details].

 **NOTE**

- If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- You can cancel TX jobs which are being sent or waiting to be sent by pressing [Cancel] in [TX Job Status]. For more information, see "Using the System Monitor Screen," on p. 4-91.

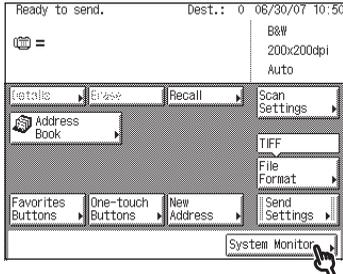
**5** Check the details of the selected job.

**6** Press [Done] repeatedly until the Send Basic Features screen appears.

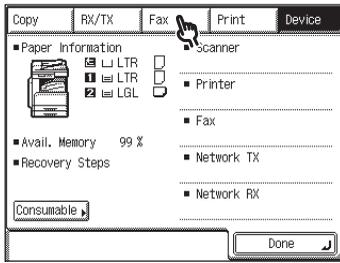
# Printing the Fax Job Log (Activity Report)

You can print the Activity Report which includes the transmission's start time, destination, job number, transmission mode, number of pages, and transmission result.

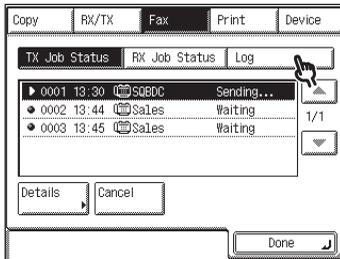
1



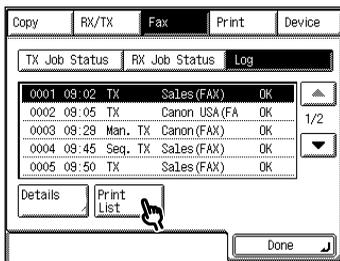
2



3



4



## NOTE

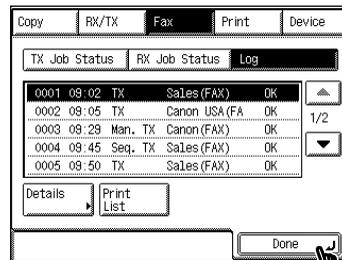
- Fax jobs sent from the fax driver are not printed in the Activity Report.
- The Fax Job Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-25.)

5



To cancel printing, press [No].  
The Activity Report is printed.

6



# Checking the Status of Send Jobs (imageCLASS MF7480 Only)

This section describes how to check/change the status of send jobs.

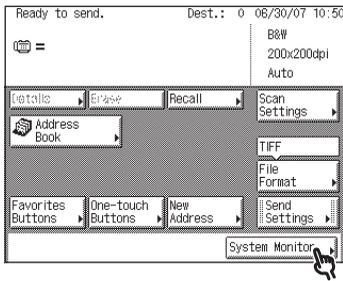
## NOTE

- If Job Log Display in System Settings is set to [Off], [TX Job Log] is not displayed on the System Monitor screen.
- Send jobs to e-mail, I-fax, and file servers can be checked.
- The maximum numbers of jobs that are displayed are:
  - Job status screen: 70 jobs
  - Job log screen: 128 jobs
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

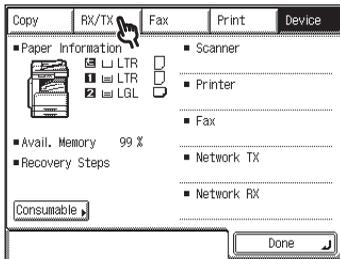
## ● Checking Send Job Details

You can check the detailed information of any send job, such as the destination and the date and time the job was specified.

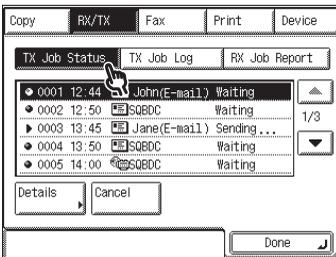
1



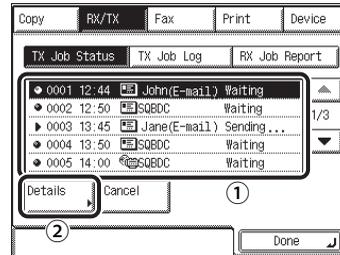
2



3



4



- 1 Select the job whose detailed information you want to check.
- 2 Press [Details].

## NOTE

- If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.
- You can cancel TX jobs which are being sent or waiting to be sent by pressing [Cancel] in [TX Job Status]. For more information, see "Using the System Monitor Screen," on p. 4-91.

5

**Check the details of the selected job.**

6

**Press [Done] repeatedly until the Send Basic Features screen appears.**





# 5 Receiving Documents

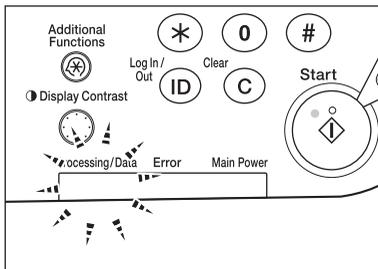
Receiving Documents.....	5-2
Canceling RX Jobs.....	5-3
Checking RX Jobs.....	5-5
Available Paper Sizes .....	5-11

# Receiving Documents

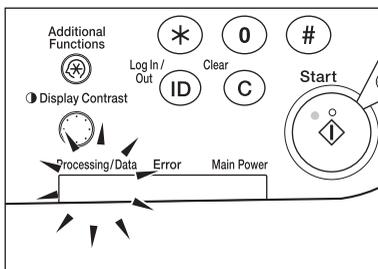
The following shows how the machine operates when it receives a fax or I-fax document.

For advanced receiving features, see Chapter 4, "Sending and Receiving," in the Reference Guide.

- 1** When documents are being received, the Processing/Data indicator on the control panel flashes a green light.



- 2** When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.



## NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

- 3** The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

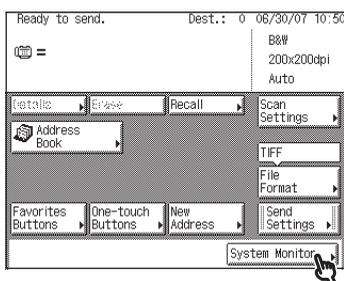
## NOTE

- If there is no paper on which the received document can be printed, the received document is stored in memory.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

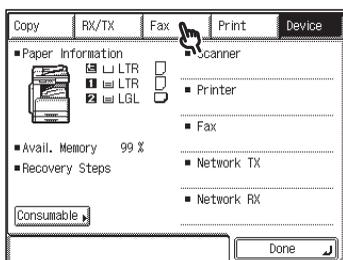
# Canceling RX Jobs

You can select and cancel a fax job that is currently being received.

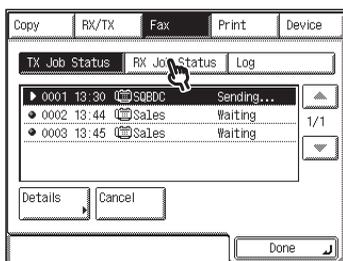
1



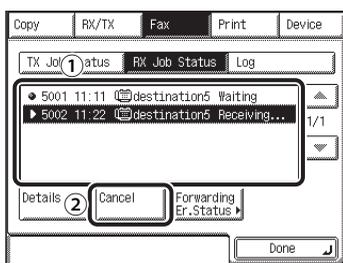
2



3



4

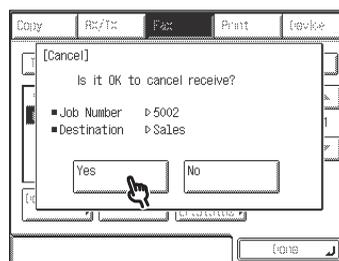


- 1 Select the job that you want to cancel.
- 2 Press [Cancel].

## NOTE

- If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.
- You cannot erase a document that is being printed.
- If you select a document that is being received, [Erase] changes to [Cancel], enabling you to cancel receiving the document.

5



If you do not want to cancel the job, press [No].

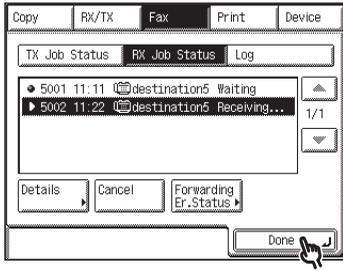
The message <Canceling...> appears for approximately two seconds on the touch panel display.

## NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.



6



# Checking RX Jobs

System monitor enables you to view the reception results, and monitor the status of the receive jobs.

## Checking the Status of Fax Jobs

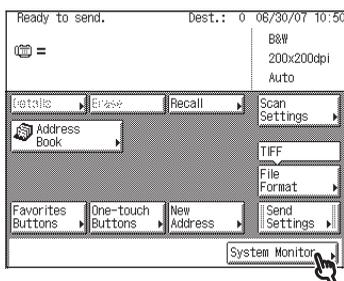
This section describes how to check the status of fax jobs.

### NOTE

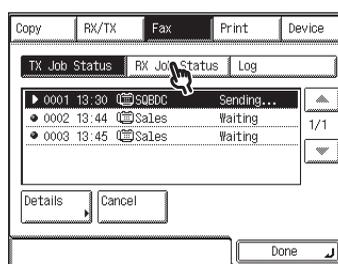
- The maximum number of received fax jobs that are displayed is 90 jobs.
- When the maximum number of jobs that can be displayed is reached, the oldest job is deleted each time a new job is added.

## ● Checking Received Fax Job Details

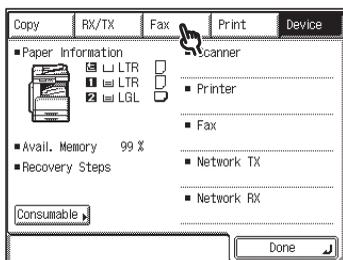
1



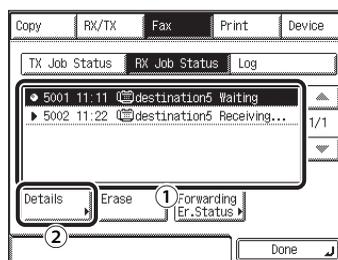
3



2



4



- ① Select the job whose detailed information you want to check.
- ② Press [Details].

### NOTE

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.



**5** Check the details of the selected job.

**6** Press [Done] repeatedly until the Send Basic Features screen appears.

# Checking the Status of Receive Jobs (imageCLASS MF7480 Only)

You can check the contents of received documents stored in memory as well as the status of receive jobs.

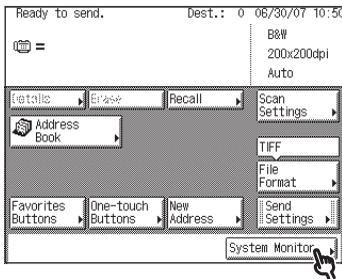
## NOTE

- If Job Log Display in System Settings is set to [Off], [RX Job Report] is not displayed on the System Monitor screen.
- Up to 128 documents for the total of send and receive jobs combined can be displayed on the job log (Activity Report (RX)) screen.

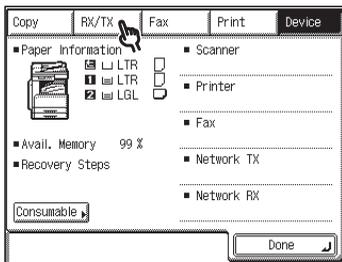
## ● Checking Receive Job Details

You can check the detailed information of any received job, such as the destination and the date and time the job was received.

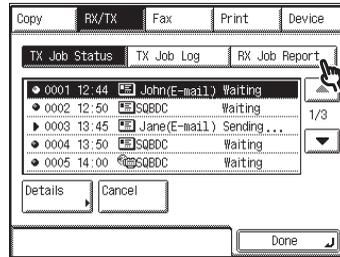
1



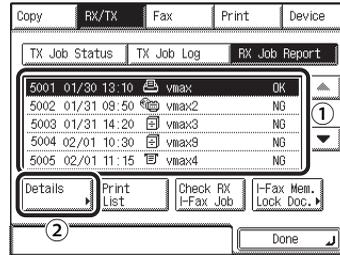
2



3



4



- ① Select the job whose detailed information you want to check.
- ② Press [Details].

## NOTE

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the desired job.



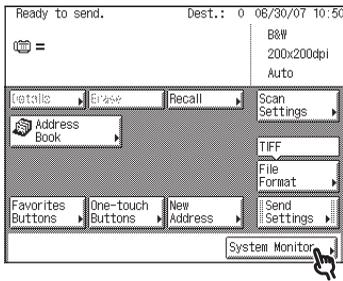
**5** Check the details of the selected job.

**6** Press [Done] repeatedly until the Send Basic Features screen appears.

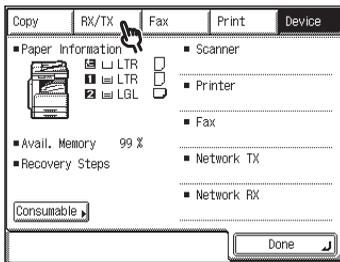
## ● Printing the Receive Job Log (Activity Report)

You can print the receive job log (Activity Report (RX)).

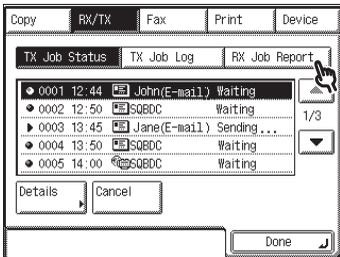
1



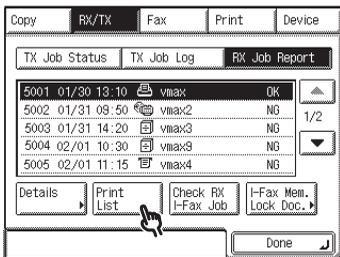
2



3



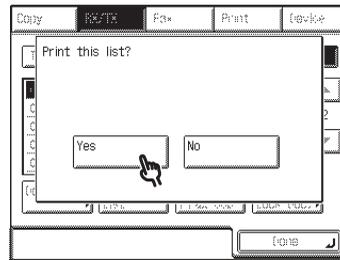
4



### NOTE

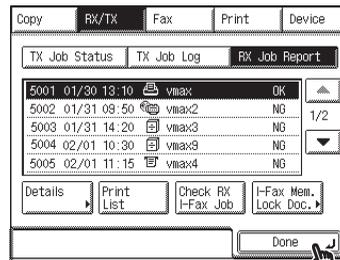
The Receive Job Log can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain or recycled paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) are set to [On]. (See "Automatic Paper Selection/Automatic Drawer Switching," on p. 2-25.)

5



To cancel printing, press [No].  
The Activity Report (RX) is printed.

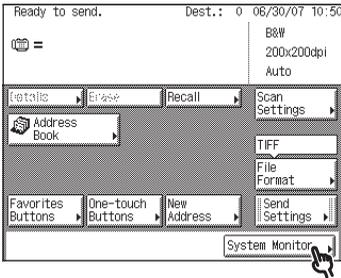
6



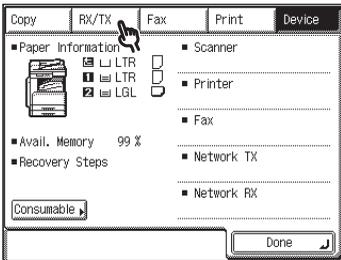
## ● Checking the Arrival of I-Fax Jobs

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

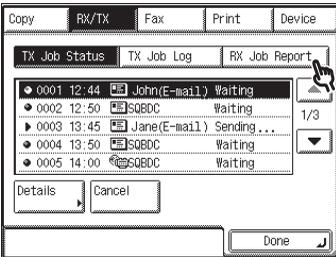
**1**



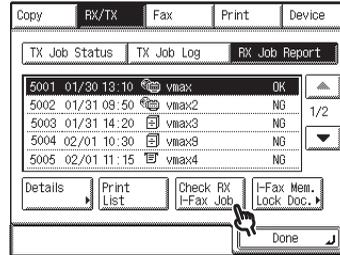
**2**



**3**



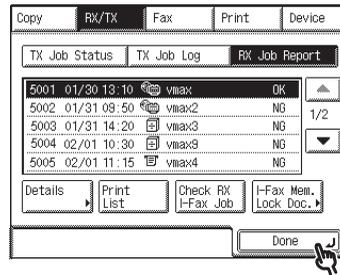
**4**



**NOTE**

To be able to use [Check RX I-Fax Job], you must first set the POP (Post Office Protocol) setting in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) to [On], so that you can receive documents using POP. (See Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," in the Reference Guide.)

**5**



# Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If all of the settings in **Select Cassette** in **RX Settings** under **<Common Settings>** in **Communications Settings** are set to **[On]**, and paper of the correct size is not available, the machine automatically selects a different paper size in the following order. The paper size is automatically selected in the same order, even if paper runs out during printing.

Available Paper Sizes for Received Documents	
11" x 17" originals	11" x 17" → LGL* → LTR* → STMT x 2
LGL originals	LGL → LTR* → 11" x 17" → STMT x 3
LTR originals	LTR → LGL → 11" x 17" → STMT x 2
STMT originals	STMT → LTR → LGL → 11" x 17"

- \* Received documents are automatically reduced or separated before being printed on the paper size indicated.

## NOTE

- The order of paper selection may differ depending on the resolution set on the sending party's machine.
- Received documents can be printed on the following paper sizes and paper types:
  - Paper Sizes: 11" x 17", LGL, LTR, LTRR, or STMTR
  - Paper Types: plain or recycled
- You can specify any paper drawer to receive fax/I-fax documents. The default setting is **[On]**, except for the stack bypass.
- You can set the machine to reduce received documents by 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
- You can change the order of paper selection. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
- You can set the machine to print received documents on both sides of the paper. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
- Received documents are output face down, in the order in which the pages are received.





# 6 Printing

<b>Printing Documents .....</b>	<b>6-2</b>
<b>Canceling Print Jobs .....</b>	<b>6-5</b>
<b>Checking Print Jobs .....</b>	<b>6-7</b>

# Printing Documents

Follow this procedure to print a document from your computer.

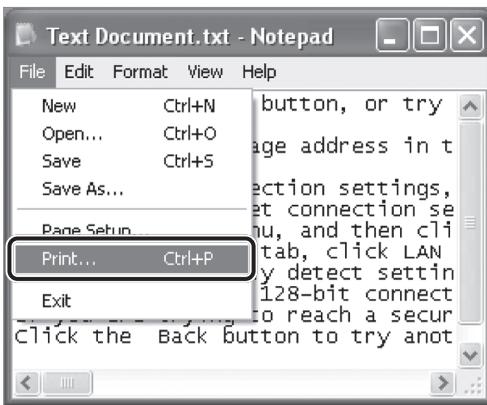
Make sure that the printer driver is installed. To check if the driver is installed, see “Installing Software,” in the Starter Guide.

For details on printer driver settings, see the PCL Driver Guide and the UFR II Driver Guide.

## NOTE

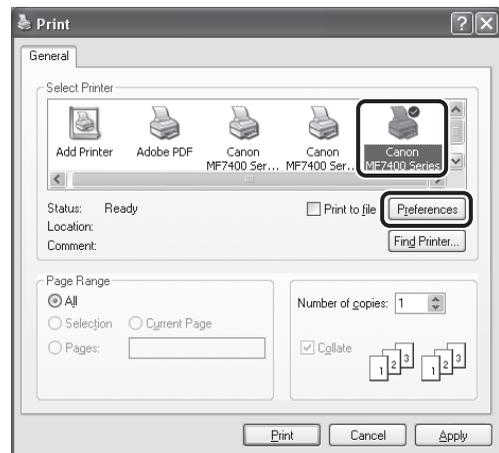
How to display the print screen or items on the screen may vary depending on your application and/or OS.

## 1 Start the Print Command



From an open document on an application, click [File] > [Print].

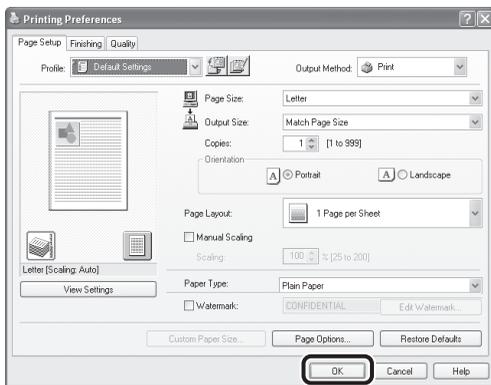
## 2 Select the Printer



Select the printer icon for the machine ([Canon MF7400 Series UFR II LT], [Canon MF7400 Series PCL5e]\*<sup>1</sup>, [Canon MF7400 Series PCL6]\*<sup>1</sup>), then click [Preferences] or [Properties] to open the dialog box.

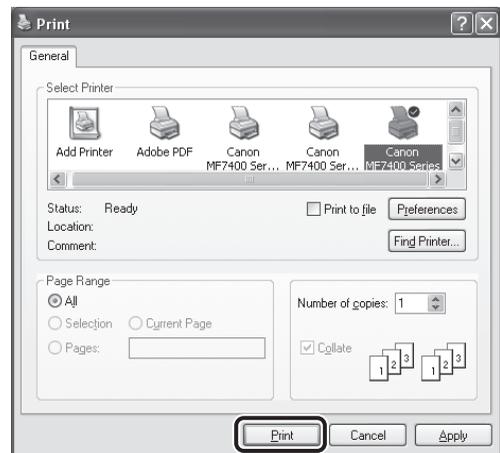
\*<sup>1</sup> Only for users of the imageCLASS MF7480/MF7470.

### 3 Adjust Preferences



After finished setting, click [OK].

### 4 Print the Document



Click [Print] or [OK].

#### What if...

- **You want to cancel printing:**  
See "Canceling Print Jobs," on p. 6-5.

 **NOTE**

- Use the following figures as a guideline to decide whether paper should be specified as Plain Paper or Heavy Paper.
  - Plain Paper: 17 to 22 lb bond (64 to 80 g/m<sup>2</sup>)
  - Heavy Paper 1: 22 to 24 lb bond (81 to 90 g/m<sup>2</sup>)
  - Heavy Paper 2: 24 to 28 lb bond (91 to 105 g/m<sup>2</sup>)
  - Heavy Paper 3: 28 to 32 lb bond (106 to 128 g/m<sup>2</sup>)
- Canon transparency film is recommended for printing on transparencies.
- Canon label paper is recommended for printing on labels.
- Heavy Paper (2, 3), Transparency, Labels, and Envelope cannot be printed using two-sided printing.
- Two-sided printing can use either the paper drawer or the stack bypass in sizes of 11" x 17", LGL, LTR, LTRR, STMTR, EXEC, A3, JIS-B4, A4, A4R, JIS-B5, JIS-B5R, and A5R.
- Two-sided printing can use paper within the following range:
  - 17 to 24 lb bond (64 to 90 g/m<sup>2</sup>)
- When printing on letterhead paper, or paper with a Logo (such as a cover sheet), please note the following:
  - If the paper is fed from a paper drawer, the machine starts printing on the side of paper loaded facing down.
  - If the paper is fed from the stack bypass, the machine starts printing on the side of paper loaded facing up.
- When a job is being processed, the Processing/Data indicator blinks green.

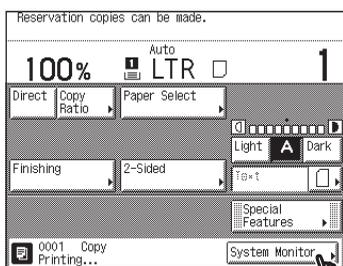
# Canceling Print Jobs

You can cancel the current print jobs.

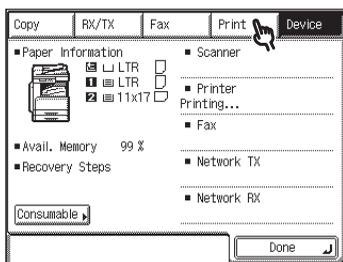
## Using the System Monitor Screen

You can cancel a print job while it is being print.

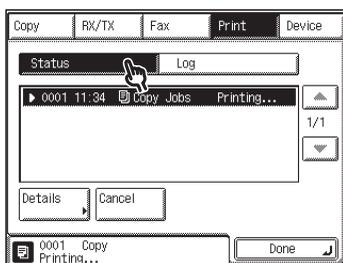
1



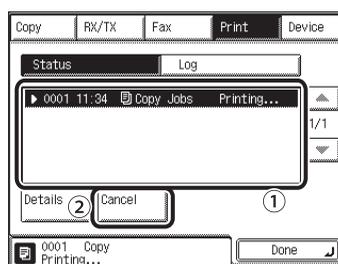
2



3



4



- 1 Select the copy job that you want to cancel.  
If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.
- 2 Press [Cancel].

### NOTE

You cannot select multiple jobs and cancel them all at once. You may only select and cancel one job at a time.



5

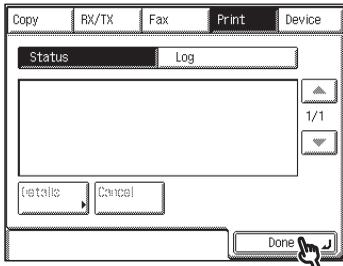


The message <Canceling...> appears for approximately two seconds on the touch panel display.

 **NOTE**

The canceled job is displayed as <NG> (No Good) on the Log screen.

6



# Checking Print Jobs

System monitor enables you to monitor the status of the print jobs currently being processed.

## NOTE

Make sure that the Processing/Data indicator is blinking. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

## Checking the Status of Print Jobs

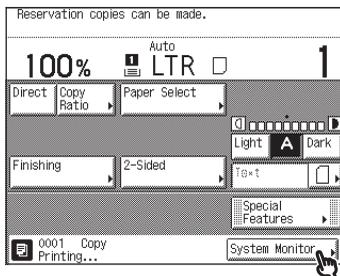
You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

## NOTE

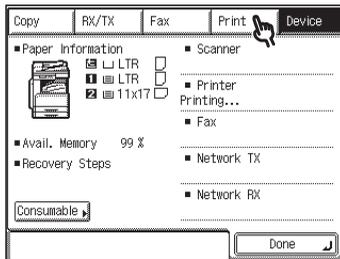
If Job Log Display in System Settings (from the Additional Functions screen) is set to [Off], the following items are not displayed on the System Monitor Screen:

- Copy, Send, Fax job logs, and Print job logs

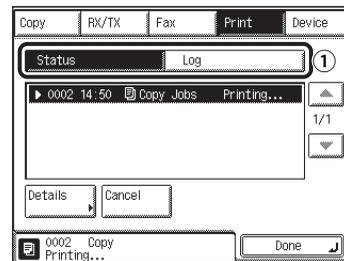
1



2



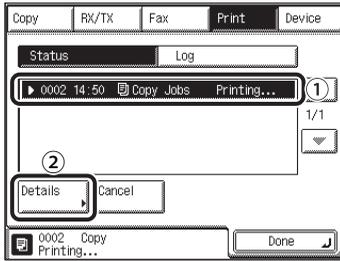
3



① Press [Status] or [Log].



4



- ① Select the job whose detailed information you want to check.
- ② Press [Details].  
If the job that you want to check is not displayed, press [▼] or [▲] to scroll to the desired job.



**NOTE**

The canceled job is displayed as <NG> (No Good) on the Log screen.

5

**Check the detailed information.**

6

**Press [Done] repeatedly until the Basic Features screen appears.**



# 7 Scanning

**(imageCLASS MF7480/MF7470 Only)**

Scanning to a Computer .....	7-2
Switching the Scanner Online and Offline .....	7-4
Canceling Scan Jobs .....	7-7

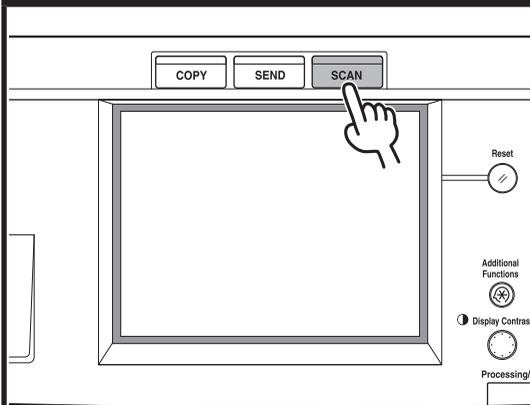
# Scanning to a Computer

Follow this procedure to scan an original to your computer.

Make sure that Color Network ScanGear is installed. To check if Color Network ScanGear is installed, see “Installing Software,” in the Starter Guide.

For details on the Color Network ScanGear settings, see the Color Network ScanGear User’s Guide.

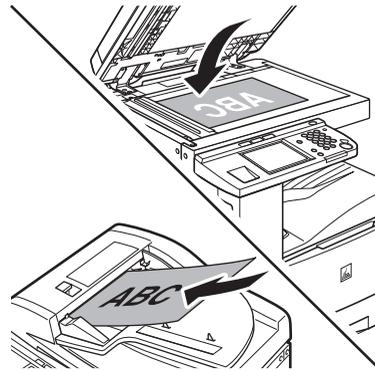
## 1 Enter the Scan Mode



Press  (SCAN).

The SCAN indicator lights up and the machine enters scan standby mode.

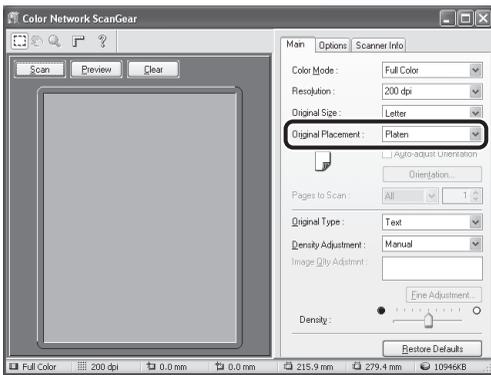
## 2 Place Your Originals



Place the first page on the platen glass if you are not using the feeder.

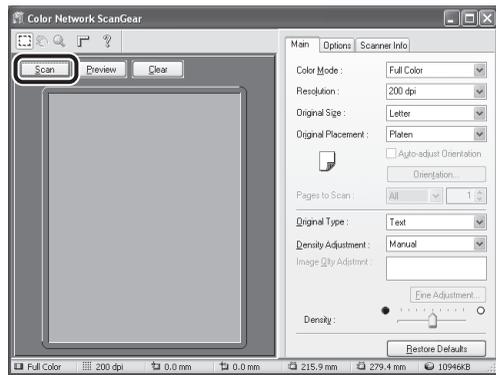
For Originals you can fax, see “Original Requirements,” on p. 2-2.

### 3 Set Scan Function



In the [Main] sheet, select [Platen] for [Original Placement].

### 4 Start Scanning



Click the [Scan] button.

#### What if...

- **You want to cancel scanning:**  
During scanning, a dialog box showing the scanning progress appears. To cancel scanning, click the [Cancel] button in that dialog box.

# Switching the Scanner Online and Offline

To start Color Network ScanGear and scan, first you must switch the scanner online.

## Switching the Scanner Online

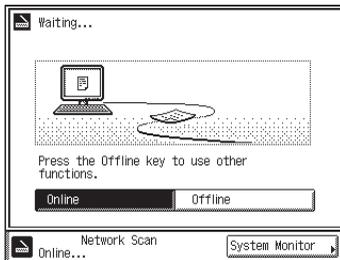
Switching the scanner online enables communications with other devices on the network, and allows the scanner to receive data from the computer.

Follow the procedure below to switch the scanner online.

**1** Press  (SCAN).



When the following display appears, the scanner is online.



## Switching the Scanner Offline

After scanning over the network, disconnect the scanner from the network by switching it offline in order to use other functions.

The procedure for switching the scanner offline depends on whether or not scanning is in progress.

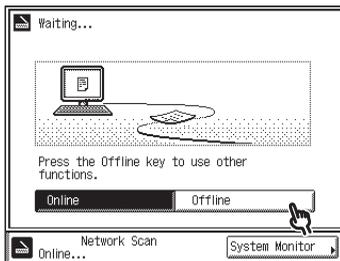
### NOTE

You do not have to switch the scanner offline in order to use other functions while data is being transferred.

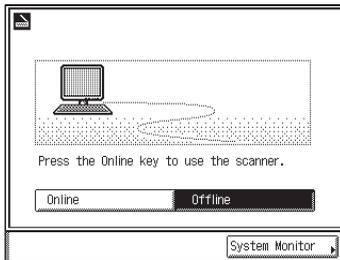
### ● Switching Offline When Scanning is not in Progress

---

1

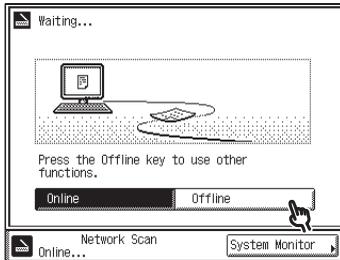


When the following display appears, the scanner is offline.

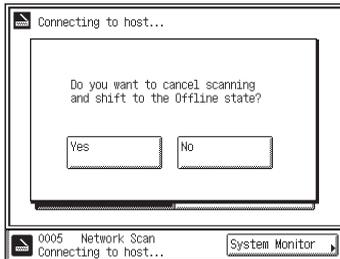


## ● Switching Offline When Scanning is in Progress

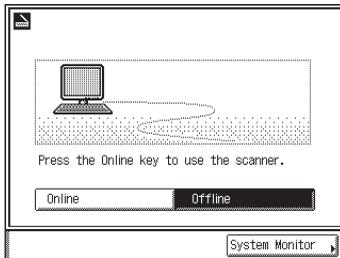
1



2



After a few seconds, scanning is interrupted and the following display appears, indicating that the scanner is offline.



### NOTE

Press [No] to cancel if you decide not to switch the scanner offline.

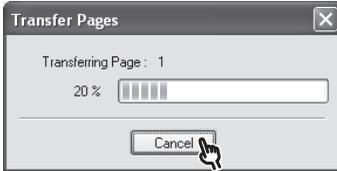
# Canceling Scan Jobs

Cancel an ongoing job as follows.

## Using the System Monitor Screen

During scanning, a dialog box showing the scanning progress appears.

**1**







# 8 PC Faxing

PC Faxing.....8-2

# PC Faxing

Follow this procedure to send a fax from your computer.

Make sure that the fax driver is installed. To check if the driver is installed, see “Installing Software,” in the Starter Guide.

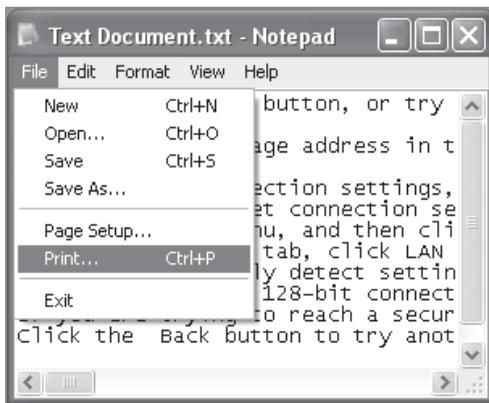
For details on fax driver settings, see the Fax Driver Guide.



NOTE

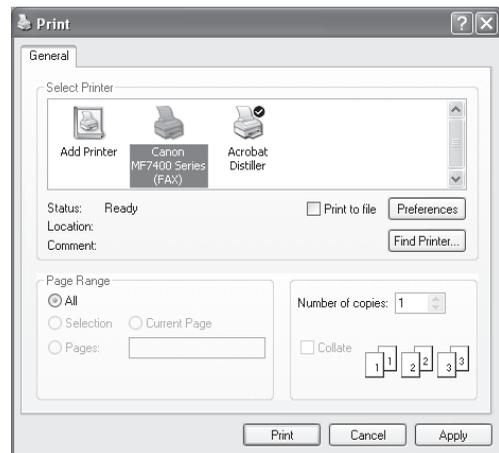
How to display the print screen or items on the screen may vary depending on your application and/or OS.

## 1 Start the Print Command



From an open document on an application, click [File] > [Print].

## 2 Select the Fax



Select the fax icon ([Canon MF7400 Series (FAX)]), then click [Print] or [OK].

### What if...

- You want to adjust the fax properties: Click [Preferences] or [Properties] and adjust the settings.

### 3 Set the Destination

Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

#### What if...

- **You want to send a fax with a cover sheet:**  
Click the [Cover Sheet] tab and set the format for the cover sheet attachment.

### 4 Send the Document

Click [OK] in the Fax Sending Settings.

#### What if...

- **You want to cancel sending a fax:**  
See "Using the System Monitor Screen," on p. 4-91.





# 9 Remote UI

(imageCLASS MF7480/MF7470 Only)

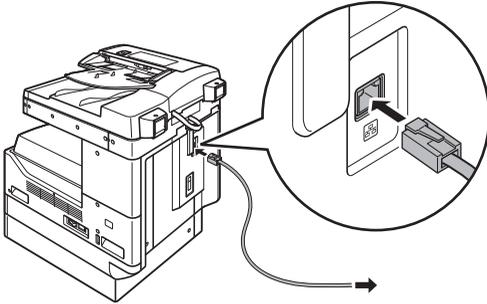
Remote UI.....9-2

# Remote UI

Follow this procedure for Remote UI management.

For details, see Chapter 7, "Remote UI (imageCLASS MF7480/MF7470 Only), in the Reference Guide.

## 1 Prepare the Network



**Set up the machine for use in a network, then connect the machine and the PC to your network router or a hub.**

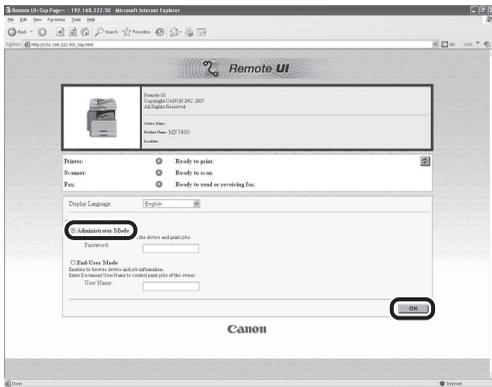
For details, see "Set the Machine for Network Usage," in the Starter Guide.

## 2 Startup



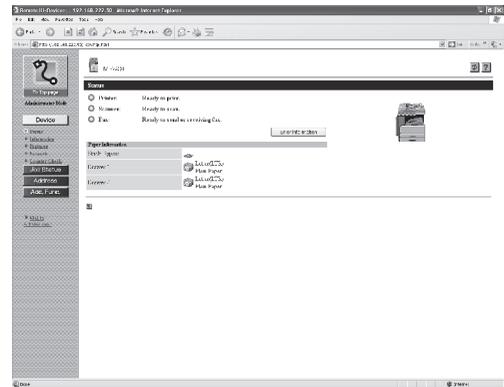
**Start the web browser, enter the IP address of the machine, then press [Enter] on the keyboard.**

### 3 Log on



Select the user mode, then click [OK].

### 4 Operate the Machine



Now you can manage the machine on the web browser.

For details, see Chapter 7, "Remote UI (imageCLASS MF7480/ MF7470 Only)," in the Reference Guide.





# 10 Maintenance

<b>Cleaning the Machine .....</b>	<b>10-2</b>
<b>Replacing the Stamp Cartridge .....</b>	<b>10-12</b>
<b>Replacing the Cartridge .....</b>	<b>10-14</b>
<b>Recycling Used Cartridges .....</b>	<b>10-20</b>
<b>Consumables.....</b>	<b>10-27</b>

# Cleaning the Machine

**Note the following before cleaning your machine:**

- **Make sure no document is stored in memory, then turn off the main power switch and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**

## CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

## Exterior

---

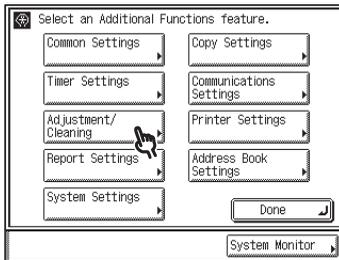
- 1 Turn off the main power switch and disconnect the power cord.**
- 2 Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**
- 3 Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.**

# Fixing Unit

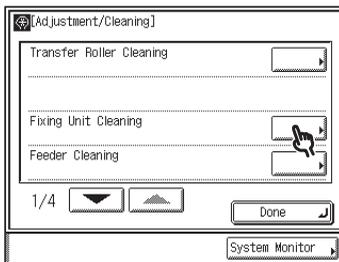
If black streaks appear on the printed page, the fixing unit in the main unit may be dirty. Should this occur, use the Fixing Unit Cleaning function to clean the fixing unit. The fixing unit should also be cleaned each time the cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.

**1** Press **Ⓞ** (Additional Functions).

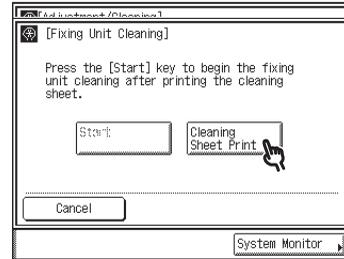
**2**



**3**



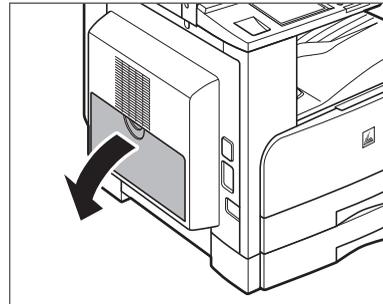
**4**



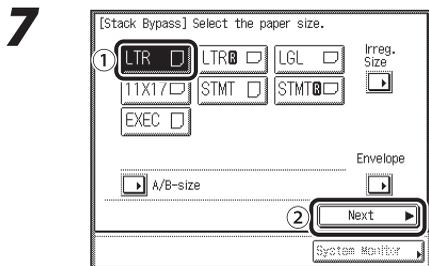
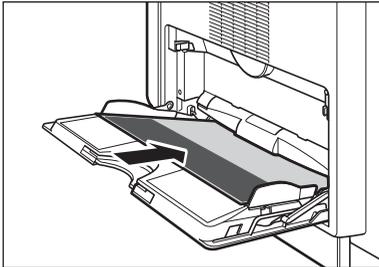
The cleaning paper is printed. You will use this paper as the cleaning paper.

**5**

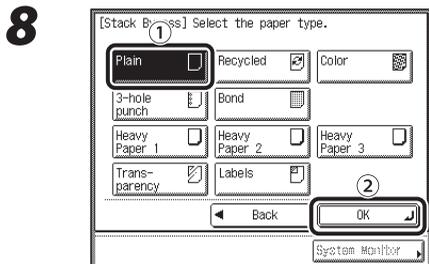
**Open the stack bypass.**



**6** Load the cleaning paper with the printed side facing up, inserting the white edge into the stack bypass first.



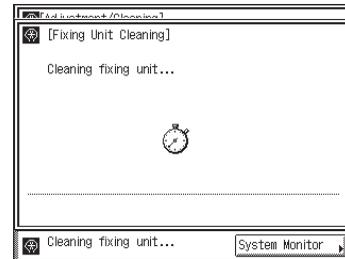
- ① Select [LTR].
- ② Press [Next].



- ① Select [Plain].
- ② Press [OK].

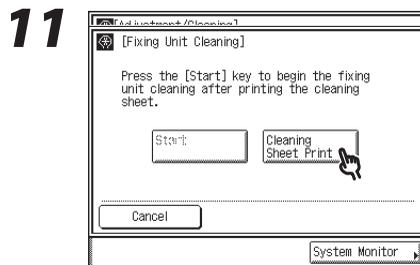
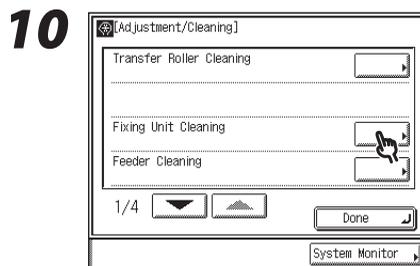


While the fixing unit is being cleaned, the screen below appears.



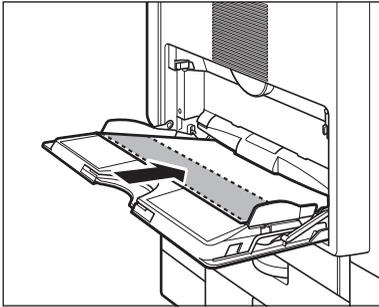
**NOTE**

- Cleaning the fixing unit takes approximately 100 seconds.
- The cleaning process cannot be canceled. Please wait until it is completed. The display returns to the Adjustment/Cleaning screen.



The cleaning paper is printed.

- 12** Load the cleaning paper with the printed side facing down, inserting the white edge into the stack bypass first.



- 13** Repeat steps 7 to 9 to clean the fixing unit.

- 14** Press [Done] repeatedly until the **Basic Features** screen appears.

Discard the cleaning sheets after use.

## Scanning Area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.

### ● Platen Glass and Underside of the Feeder

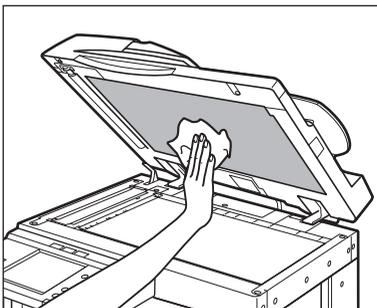
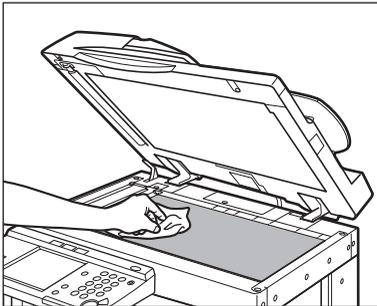
#### WARNING

When cleaning the machine, first turn off the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

#### NOTE

If the platen glass or the underside of the feeder is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

- 1 Clean the platen glass and the underside of the feeder with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.**



#### CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

## ● Manual Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedures to clean the feeder scanning area, film, and rollers.

### ⚠ WARNING

When cleaning the machine, first turn off the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.

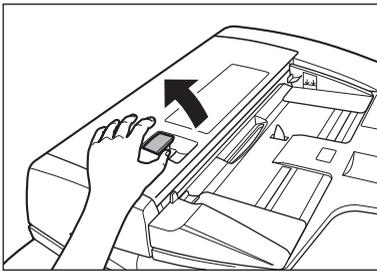
### ⚠ CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

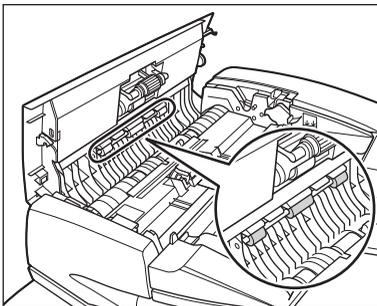
### 🔧 NOTE

- If the feeder scanning area is dirty, it may result in a paper jam or blemished print output.
- Spin the rollers while cleaning them.

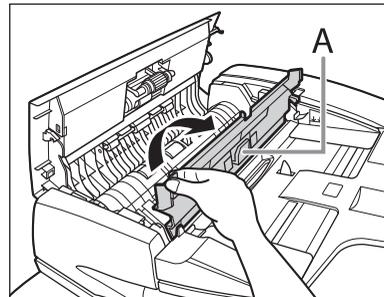
## 1 Open the feeder cover.



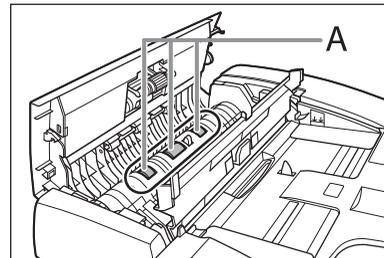
## 2 Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



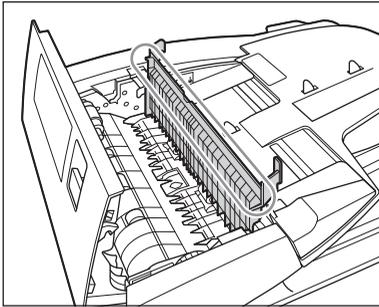
## 3 Open the inner cover (A), holding it by its front tab.



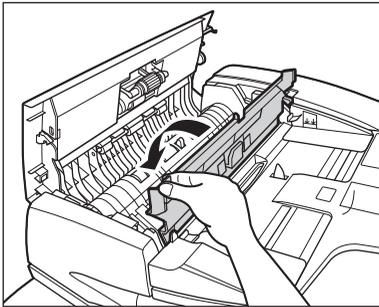
## 4 Clean the rollers (A) inside the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



- 5** Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.

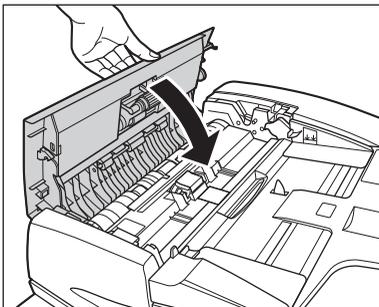


- 6** Close the inner cover.



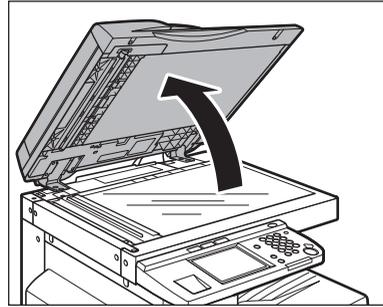
- CAUTION**  
Be careful not to get your fingers caught.

- 7** Close the feeder cover.

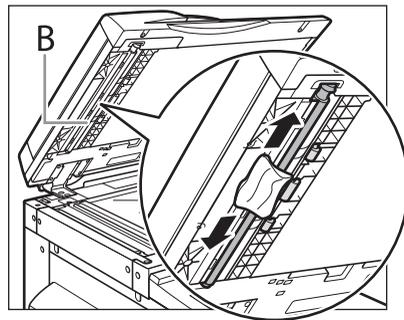
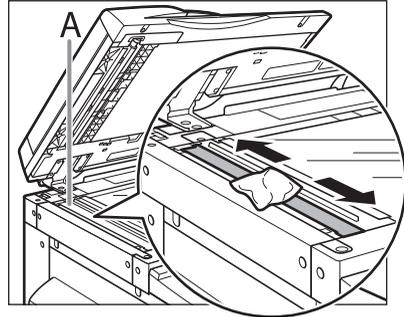


- CAUTION**  
Be careful not to get your fingers caught.

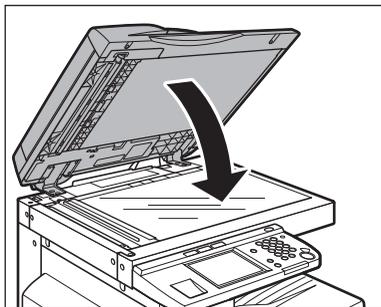
- 8** Open the feeder.



- 9** Clean the feeder scanning area (A) and the document feeding roller (B), with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



## 10 Close the feeder.



### CAUTION

Be careful not to get your fingers caught.

## ● Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

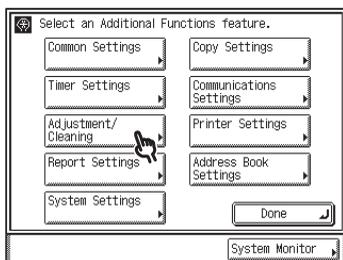


### NOTE

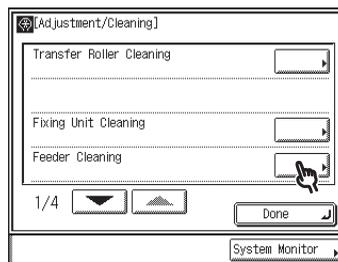
It takes approximately 20 seconds to clean the feeder.

**1** Press **Ⓢ** (Additional Functions).

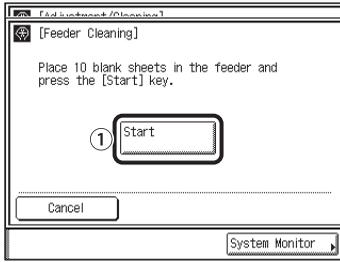
**2**



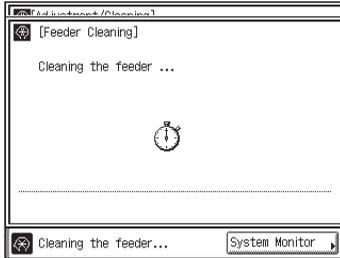
**3**



# 4



- ① Place 10 sheets of blank LTR paper into the feeder, then press [OK]. While the feeder is being cleaned, the screen below appears.



# 5

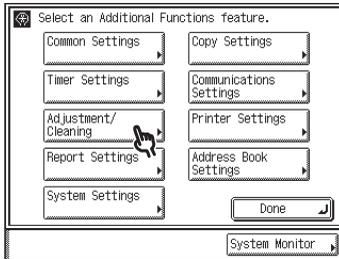
- Press [Done] repeatedly until the **Basic Features** screen appears.

## ● Transfer Roller

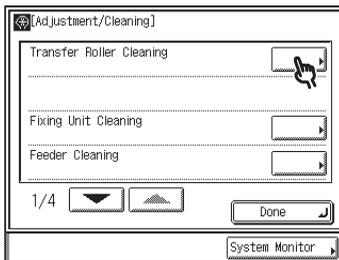
If the backside of the printed paper is smudged, the transcription roller in the main unit may be dirty. Should this occur, use the Transfer Roller Cleaning function to clean the transcription roller.

**1** Press **Ⓜ** (Additional Functions).

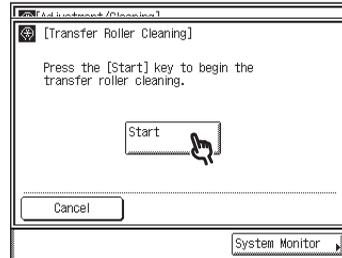
**2**



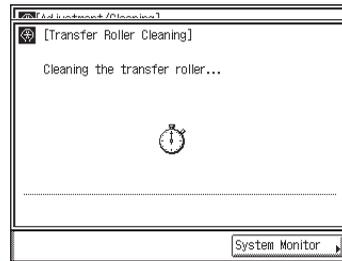
**3**



**4**



While the transfer roller is being cleaned, the screen below appears.



**5**

Press **[Done]** repeatedly until the **Basic Features** screen appears.

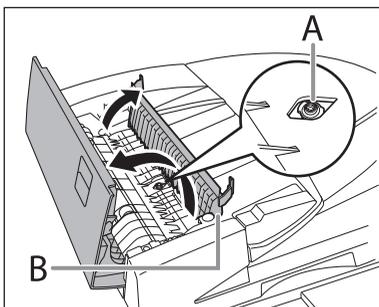
# Replacing the Stamp Cartridge

Originals can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

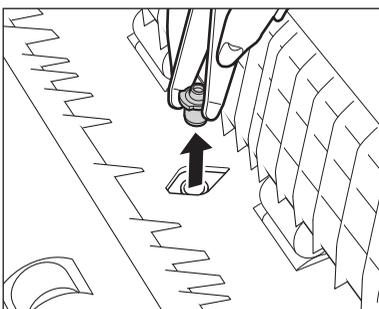
## NOTE

When replacing the stamp cartridge, take care not to allow ink to come in contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.

- 1** Open the feeder cover, then open the inner cover (B) by holding its front tab for removing the old stamp cartridge (A).



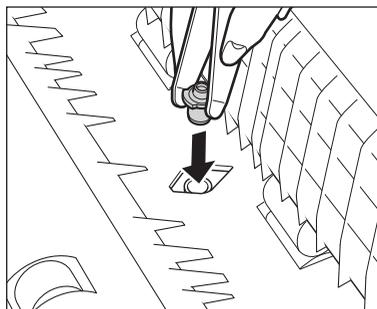
- 2** Remove the old stamp cartridge using the tweezers.



## NOTE

Widen the tweezers if necessary.

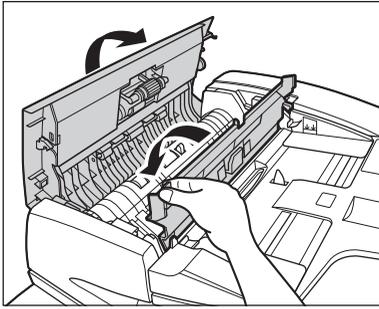
- 3** Insert a new stamp cartridge into the feeder using the tweezers until it clicks.



## NOTE

- Set the stamp cartridge so that the two projections on the cartridge are aligned with the hollows on the feeder.
- Be careful that the stamping surface of the stamp cartridge does not protrude.
- Insert the stamp cartridge properly, or it may cause paper jams.

- 4** Gently close the inner cover and the feeder cover until it clicks.

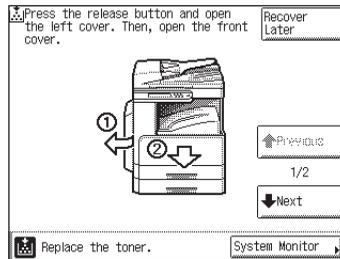


**CAUTION**

Be careful not to get your fingers caught.

# Replacing the Cartridge

When the machine runs out of toner, the following screen appears on the touch panel display.



When this happens, remove the cartridge from the machine and slowly shake it sideways to redistribute toner.

Reinstall the cartridge in the machine and print out a test page. If the error message still appears, follow the instructions shown on the screen and replace the cartridge. If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without replacing the cartridge immediately.

## WARNING

- Do not burn or throw used cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
- When discarding used cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

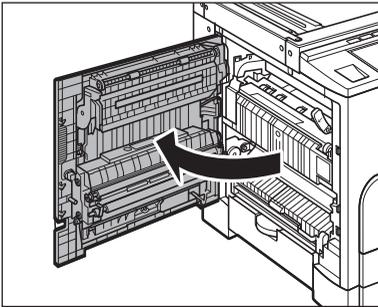
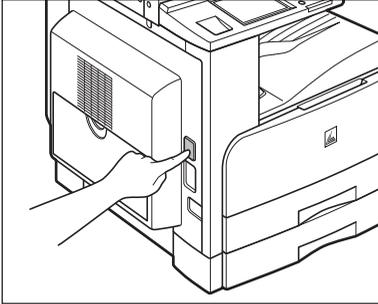
## CAUTION

- Do not touch the rollers and parts which have labels “CAUTION! Hot surface avoid contact” on. They become very hot during use.
- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

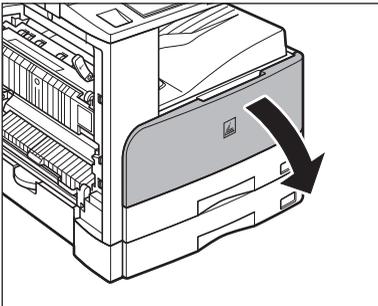
## NOTE

- When you are replacing a cartridge, be sure to use a cartridge designed for this product.
- Do not replace cartridge until the message prompting you to do so appears.
- Do not attempt to replace the cartridge while the machine is printing.
- Complete instructions on how to replace the cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the cartridge.

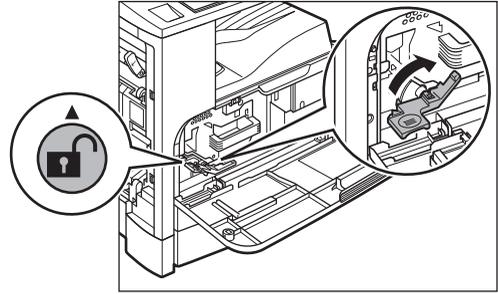
- 1** Press the button on the left cover of the main unit, and open the left cover.



- 2** Open the front cover.



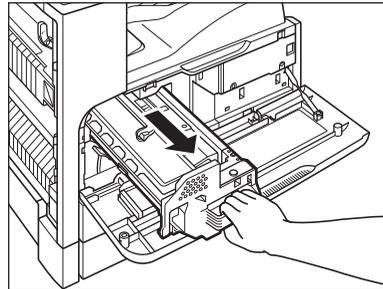
- 3** Rotate the unlock lever until it clicks.



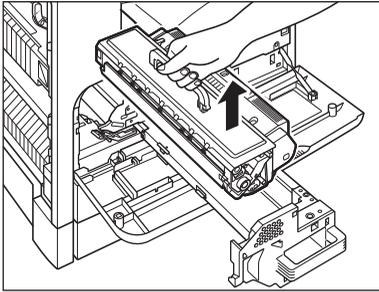
**NOTE**

Make sure that the ▼ (down arrow) on the lever is aligned with the ▲ (up arrow) of the  (Unlock) icon position before proceeding.

- 4** While grasping the handle of the cartridge holder, pull the cartridge holder out of the machine until it stops.

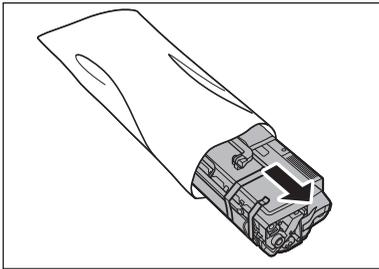


- 5** While grasping the handle of the cartridge, remove the cartridge from the cartridge holder.



Lift the cartridge straight up.

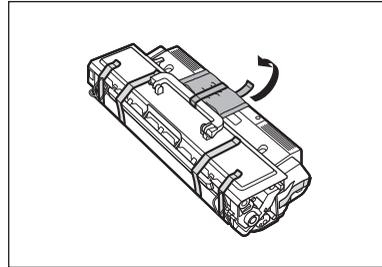
- 6** Remove the new cartridge from the protective bag.



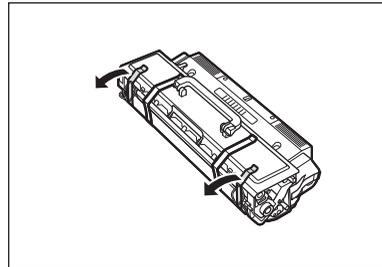
**NOTE**

Save the protective bag. You may need it later when you remove the cartridge from the machine.

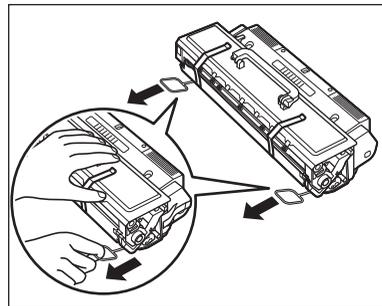
- 7** Remove the desiccant bag and the shipping tape.



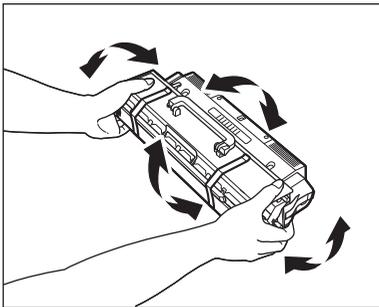
- 8** Place the cartridge on a flat surface, and remove only the short shipping tape affixed on both other sides of the cartridge.



- 9** Remove the packing materials.

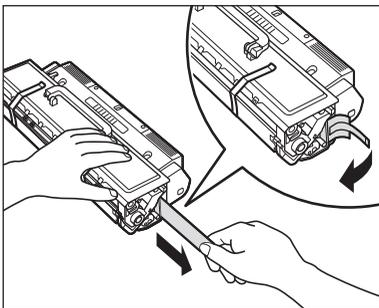


- 10** Hold the cartridge, shake it gently five or six times from side to side, then back and forth to evenly distribute the toner inside.



- 11** Pull out the sealing tape completely in the direction of the arrow in the illustration below while supporting the cartridge.

Pull the sealing tape straight out.



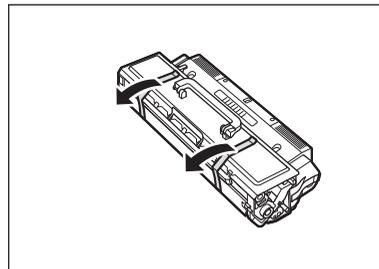
**CAUTION**

- If the sealing tape is pulled out forcefully or stopped at midpoint, toner may leak. If toner gets into your eyes or mouth, rinse it out immediately with cold water and consult a physician.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

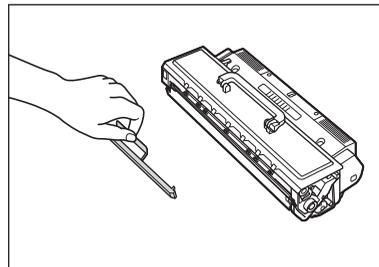
**NOTE**

- Pull out the sealing tape completely from the cartridge. If the sealing tape remains in the cartridge, it may result in a deterioration in print quality.
- Dispose of the sealing tape according to local regulations.

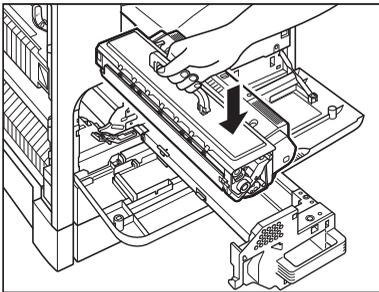
- 12** Place the cartridge on a flat surface, and remove the long shipping tape affixed on both sides of the cartridge.



- 13** Remove the protective cover by pulling its tab.



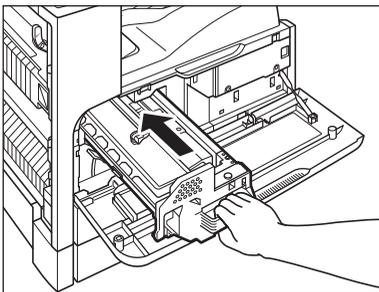
- 14** While grasping the handle of the new cartridge, insert the cartridge into the cartridge holder.



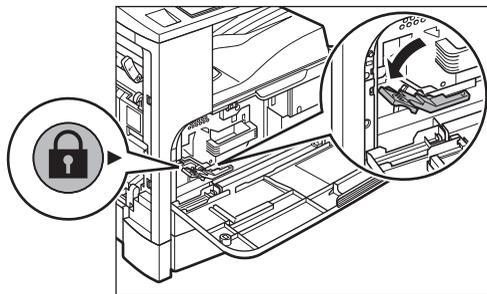
**NOTE**

Use only the cartridge recommended for use in this machine.

- 15** While grasping the handle of the cartridge holder, push the cartridge holder in the machine as far as it will go.



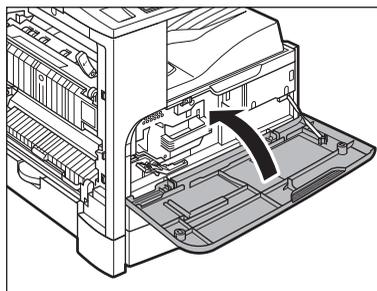
- 16** Rotate the lever to the locked position.



**NOTE**

Make sure that the ▼ (down arrow) on the lever is aligned with the ► (right arrow) of the  (Lock) icon position.

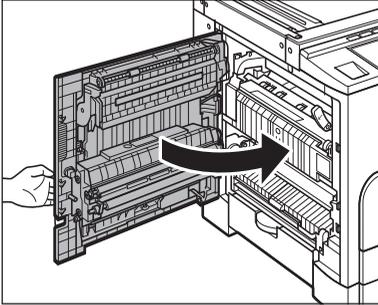
- 17** Close the front cover.



**CAUTION**

Be careful not to get your fingers caught.

- 18** Gently close the left cover of the main unit until it clicks by placing your hand on the hand symbol located on the left cover.



**CAUTION**

Be careful not to get your fingers caught.

# Recycling Used Cartridges



Canon has instituted a worldwide recycling program for cartridges called “The Clean Earth Campaign”. This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each Cartridge box.

## The Clean Earth Campaign

### ● THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon’s Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining “Clean Earth” initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

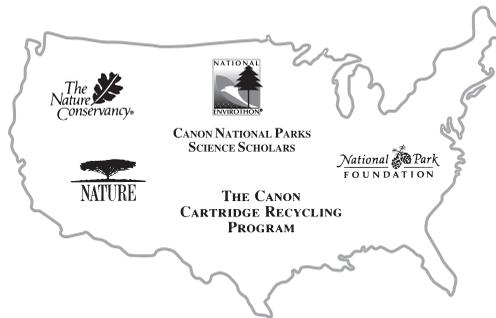
We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

## The Clean Earth Campaign

*Supporting Environmental Initiatives With*

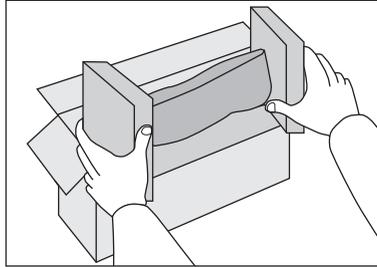


# U.S.A. PROGRAM

## ● Packaging

### ■ Option A-1: Single Box Return

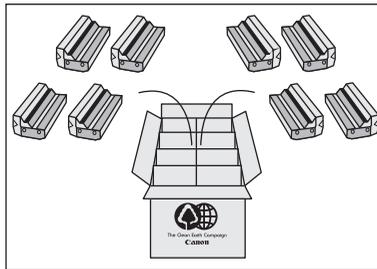
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



### ■ Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

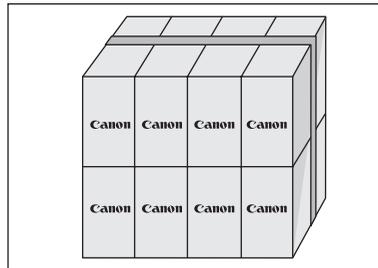
- Place as many cartridges as possible into one box.  
Carefully seal the box with tape;  
or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



## ■ Option A-2: Multiple Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

**Maximum weight = 70 lb. (31.8 kg)**

Maximum length = 108 in. (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130 in. (3,302 mm)

If your shipment exceeds the above limits, please call **1-800-OK-Canon** for special shipping information.

Please Note:

**Do not send** defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

## ● Shipping

Apply the UPS authorized returning label provided in this guide.

**Residents of Alaska and Hawaii:** Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.

### ■ Option: UPS Pick-up

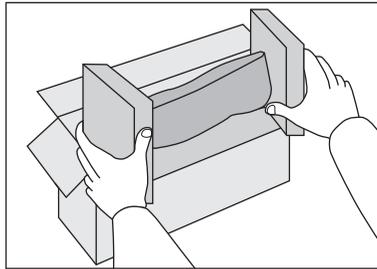
- Give the shipment to your UPS driver when you receive your next regular delivery;  
or
- Take the shipment to your local UPS receiving point.



## CANADA PROGRAM-CANADA PROGRAMME

### ■ Option A: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

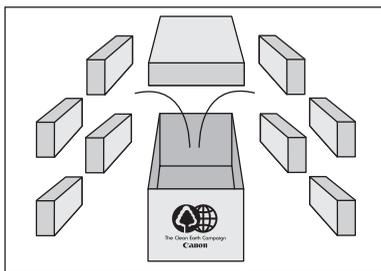


### ■ Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call **1-800-667-2666** to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.

- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.



Working to preserve endangered species is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.

**1-800-667-2666**

Canon Canada Inc.

Corporate Customer Relations

6390 Dixie Road

Mississauga, ON L5T 1P7

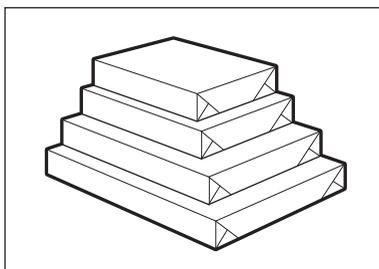
# Consumables

The following consumables and accessories are available from Canon. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

We recommend that you order the following consumables from Canon Authorized Service Facilities or the Canon Customer Care Center before your stock runs out.

## ● Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), labels, and other types of paper stock are available. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center.



## ⚠ CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.

## ✎ NOTE

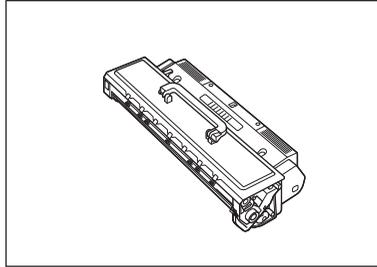
- For high-quality printouts, use paper recommended by Canon.
- To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.
- Some commercially available paper types are not suited for this machine. Contact Canon Authorized Service Facilities or the Canon Customer Care Center when you need to purchase paper.



## ● Cartridge

If a message prompting you to replace the cartridge appears on the touch panel display, replace the used cartridge with a new one.

When you are replacing a cartridge, be sure to use a cartridge designed for this product.



### **WARNING**

- Never dispose cartridges in a fire or incinerator, as this may result in an explosion.
- Do not store cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.

### **CAUTION**

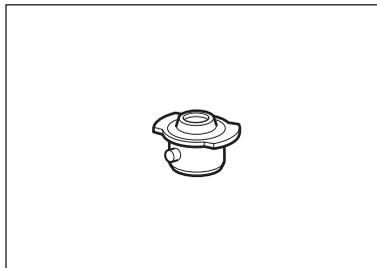
Keep cartridge and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

### **NOTE**

- Store cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F (30°C), and humidity below 80%.)
- Never store the cartridges in a vertical position.

## ● Stamp Cartridge

The stamp cartridge is used to stamp originals. Use only the stamp cartridges recommended for use on this machine.



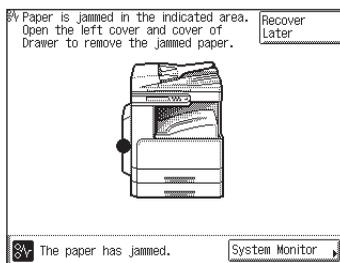


# 11 Troubleshooting

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# Clearing Jams

If a paper jam occurs, the screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared. A black circle on the screen indicates the location of the paper jam.



When you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without removing the jammed paper immediately.

Check the following if you experience repeated paper jams:

- Fan and tap the paper stack on a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See “Paper Requirements,” on p. 2-11.)
- Make sure you have removed any scraps of paper from the inside of the machine.
- Make sure that the paper-size detecting lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. (See “Set Up the Machine,” in the Starter Guide.)

## WARNING

- There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.

## CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact Canon Authorized Service Facilities or the Canon Customer Care Center.

- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.

 **NOTE**

- Do not force a jammed original or paper out of the machine. Contact Canon Customer Care Center if needed.
- When a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the instructions on the touch panel display to remove the jammed paper. (See “Feeder,” on p. 11-5.)
- If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

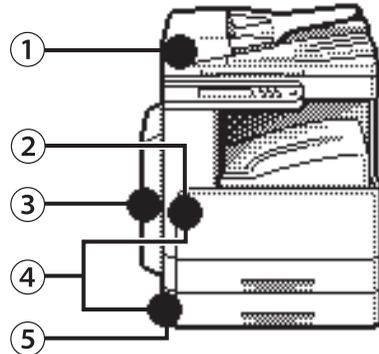
# 1

## Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display. If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

 **NOTE**

- If the machine’s power is turned off when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back on. Clear paper jams without turning the power off.
- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- When paper is jammed in several locations, the following image with the black circles appears on the screen.



- ① Feeder (See “Feeder,” on p. 11-5.)
- ② Stack Bypass (See “Stack Bypass,” on p. 11-7.)/Fixing Unit (See “Fixing Unit (Inside the Main Unit),” on p. 11-8.)
- ③ Duplex Unit (See “Duplex Unit,” on p. 11-11.)
- ④ Paper Drawer 1 (See “Paper Drawer 1,” on p. 11-13.)
- ⑤ Paper Drawer 2 (See “Paper Drawer 2,” on p. 11-15.)

# 2

## After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.



### **3 Continue to follow the procedure and instructions on the touch panel display.**

Once you have cleared all of the jammed paper in locations other than the feeder, printing or copying resumes.

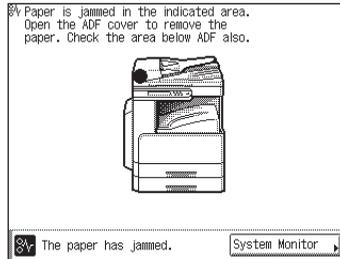
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

#### **NOTE**

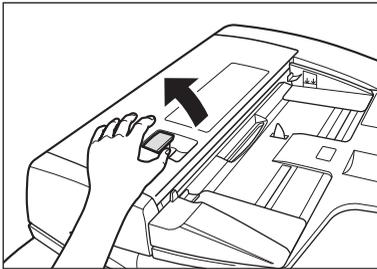
You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

## Feeder

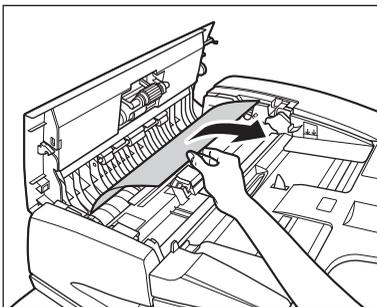
If a paper jam occurs in the feeder, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### 1 Open the feeder cover.



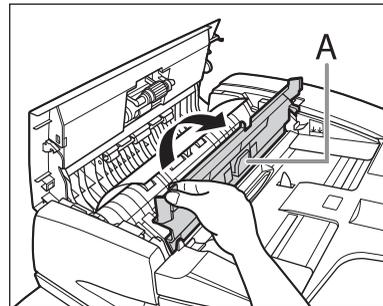
### 2 Remove any jammed originals.



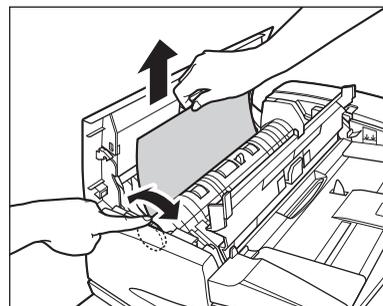
#### NOTE

Do not pull the jammed original forcefully. Doing so may tear the original.

### 3 Open the inner cover (A), holding it by its front tab.



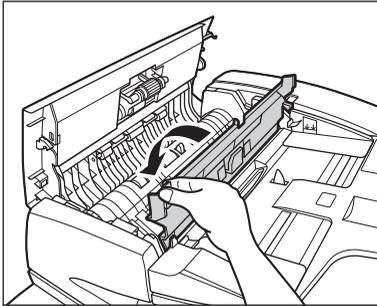
### 4 Turn the feed dial and remove any jammed originals.



 **NOTE**

If you cannot remove the original, proceed to step 5.

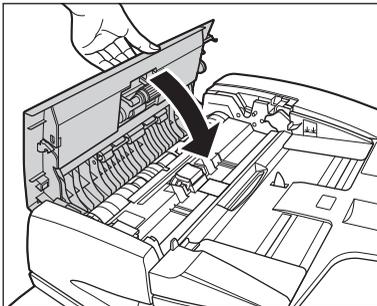
**5** **Close the inner cover.**



 **CAUTION**

Be careful not to get your fingers caught.

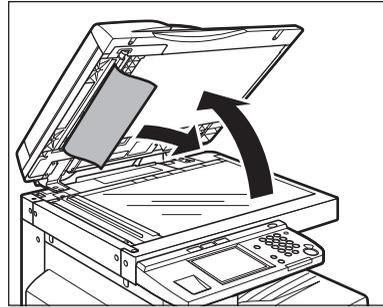
**6** **Close the feeder cover.**



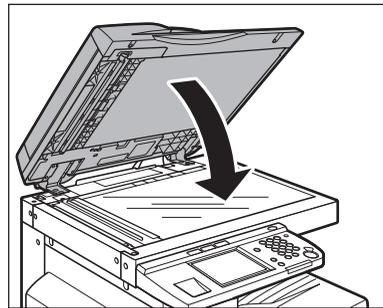
 **CAUTION**

Be careful not to get your fingers caught.

**7** **Open the feeder and remove any jammed originals.**



**8** **Close the feeder.**



 **CAUTION**

Be careful not to get your fingers caught.

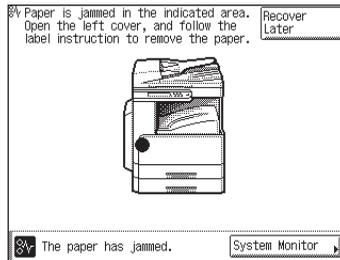
**9** **Follow the instructions on the touch panel display.**

 **NOTE**

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Clearing Jams,” on p. 11-2.

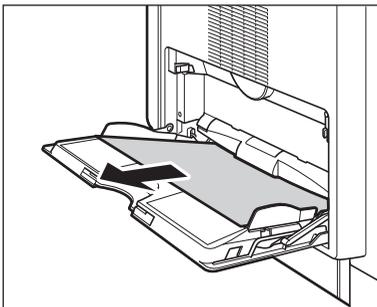
## Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



**1** Remove all paper from the stack bypass.

**2** Remove any jammed paper.



**NOTE**

If you cannot remove the jammed paper, follow the procedures described in "Fixing Unit (Inside the Main Unit)," on p. 11-8.

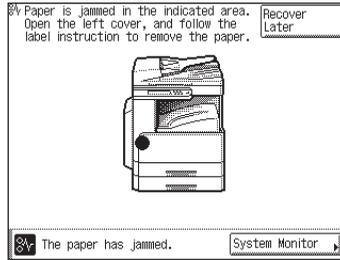
**3** Follow the instructions on the touch panel display.

**NOTE**

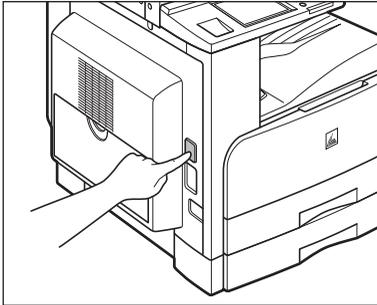
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 11-2.

## Fixing Unit (Inside the Main Unit)

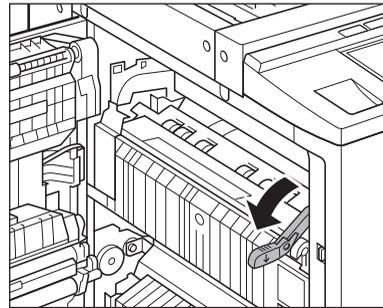
If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



- 1** Press the button on the left cover of the main unit, and open the left cover.

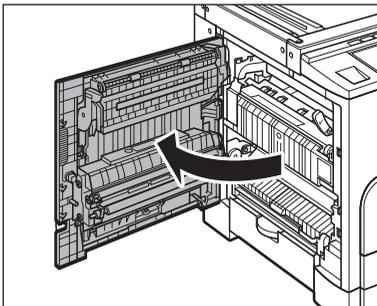


- 2** Push down the green fixing lever.

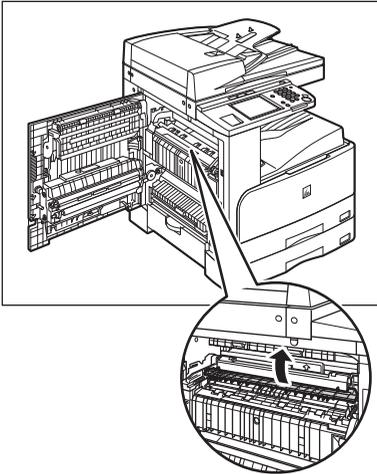


**CAUTION**

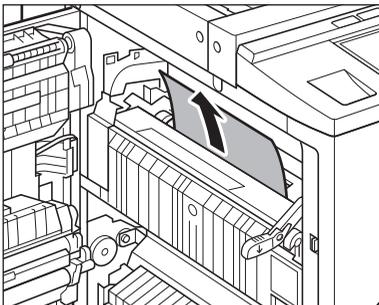
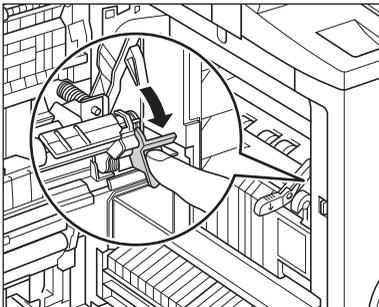
The parts located around the exit slot guide and the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.



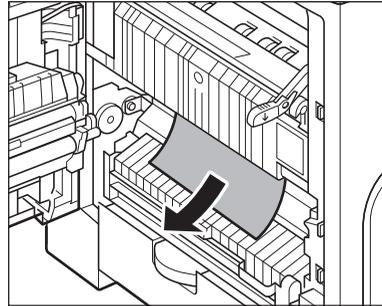
- 3** Use the green tab to lift up the exit slot cover and remove any jammed paper.



- 4** While holding down the lever on the right corner of the fixing unit, open the upper cover of the fixing unit and remove any jammed paper.



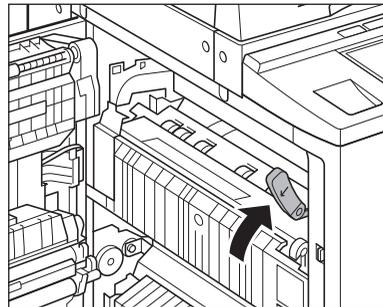
- 5** Remove any jammed paper that is protruding from the lower part of the fixing unit.



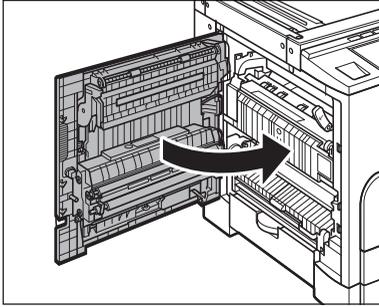
**! CAUTION**

The parts inside the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the upper cover.

- 6** Push up the green fixing lever.



- 7** Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



**⚠ CAUTION**

Be careful not to get your fingers caught.

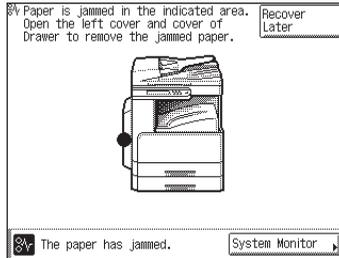
- 8** Follow the instructions on the touch panel display.

**📄 NOTE**

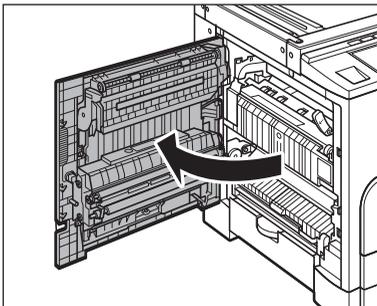
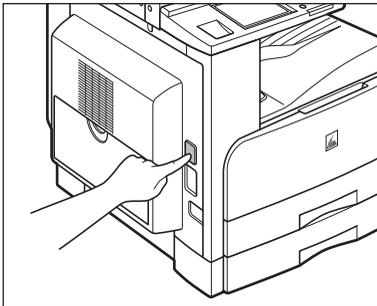
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Clearing Jams,” on p. 11-2.

# Duplex Unit

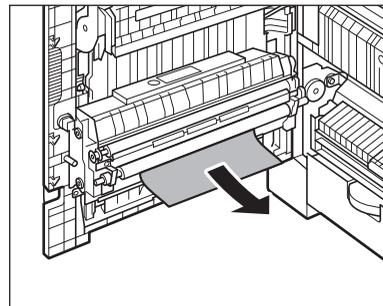
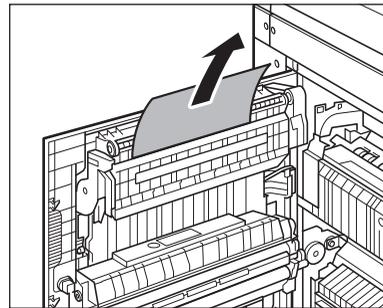
If a paper jam occurs inside the duplex unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



**1** Press the button on the left cover of the main unit, and open the left cover.



**2** Remove any jammed paper.



**! CAUTION**

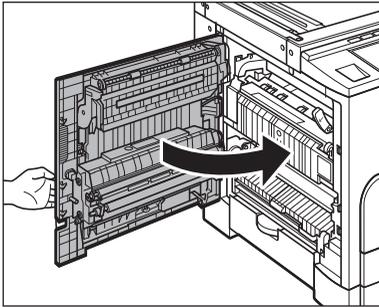
Some parts of the duplex unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this unit.



 **NOTE**

When removing the jammed paper from the bottom of the duplex unit, pull the jammed paper slightly toward the inside. Do not pull the jammed paper right below.

- 3** Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



 **CAUTION**

Be careful not to get your fingers caught.

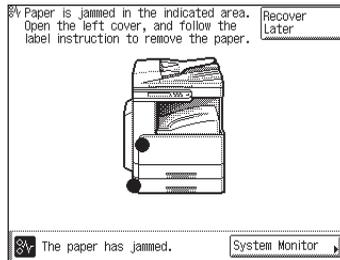
- 4** Follow the instructions on the touch panel display.

 **NOTE**

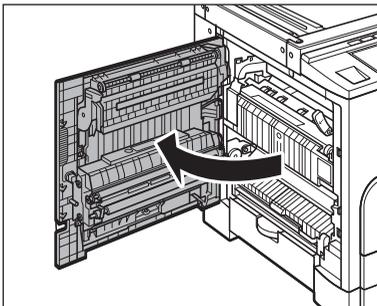
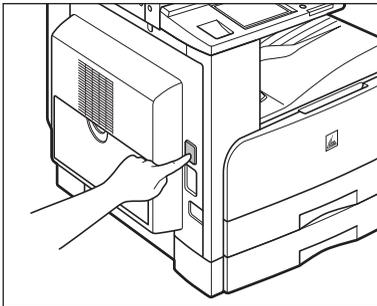
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Clearing Jams,” on p. 11-2.

# Paper Drawer 1

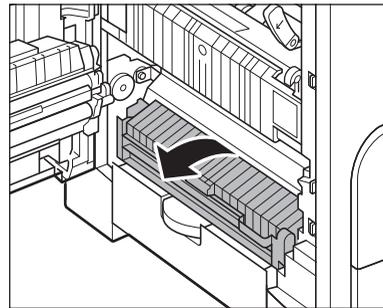
If a paper jam occurs inside the paper drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



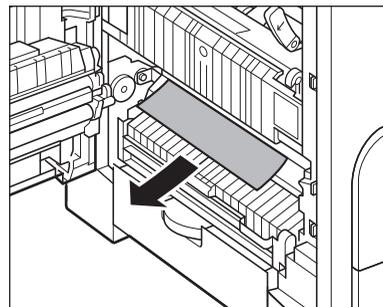
- 1** Press the button on the left cover of the main unit, and open the left cover.



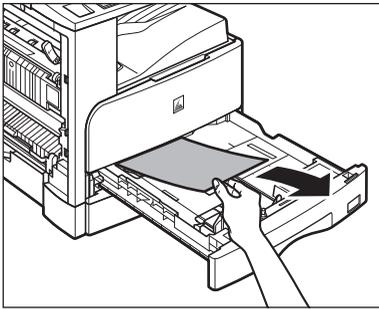
- 2** Open the paper drawer's left cover.



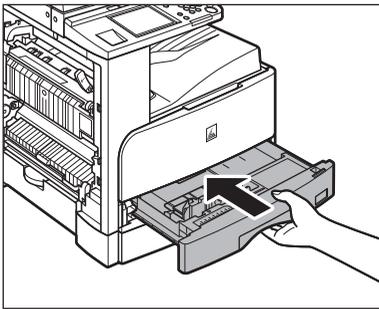
- 3** Remove any jammed paper.



- 4** Pull out the paper drawer and remove any jammed paper.

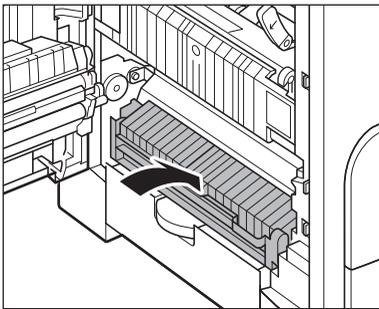


- 5** Gently push the paper drawer back into the machine until it clicks into place in the closed position.



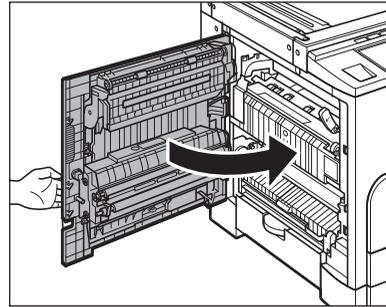
**CAUTION**  
Be careful not to get your fingers caught.

- 6** Close the paper drawer's left cover.



**CAUTION**  
Be careful not to get your fingers caught.

- 7** Place your hand where the hand symbol (☞) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



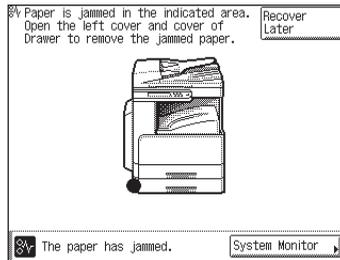
**CAUTION**  
Be careful not to get your fingers caught.

- 8** Follow the instructions on the touch panel display.

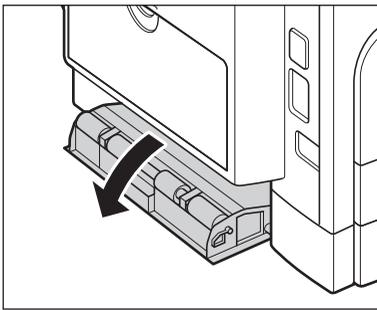
**NOTE**  
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 11-2.

## Paper Drawer 2

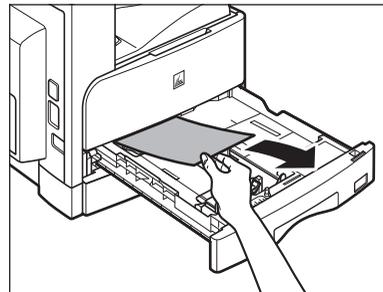
If a paper jam occurs inside the paper drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



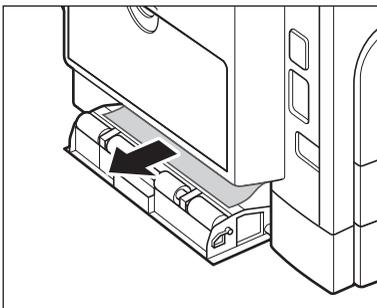
**1** Open the paper drawer's left cover.



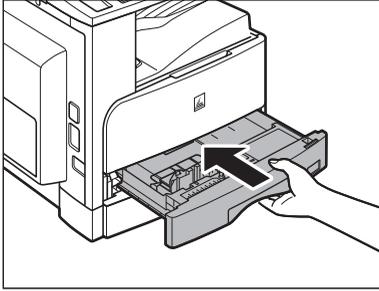
**3** Pull out the paper drawer and remove any jammed paper.



**2** Remove any jammed paper.



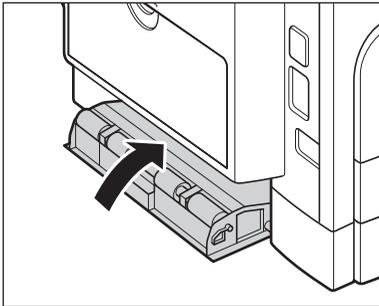
- 4** Gently push the paper drawer back into the machine until it clicks into place in the closed position.



**⚠ CAUTION**

Be careful not to get your fingers caught.

- 5** Close the paper drawer's left cover.



**⚠ CAUTION**

Be careful not to get your fingers caught.

- 6** Follow the instructions on the touch panel display.

**📝 NOTE**

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Clearing Jams," on p. 11-2.

# Error Messages

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display when:

- scanning or printing cannot be performed because of an operational error.
- you need to make a decision or take some action during scanning, copying, or printing.
- you need to make a decision or take some action while browsing the network (imageCLASS MF7480/MF7470 Only).

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Message	Description	Action
<b>Cannot connect to the selected server. Check the settings.</b> (imageCLASS MF7480/MF7470 Only)	Cannot connect to the specified IP address/port.	Check the Gateway Address setting in IPv4 Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). (See “Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only),” in the Starter Guide.)
<b>Cannot find the selected server. Check the settings.</b> (imageCLASS MF7480/MF7470 Only)	The IP address that the machine should connect to cannot be determined.	<ul style="list-style-type: none"><li>– Check the DNS (Domain Name System) Server Settings in TCP/IPv4 or v6 in Network Settings in System Settings (from the Additional Functions screen). (See “Network (imageCLASS MF7480/MF7470 Only),” in the Reference Guide.)</li><li>– Check whether the DNS (Domain Name System) server’s DNS settings are correct.</li></ul>



Message	Description	Action
<p><b>Check the cable.</b> (imageCLASS MF7480/ MF7470 Only)</p>	<p>The machine and cable are not connected properly.</p>	<p>Turn off the machine, check that the machine is connected to the network using the proper cable, and then turn the machine on.</p>
<p><b>Check the TCP/IP.</b> (imageCLASS MF7480/ MF7470 Only)</p>	<p>The machine's TCP/IP is not operating.</p>	<p>Check the IP Address Settings in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," in the Reference Guide or "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)</p>
<p><b>Check your document.</b></p>	<p>Paper or originals are jammed.</p>	<p>Remove any jammed paper or originals. (See "Clearing Jams," on p. 11-2, and "Feeder," on p. 11-5.)</p>
<p><b>Load Paper.</b></p>	<ul style="list-style-type: none"> <li>- The machine has run out of paper. No more prints can be made.</li> <li>- The paper drawer is not inserted correctly.</li> </ul>	<ul style="list-style-type: none"> <li>- Load paper. (See "Set Up the Machine," in the Starter Guide.)</li> <li>- Insert the paper drawer properly. (See "Set Up the Machine," in the Starter Guide.)</li> </ul>

Message	Description	Action
<b>LTR Load paper.</b>	The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.	<ul style="list-style-type: none"> <li>– Load the indicated paper size into the machine. If you press  (Start) while this message is displayed, prints are made with the currently selected paper size.</li> <li>– When the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to [On]. (See “Automatic Paper Selection/Automatic Drawer Switching,” on p. 2-25.)</li> </ul>
<b>No response. (imageCLASS MF7480/ MF7470 Only)</b>	<ul style="list-style-type: none"> <li>– The server was not running when you tried to send.</li> <li>– The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.)</li> <li>– A TCP/IP error occurred when you tried to send an e-mail or I-fax.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the destination.</li> <li>– Check the status of the network.</li> <li>– Check that the network cables and connectors are properly connected.</li> </ul>
<b>No response from the server. Check the settings. (imageCLASS MF7480/ MF7470 Only)</b>	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine’s TCP/IP resources may be low.	Wait for a while, and try browsing again. If you still fail, try selecting another server.
<b>Out of resources. Wait for a moment, then perform operation again. (imageCLASS MF7480/ MF7470 Only)</b>	You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).	Wait for a while, and try browsing again.



Message	Description	Action
<b>Place the original on the platen glass.</b>	The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.	Place the original on the platen glass.
<b>Platen Glass is dirty.</b>	The feeder's scanning area is dirty.	Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 10-7.)
<b>Remove the original from the feeder.</b>	The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.	Remove the original from the feeder.
<b>Remove the paper from the output tray.</b>	Prints from the previous job remain in the output tray.	Remove the prints remaining in the output tray. Printing automatically resumes.
<b>Replace the toner.</b>	Printing is not possible because the toner has run out.	Replace the cartridge. (See "Replacing the Cartridge," on p. 10-14.)
<b>Return page 1 to the top, and then press the Start key.</b>	Scanning was stopped due to a problem with the feeder.	Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press <b>O</b> (Start).
<b>Set the IP Address. (imageCLASS MF7480/ MF7470 Only)</b>	This machine is not set with an IP address.	Specify the IP Address Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen), then turn the machine's main power off and back on again. (See Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," in the Reference Guide, or "Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only)," in the Starter Guide.)
<b>There are too many subdirectories.</b>	You have exceeded the maximum number of subdirectory levels allowed.	The directory level that you are trying to access cannot be specified. Specify a different destination.

# Error Codes

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See “Checking Device Status,” on p. 1-24.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and TX Report. However, if a send job is canceled, “STOP” is printed in the Results column on the TX Report.

```

06/30/2007 10:50 FAX 123XXXXXX          CANON          0001
*****
***  ERROR TX REPORT  ***
*****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO           0005
DEPT. ID           0000001
RECIPIENT ADDRESS 111XXXXX
DESTINATION ID
ST. TIME           12/31 10:50
TIME USE           00'00
PAGES SENT         0
RESULT             NG      # 0018 BUSY/NO SIGNAL
  
```

For details on reports, see Chapter 11, “Appendix,” in the Reference Guide. See the table below for individual error codes.

Error Code	Description	Action
#0001	A paper or originals may be jammed.	Remove the jammed paper or originals.
#0003	<ul style="list-style-type: none"> <li>– An attempt was made to send a document of 17 1/8" (432 mm) or longer from the feeder.</li> <li>– A document takes a long time to send because it contains too much data.</li> <li>– A document takes a long time to receive.</li> </ul>	<ul style="list-style-type: none"> <li>– Divide the document into smaller parts and send from the platen glass.</li> <li>– Reduce the scanning resolution before sending.</li> <li>– Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.</li> </ul>



Error Code	Description	Action
<b>#0005</b>	<ul style="list-style-type: none"> <li>– The recipient did not respond within 35 seconds.</li> <li>– The other party may not be using a G3 fax machine.</li> </ul>	<ul style="list-style-type: none"> <li>– Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.</li> <li>– Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.</li> </ul>
<b>#0009</b>	The paper has run out or the paper drawer is not set properly.	Load the paper or insert the paper drawer properly.
<b>#0012</b>	You could not send because the other party's fax machine is out of paper.	Contact the other party and ask them to load the paper.
<b>#0018</b>	<ul style="list-style-type: none"> <li>– The recipient's machine did not respond when your machine retried sending documents.</li> <li>– The documents could not be sent because the recipient's machine was busy.</li> <li>– The settings on your machine do not match the settings on the recipient's machine.</li> <li>– No pause was included in the telephone number when sending a fax overseas.</li> </ul>	<ul style="list-style-type: none"> <li>– Confirm that the recipient's machine is able to communicate, and try again.</li> <li>– Confirm that the recipient's machine is able to communicate, and try again.</li> <li>– Confirm that the recipient's machine is able to communicate, and try again.</li> <li>– Insert a pause after the country code, or after the fax number of the other party, and then dial the number again.</li> <li>– Change the Long Distance setting on the Option screen if you are sending documents to destinations stored in the Address Book or one-touch buttons. (See "Storing/Editing Address Book," on p. 4-58, or "Storing/Editing One-Touch Buttons," on p. 4-71.)</li> </ul>
<b>#0037</b>	The memory is full.	Print, send, or delete any documents stored in memory.

Error Code	Description	Action
<b>#0059</b>	Your transmission is canceled because the number you dialed was different from the number registered on the other party's fax machine.	Check to see that the correct fax number is registered on the other party's fax machine.
<b>#0701</b>	The specified Department ID does not exist, or the password has changed.	Enter the correct Department ID or password using  -  (numeric keys), and try again. (See "Department/User ID Management," on p. 1-17.)
<b>#0703 (for the imageCLASS MF7480 only)</b>	The memory for image data is full when sending color documents.	<ul style="list-style-type: none"> <li>- Wait a few moments, and then try sending again after other send jobs are complete.</li> <li>- Erase documents stored in memory. If the machine still does not operate normally, turn the main power off, and then back on.</li> </ul>
<b>#0705 (for the imageCLASS MF7480 only)</b>	The send operation was interrupted because the size of the image data is larger than that specified in Maximum TX Data Size set in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen).	<ul style="list-style-type: none"> <li>- Change the setting for the Maximum TX Data Size in E-mail/I-Fax Settings in Communications Settings in System Settings (from the Additional Functions screen).</li> <li>- Select a lower resolution.</li> <li>- If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum TX Data Size.</li> <li>- Set Divide into Pages to [On] in the File Format screen.</li> </ul>
<b>#0749</b>	You could not execute the job because a service call message is being displayed.	Turn the main power off, wait for 10 seconds, and turn the main power back on. If the machine still does not work normally, turn the main power off, disconnect the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center.
<b># 0751 (for the imageCLASS MF7480 only)</b>	The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).	<ul style="list-style-type: none"> <li>- Check the recipient's address.</li> <li>- Check that the network is up.</li> </ul>



Error Code	Description	Action
<p><b>#0752</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– The SMTP server name or POP server name for e-mail or I-fax is not correct, or the server is not functioning.</li> <li>– The domain name or e-mail address may not be set.</li> <li>– The network is down.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the SMTP server name, domain name, POP server name, and e-mail address in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).</li> <li>– Check that the SMTP server is operating properly.</li> <li>– Check the network status.</li> </ul>
<p><b>#0753</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b></p>	<p>A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)</p>	<p>Check the network cables and connectors. If the machine still does not operate normally, turn the main power off, and then back on.</p>
<p><b>#0755</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– You cannot send jobs because TCP/IP is not functioning correctly.</li> <li>– The IP address is not set.</li> <li>– When the machine was turned on, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.</li> </ul>	<ul style="list-style-type: none"> <li>– Check TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).</li> <li>– Check TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).</li> <li>– Check TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen). Or wait a while, and then try sending again.</li> </ul>
<p><b>#0801</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message.</li> <li>– The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.</li> </ul>	<ul style="list-style-type: none"> <li>– Check that the SMTP server is functioning normally, or check the network status.</li> <li>– Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.</li> </ul>

Error Code	Description	Action
<p><b>#0802</b> <b>(for the imageCLASS MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– The name of the SMTP server or POP server in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) is not correct.</li> <li>– The DNS (Domain Name System) server name is not correct.</li> <li>– Connection to the DNS server failed.</li> </ul>	<ul style="list-style-type: none"> <li>– Check the name of the SMTP server or POP server in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).</li> <li>– Check the settings in DNS (Domain Name System) Server in IPv4 Settings or IPv6 Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen).</li> <li>– Check that the DNS server is functioning normally.</li> </ul>
<p><b>#0804</b> <b>(for the imageCLASS MF7480 only)</b></p>	<p>You have no permission to access the folder.</p>	<p>Change the setting on the server to enable access to the folder.</p>
<p><b>#0806</b> <b>(for the imageCLASS MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– An incorrect user name or password was specified for the sending of a file to a file server.</li> <li>– An incorrect destination was specified for the sending of an e-mail message or I-fax.</li> </ul>	<ul style="list-style-type: none"> <li>– Change the user name or password.</li> <li>– Check the e-mail or I-fax address.</li> </ul>
<p><b>#0808</b> <b>(for the imageCLASS MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– A timeout error occurred while the machine was communicating with the FTP server.</li> <li>– The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission.</li> </ul>	<ul style="list-style-type: none"> <li>– Check that the FTP server is functioning normally, or check the network status.</li> <li>– Check that the FTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.</li> </ul>
<p><b>#0810</b> <b>(for the imageCLASS MF7480 only)</b></p>	<ul style="list-style-type: none"> <li>– A POP server connection error occurred when receiving an I-fax.</li> <li>– The POP server returned an error during the connection.</li> <li>– A timeout error occurred on the server while connecting to the POP server.</li> </ul>	<p>Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen). Confirm that the POP server is functioning normally. Check the network status.</p>



<b>Error Code</b>	<b>Description</b>	<b>Action</b>
<b>#0812 (for the imageCLASS MF7480 only)</b>	The POP password setting is incorrect.	Check the POP Server password in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
<b>#0813 (for the imageCLASS MF7480 only)</b>	The POP Server name setting is incorrect.	Check the POP Server name in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen).
<b>#0816</b>	You have reached the quota for the number of pages you can copy or print.	Reset or increase the page quota or contact your system administrator.
<b>#0818 (for the imageCLASS MF7480 only)</b>	You have received data that cannot be processed (cannot print the attached file).	Check the settings and ask the sender to resend the data.
<b>#0819 (for the imageCLASS MF7480 only)</b>	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data.
<b>#0820 (for the imageCLASS MF7480 only)</b>	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).	Check the settings, and then ask the sender to resend the data.
<b>#0821 (for the imageCLASS MF7480 only)</b>	You have received data that cannot be processed (TIFF analysis error).	Check the settings, and then ask the sender to resend the data.
<b>#0827 (for the imageCLASS MF7480 only)</b>	You have received data that cannot be processed (contains MIME information that is not supported).	Check the settings, and then ask the sender to resend the data.
<b>#0828 (for the imageCLASS MF7480 only)</b>	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
<b>#0829 (for the imageCLASS MF7480 only)</b>	Data containing more pages than the machine can hold in memory is received.	Print the received documents, and ask the sender to resend the remaining pages.

Error Code	Description	Action
<b>#0839</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b>	The user name or password for the SMTP Authentication (SMTP AUTH) in Authentication/Encryption in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen) is incorrect.	Check the user name and password for SMTP Authentication (SMTP AUTH) in Authentication/Encryption in E-mail/I-Fax in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 6, "Network (imageCLASS MF7480/MF7470 Only)," in the Reference Guide.)
<b>#0852</b>	An error occurred because the main power switch was turned off while a job was being processed.	Check to see if the main power switch is turned on. Try processing the job again, if necessary.
<b>#0995</b> <b>(for the</b> <b>imageCLASS</b> <b>MF7480 only)</b>	Communication reservation is cleared.	If necessary, try again from the beginning.

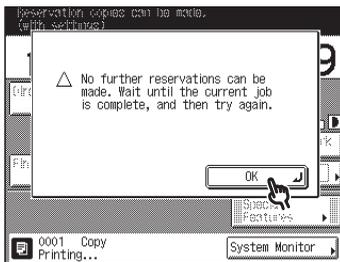
# If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

## NOTE

The jobs may not be accepted even if <Avail. Memory> on the [Device] tab of the System Monitor screen has not reached zero percent.

1

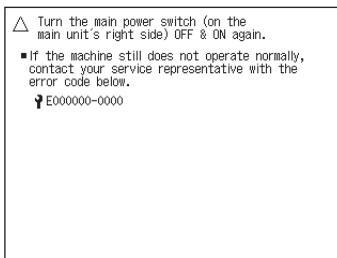


Scan the job again when the current job is complete.

# Service Call Messages

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

If a message like the one shown below appears, follow the procedure described below.



## WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

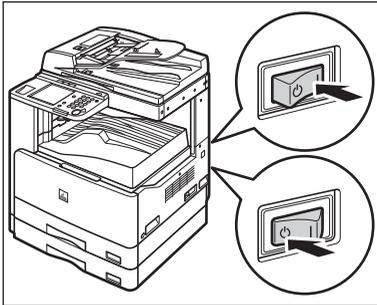
## CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

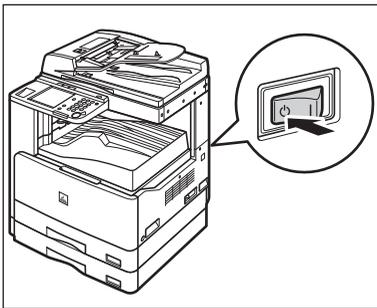
## NOTE

- Sending or receiving documents cannot be done when the main power switch is off.
- If the main power switch is turned off, all jobs waiting in the print queue will be erased.
- Documents received into memory and documents stored for delayed send will be retained for approximately 60 minutes after the power cord has been disconnected.

- 1** Turn the main power switch off. Allow at least 10 seconds before turning the main power switch back on.



- 2** If the machine still does not operate normally, turn the main power switch off, and then disconnect the power cord from the wall outlet. Contact Canon Authorized Service Facilities or the Canon Customer Care Center.



 **NOTE**

When contacting Canon Authorized Service Facilities or the Canon Customer Care Center, check the following:

- Model name
- Problems and status of the machine
- Error code on the touch panel display

# If You Cannot Solve a Problem

## Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you cannot solve the problem after having referred to the information in this chapter, or if you think your machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions you can also visit our support site at [www.canontechsupport.com](http://www.canontechsupport.com).

## Customer Support (Canada)

Canon Canada Inc., offers a full range of customer technical support options\*:

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions ([www.canon.ca](http://www.canon.ca))
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-652-2666).
- Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty (1-800-652-2666)
- The location of the authorized service facility nearest you (1-800-652-2666) If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the Free live technical support number above or via the website at [www.canon.ca](http://www.canon.ca)

\* Support program specifics are subject to change without notice.



**Please have the following information ready when you contact Canon:**

- Product name
- Serial number: Press Ⓞ (Serial No.) to check your number.
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

 **CAUTION**

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact Canon Authorized Service Facilities or the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

 **NOTE**

Attempting to repair the machine yourself may void the limited warranty.



# 12 Machine Settings

<b>Machine Settings .....</b>	<b>12-2</b>
<b>Additional Functions Menu .....</b>	<b>12-6</b>

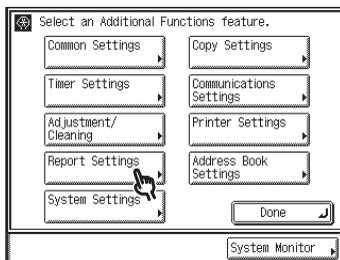
# Machine Settings

You can adjust the machine settings from the Additional Functions Menu to customize the way the machine works. To see the list of current settings, print out **USER'S DATA LIST**.

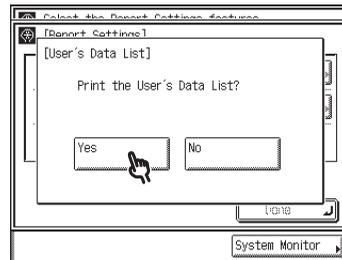
## Printing USER'S DATA LIST

**1** Press **Ⓜ** (Additional Functions).

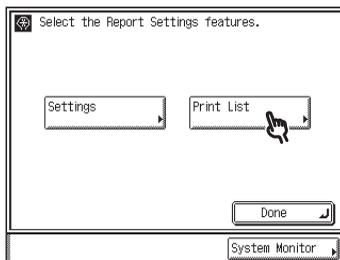
**2**



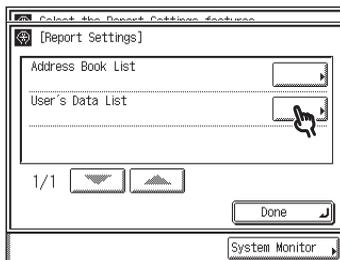
**5**



**3**



**4**



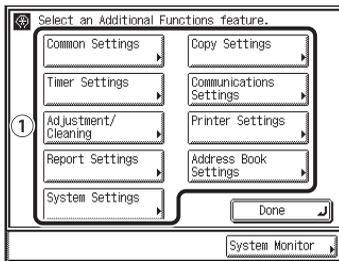
# Accessing the Additional Functions Menu

## NOTE

- If User ID Management is set to [On], users whose user type is registered as "User" (end user) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to [On], users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.
- Settings specified from the Additional Functions screen are never changed when you press  $\odot$  (Reset).

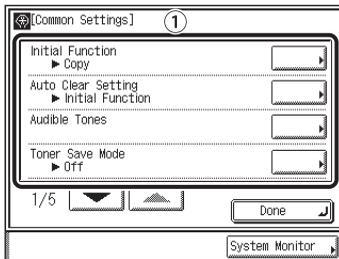
## 1 Press $\odot$ (Additional Functions).

2



- ① Select an Additional Functions setting.

3



- ① Press a mode key to specify its settings.  
For details on the setting items, see  
"Additional Functions Menu," on p. 12-6.

## 4 When finished registering the settings, press [Done] repeatedly until the Basic Features screen appears.

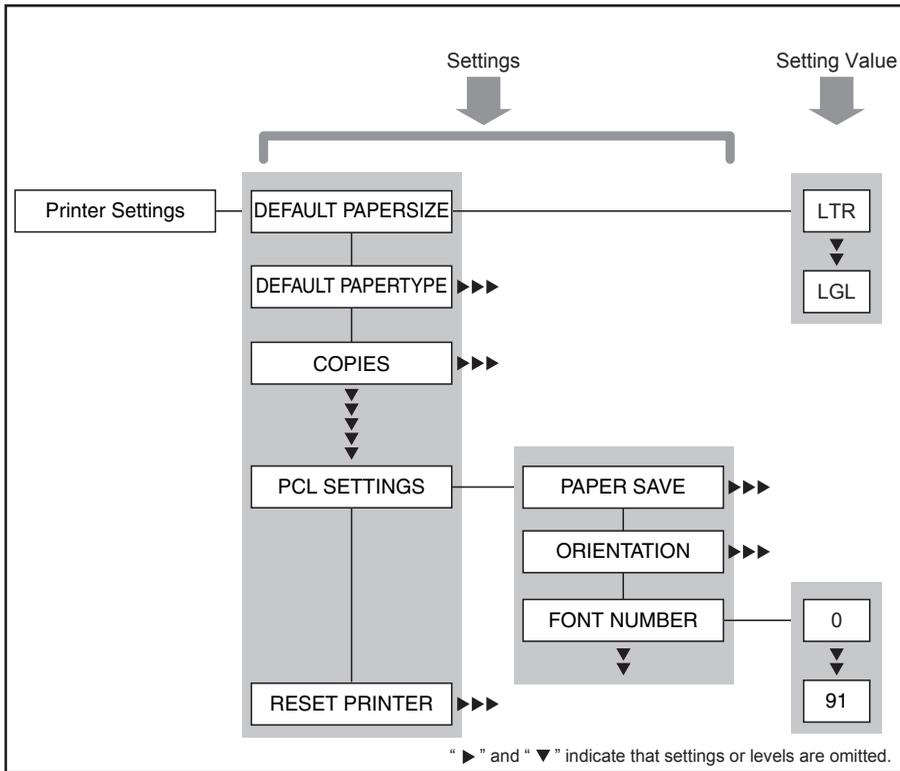
# Using the Printer Settings Menu

The Printer Settings menu enables you to access common features. Below is an abbreviated outline of the Printer Settings menu structure. For a detailed description of all Printer Settings menu options, see "Printer Settings," on p. 12-20.

As an example, the sequence of steps for setting the default number of copies is shown on the following pages.

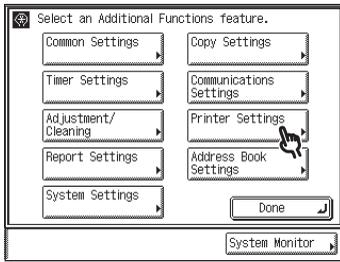
 **NOTE**

Depending on the printer personality, some settings are not available. For details on the availability of settings, see "Printer Settings," on p. 12-20.

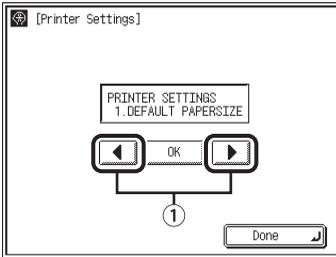


# 1 Press **[F4]** (Additional Functions).

## 2

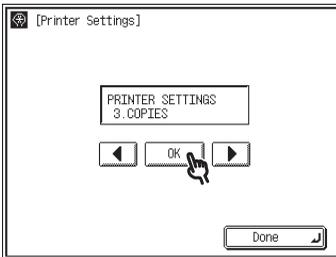


## 3

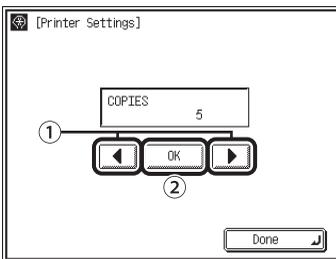


① Press **[Left Arrow]** or **[Right Arrow]** to select <COPIES>.

## 4



## 5



① Press **[Left Arrow]** or **[Right Arrow]** to specify the number of copies.

② Press **[OK]**.

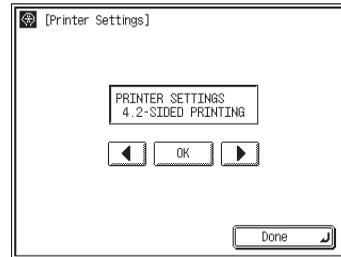
You can also use **[0]-[9]** (numeric keys) to enter the value. (The numeric keys are not available depending on the Printer Settings item.)

You can change the value by pressing **[Left Arrow]** or **[Right Arrow]**, even if you have entered the value using **[0]-[9]** (numeric keys).

If necessary, repeat this step to specify the setting more precisely according to the Printer Settings item you have selected.

You can return to the previous setting item screen by pressing **[Done]**.

The next setting item screen is displayed.



## 6

Repeat steps 3 to 5 to specify all the Printer Settings items you want to set.

## 7

Press **[Done]** repeatedly until the Basic Features screen is displayed.

# Additional Functions Menu



## NOTE

Depending on the model of your machine, some settings may not be available.

Common Settings	
Setting Item	Description
Initial Function	Specifies the screen that is displayed when you turn on the main power, or after the Auto Clear mode initiates. Copy <ul style="list-style-type: none"><li>– Copy Basic Features screen</li><li>– Send Basic Features screen</li><li>– Scan Basic Features screen</li><li>– System Monitor screen</li><li>– Device status screen</li></ul>
Auto Clear Setting	Selects which screen appears after the Auto Clear mode initiates.
Initial Function	Displays the screen selected in Initial Function.
Selected Function	Displays the screen of the current mode.
Audible Tones	Sets whether to sound audible tones.
Entry Tone	Beeps when pressing keys on the control panel or keys on the touch panel display. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>
Error Tone	Beeps when an error (e.g., paper jam) occurs. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>
Send Done Tone	Beeps when a document is sent. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>
Receive Done Tone	Beeps when a document is received. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>
Print Done Tone	Beeps when printing is complete. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>
Scan Done Tone	Beeps when scanning is complete. <ul style="list-style-type: none"><li>– On (1 to 3 levels)</li><li>– Off</li></ul>

Common Settings	
Toner Save Mode	<p>Selects the toner consumption for printing.</p> <ul style="list-style-type: none"> <li>– High</li> <li>– Low</li> <li>– Off</li> </ul> <p>* If the Toner Save mode is set to [High], print quality may be affected. If you notice degradation in print quality, set this mode to [Off].</p>
Printer Density	<p>Recalibrates the density adjustment scale if differences between the image in the original and the print occur. (1-9)</p> <p>* This function is not effective for print jobs. (See “Printer Settings,” on p. 12-20.)</p>
Inch Entry	<p>Enables you to enter values in inches on the numeric entry screens.</p> <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Drawer Eligibility For APS/ADS	<p>Sets which paper sources can be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for all the different functions of the machine, and is especially useful when you want to use different paper sources for different purposes.</p> <ul style="list-style-type: none"> <li>– Copy (ON/OFF)</li> <li>– Printer (ON/OFF)</li> <li>– Receive (ON/OFF)</li> <li>– Other (ON/OFF)</li> </ul>
Register Paper Type	<p>Enables you to specify the paper type loaded in each paper source.</p> <ul style="list-style-type: none"> <li>– Paper Drawer 1 (Plain, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1)</li> <li>– Paper Drawer 2 (Plain, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1)</li> </ul>
Energy Consumption in Sleep Mode	<p>Sets the amount of energy that the machine consumes when it is in the Sleep mode.</p> <ul style="list-style-type: none"> <li>– Low</li> <li>– High</li> </ul>



## Common Settings

Stack Bypass Standard Settings	<p>Sets the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.</p> <p>If the Stack Bypass Standard Settings are stored when using the Send function, you can also use the stack bypass to receive I-fax or fax documents.</p> <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul> <p> <b>NOTE</b></p> <ul style="list-style-type: none"><li>– When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.</li><li>– If you are using the stack bypass as a paper source for Copy and Receive (I-fax or fax), you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See “Automatic Paper Selection/Automatic Drawer Switching,” on p. 2-25.)</li></ul>
Paper Feed Method Switch	<p>Sets whether the printer speed is the priority for your job, or whether to print on a specific side of the paper. This is useful when you want to make one- or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper of the paper loaded in a paper source.</p> <ul style="list-style-type: none"><li>– Stack Bypass (Speed, Print Side)</li><li>– Paper Drawer 1 (Speed, Print Side)</li><li>– Paper Drawer 2 (Speed, Print Side)</li></ul>
Language Switch	<p>Selects the language on the touch panel display. (See “Specifications,” on p. 13-2.)</p>
Reserved Display (B/W)	<p>Sets whether to reverse the contrast on the touch panel display for better viewing. If you find it hard to read what is being shown on the touch panel display, try using this mode.</p> <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Error Display for Dirty Feeder	<p>Sets whether to display the error message when the feeder is dirty.</p> <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>

<b>Common Settings</b>	
Data Compress. Ratio for Remote Scans	<p>Sets the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.</p> <ul style="list-style-type: none"> <li>- High Ratio</li> <li>- Normal</li> <li>- Low Ratio</li> </ul>
Gamma Value for Remote Scans	<p>Sets the gamma value that is used for scanning color documents into your computer through the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with the most optimal density.</p> <ul style="list-style-type: none"> <li>- Gamma 1.0</li> <li>- Gamma 1.4</li> <li>- Gamma 1.8</li> <li>- Gamma 2.2</li> </ul>
Initialize Common Settings	<p>Restore all of the Common Settings to their defaults (initial settings) except for Language Switch.</p> <ul style="list-style-type: none"> <li>- Yes</li> <li>- No</li> </ul>

## Copy Settings

Setting Item	Description
Image Orientation Priority	Sets whether to activate the image direction priority.
Off	Copy orientation is rotated at 180 degrees.
On	Copy orientation is same as the document.
Auto Orientation	Sets the original size and copy ratio automatically. <ul style="list-style-type: none"><li>- On</li><li>- Off</li></ul>
Standard Settings	Sets the default setting for copying.
Store	Sets your own <Standard Settings> as default.
Initialize	Restores all <Standard Settings> to the default.
Initialize Copy Settings	Restores all <Copy Settings> to the default. <ul style="list-style-type: none"><li>- Yes</li><li>- No</li></ul>

<b>Timer Setting</b>	
<b>Setting Item</b>	<b>Description</b>
Date & Time Settings	Sets the following: <ul style="list-style-type: none"> <li>- Current date and time</li> <li>- Time zone of your machine's location</li> <li>- Daylight saving time mode</li> </ul> (See "Set Up the Machine," in the Starter Guide.)
Auto Sleep Time	Sets the auto sleep mode when the machine remains idle for a certain period of time (3min-30min). (See "Setting the Sleep Mode," on p. 1-22.) <ul style="list-style-type: none"> <li>- On</li> <li>- Off</li> </ul>
Auto Clear Time	Sets the auto clear mode when the machine has no operation idle for a certain period of time (0min-9min). The machine returns to the Basic Features screen. (See "Setting Auto Clear Time," on p. 1-23.)

<b>Communications Settings</b>	
<b>Setting Item</b>	<b>Description</b>
Common Settings	Sets the features common to the fax and send functions.
TX Settings	Sets the transmission features.
Unit Name	Registers your name/company name (max. 24 characters, including spaces). (See "Set the Machine for Sending Documents," in the Starter Guide.)
Data Compression Ratio* <sup>1</sup>	Sets the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images. <ul style="list-style-type: none"> <li>– High Ratio</li> <li>– Normal</li> <li>– Low Ratio</li> </ul>
Retry Times* <sup>1</sup>	Sets the number of retry attempts for sending jobs to an e-mail, I-fax, or file server address. (0-5) (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
Edit Standard Send Settings	Sets the default settings for sending documents. You can set the Color mode* <sup>1</sup> , Document Size, File Format* <sup>1</sup> , Stamp, Resolution, Density, and Original Type. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
TX Terminal ID	Sets the options for sender information.
Printing Position	Selects where the sender information is printed in small type at the top of each page. <ul style="list-style-type: none"> <li>– Outside</li> <li>– Inside</li> </ul>
Telephone # Mark	Prefixes your number with the abbreviations FAX or TEL in your sender information. <ul style="list-style-type: none"> <li>– FAX</li> <li>– TEL</li> </ul>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.

<b>Communications Settings</b>	
Gamma Value for Color Send Jobs* <sup>1</sup>	Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. (Gamma 1.8, Gamma 2.2, Gamma 1.0, Gamma 1.4)
Sharpness	Sets the contrast of the images you scan. (1-7)
Register Favorites Button	Stores destinations with its send settings in favorites buttons.
Color TX Scan Settings* <sup>1</sup>	Sets the priority for color scanned data. Selecting Speed Priority reduces the time spent in sending the document, but results in low quality images. Conversely, selecting Image Priority increases the time spent in sending the document, but results in high quality images. <ul style="list-style-type: none"> <li>– Speed Priority</li> <li>– Image Priority</li> </ul>
Default Screen for Send	Sets whether the [Favorites], [One-touch] tab, or the Send Basic Features screen is displayed when the power is turned on,  (Reset) is pressed, or the Auto Clear mode is activated. <ul style="list-style-type: none"> <li>– Favorites Buttons</li> <li>– One-touch Buttons</li> <li>– Initial Function</li> </ul>
Initialize TX Settings	Restores the TX Settings to their default settings. However, Retry Times, Unit Name, and TX Terminal ID settings are not initialized.
RX Settings	Sets the reception features.
2-Sided Print	Sets whether the machine prints received documents on both sides of the paper. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Select Cassette	Sets how the machine prints documents when there is no paper matching the size of the received document. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.



## Communications Settings

Switch A	The image is printed over two sheets of paper that have the same combined size as the received document. <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Switch B	The image is printed with blank space on paper that has the same width as the received document. <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Switch C	The image is reduced and printed on paper that differs in width from the received document. <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Switch D	The image is printed on paper that is larger in size than the received document. <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Receive Reduction	Sets whether the received images print out at a reduced size. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
On	Image reduction is turned on.
RX Reduction	Selects the reducing type. <ul style="list-style-type: none"><li>– Auto</li><li>– Fix. Red. (75%, 90%, 95%, or 97%)</li></ul>
Reduce Direction	Selects the reducing direction. <ul style="list-style-type: none"><li>– Ver. Hor.</li><li>– Vertical Only</li></ul>
Off	Image reduction is turned off.

<b>Communications Settings</b>	
Received Page Footer	Sets whether to insert the machine's fax number and the sender information on received faxes. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Continue Printing When Toner Is Out	Sets whether the machine continues printing received documents and reports when it is running out of toner. If you set the machine not to continue printing, the machine stops printing when the toner starts to run out, and automatically stores the received documents in memory. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Fax Settings	Sets the fax features.
User Settings	Specifies the basic operation settings in the fax mode.
Unit Telephone #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Documents," in the Starter Guide.)
Tel Line Type	Selects the telephone line type. (See "Set the Machine for Sending Documents," in the Starter Guide.) <ul style="list-style-type: none"> <li>– Pulse</li> <li>– Tone</li> </ul>
Monitor Volume Control	Sets the volume for the monitor tone that this machine sounds during a fax transmission.
TX Settings	Sets the transmission features.
ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Pause Time	Sets the pause time when you insert pause into the dialing sequence. (1sec–15sec)



<b>Communications Settings</b>	
Auto Redial	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
Redial Times	Sets the number of retries. (1 times–10 times)
Redial Interval	Sets period of time before redialing. (2 min.–99 min.)
Transmission Error Redial	Sets whether the machine redials automatically when transmission error occurs. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Check Dial Tone Before Sending	Sets whether to check the telephone line condition. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Rotate Send	Sets whether to use the TX Rotation function. TX Rotation function automatically corrects the orientation of the document by rotating the image when sending. For example, if you set a document that has a horizontal orientation vertically on the machine, the machine rotates the image and sends it horizontally. You can use the TX Rotation mode for an LTR document only. The TX Rotation mode is not available if you are using the Direct Sending or Manual Sending. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
RX Settings	Sets the reception features.
ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>

<b>Adjustment/Cleaning</b>	
<b>Setting Item</b>	<b>Description</b>
Transfer Roller Cleaning	Cleans the transfer roller. (See "Transfer Roller," on p. 10-11.)
Fixing Unit Cleaning	Cleans the fixing unit. (See "Fixing Unit," on p. 10-3.)
Feeder Cleaning	Cleans the rollers of the feeder. (See "Automatic Feeder Cleaning," on p. 10-9.)
Special Mode M	Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately.
Standard	Normal transcription output.
Low	Lower than normal transcription output.  <b>NOTE</b> Selecting [Low] may be effective when printing on paper that contains a lot of moisture because it was stored for a long period of time after opening, or when printing on recycled paper.
Moderate	Slightly higher than normal transcription output.
High	Higher than normal transcription output.  <b>NOTE</b> Selecting [High] may be effective when printing on the heavyweight paper.
Special Mode N	Sets whether to prevent paper curls or jams which may occur when printing on paper that has absorbed moisture.  <b>NOTE</b> – Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper will frequently result in a paper jam. – Printing times with Special Mode N activated are longer than when the function is not used. – If you select [Medium] or [High] when paper is not moistened, the print quality may be deteriorated.
Auto	Automatically switches to the appropriate curl prevention level.
Manual	Enables manual selection of [Medium] or [High].
Medium	Prevents curling of paper that has absorbed moisture.
High	Prevents paper curls more efficiently than when [Medium] is selected.
Off	Disables Special Mode N.



Adjustment/Cleaning	
Special Mode O	<p>Sets whether to prevent paper jams when printing on the back of a printed paper.</p> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper will frequently result in a paper jam.</li> <li>– When you select [Medium] or [High], the image may become faint.</li> </ul>
Medium	Paper separates easily from the cartridge, preventing paper jams.
High	Prevents paper jams more effectively than when [Medium] is selected.
Off	Disables Special Mode O.
Special Mode P	<p>Sets whether to prevent paper curls when using paper such as lightweight paper or recycled paper, which curls easily regardless of humidity.</p> <p> <b>NOTE</b></p> <p>If both of the Special Mode N and Special Mode P settings are enabled, Special Mode N will prevail.</p>
Off	Disables Special Mode P.
Medium	Prevents paper from curling.
High	Prevents paper curls more effectively than when [Medium] is selected.
Bond Special Fixing Mode	<p>Selects to perform special fixing for bond paper.</p> <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Special Mode S	<p>Sets whether to reduce the waiting time for a next job. If size of paper required is different for a job that follows an extended amount of printing, there may be a waiting time before the next job starts.</p> <p>* If you set this mode to [Speed Priority 1] or [Speed Priority 2], a previously printed image may reappear faintly on the next printout.</p>
Off	Does not reduce the waiting time.
Speed Priority 1	Reduces the waiting time. Printing resumes quickly.
Speed Priority 2	Reduces the waiting time to a lesser degree.

<b>Adjustment/Cleaning</b>	
Rotate Collate Adjustment	Adjusts the wait time when printing with the Rotate Collate mode. Printing with this mode involves two different paper sources, and a certain wait time is required to switch them.
Speed Priority 2	Medium wait time.
Image Priority	Longest wait time.
Speed Priority 1	Shortest wait time.
Auto Adjustment for Dirty Feeder	<p>Sets whether to prevent dirt and grime in the feeder from appearing on your prints and copies. If the feeder is dirty, dots or lines may appear on prints or copies.</p> <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– If either [JPEG] or [PDF (Compact)] is selected for [File Format] when the Send function is used, the setting for this mode is not applied.</li> <li>– While some dots or lines may continue to be printed even if this mode is set to [On], copies are significantly clearer than when this mode is set to [Off].</li> </ul>
Maintenance Code	This setting is not functional in this model.

Printer Settings	
Setting Item	Description
1. DEFAULT PAPERSIZE	<p>Sets the default paper size when no paper source is specified. (LTR, EXECUTIV, STMT, ISO-B5, ISO-C5, COM10, MONARCH, DL, A4, A3, B4, B5, A5, 11 x 17, LGL)</p> <p> <b>NOTE</b></p> <p>If you are printing from an OS (operating system) that does not have a printer driver for the machine, make sure that the paper loaded in the paper drawer matches the paper size specified in this setting. If the paper size specified in this setting is not available, an error message is displayed when the machine tries to print the job and the machine stops. In addition, if a paper source has not been selected through the application, the machine automatically selects the default print settings for the paper size and type.</p>
2. DEFAULT PAPERTYPE	<p>Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type. (PLAIN PAPER, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, 3-HOLE PUNCH PAPER, TRANSPARENCY, LABELS, ENVELOPE)</p> <p> <b>NOTE</b></p> <p>If you are printing from an OS (operating system) that does not have a printer driver for the machine, make sure that the paper loaded in the paper drawer matches the paper type specified in this setting. If the paper type specified in this setting is not available, an error message is displayed when the machine tries to print the job, and the machine stops. In addition, if a paper source has not been selected through the application, the machine automatically selects the default print settings for the paper type and size. (See "Setting Paper Size and Type," on p. 2-19.)</p>
3. COPIES	Sets the number of documents printed. (1-999)
4. 2-SIDED PRINTING	<p>Sets whether to activate two-sided printing.</p> <ul style="list-style-type: none"> <li>- OFF</li> <li>- ON</li> </ul>
5. PRINT QUALITY	Sets the image quality, density or toner saving mode for printing.

Printer Settings	
1. IMAGE REFINEMENT	<p>Sets whether to print smoothly the jagged outlines of characters and graphics.</p> <ul style="list-style-type: none"> <li>– ON</li> <li>– OFF</li> </ul> <p> <b>NOTE</b></p> <p>The results of image refinement may be different depending on the types of characters and graphics you want to print.</p>
2. DENSITY	Adjusts the print density. (1-9)
3. TONER SAVER	<p>Sets whether the toner saving mode is enabled.</p> <ul style="list-style-type: none"> <li>– OFF</li> <li>– ON</li> </ul> <p> <b>NOTE</b></p> <p>If [ON] is selected for Toner Saver, very light or finely detailed images may not be printed clearly.</p>
6. PAGE LAYOUT	Sets the printing layout.
1. BINDING	<p>Sets the binding position for two-sided printing.</p> <ul style="list-style-type: none"> <li>– LONG EDGE</li> <li>– SHORT EDGE</li> </ul> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– You cannot create a binding margin with this setting alone. Use this setting in combination with the Margin setting to create a binding margin.</li> <li>– For two-sided printing, the orientation of the image on the back side of the page may be changed by this setting.</li> </ul>
2. MARGIN	<p>Sets the page margin in inches or millimeters.</p> <ul style="list-style-type: none"> <li>– INCHES (-01.90INCHES–01.90INCHES)</li> <li>– mm (-50.0 mm–50.0 mm)</li> </ul> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– If this setting moves the image outside the printable area, part of the image may be cut off.</li> <li>– Pressing [▶] increases the setting value by 0.01" (0.5 mm) each time the key is pressed. Pressing [◀] decreases the value by 0.01" (0.5 mm) each time. Holding down either [◀] or [▶] continuously speeds up the value alteration.</li> </ul>

Printer Settings	
7. AUTO ERROR SKIP	<p>Sets whether to clear an error and continue printing automatically when an error occurs (Error skip).</p> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– Error skip only temporarily clears an error, so the data may not print correctly.</li> <li>– This setting is valid even if multiple errors have occurred.</li> </ul>
OFF	The auto continue is off. You must perform error skips from the touch panel display.
ON	Error skips are performed automatically.
8. ERROR TIME OUT	<p>Sets the length of time before the machine returns an error when no data is received from the computer.</p> <p> <b>NOTE</b></p> <p>If this function is set so that a job will timeout, the machine may end a print job before all the data has been received if it takes a long time for the PC to send the data. If this occurs, adjust the length of the Error Time Out setting.</p>
ON	Sets the error time out period. (5SEC–300SEC)
OFF	The error time out is off.
9. COLLATE	<p>Sets whether to collate the printouts automatically.</p> <ul style="list-style-type: none"> <li>– OFF</li> <li>– COLLATE</li> </ul>
10. INIT. PRINTER SET	<p>Restores all &lt;PRINTER SETTINGS&gt; to the default.</p> <ul style="list-style-type: none"> <li>– OFF</li> <li>– ON</li> </ul> <p> <b>CAUTION</b></p> <p>Do not turn off the machine while the settings are being initialized as this may damage the machine's memory.</p>
11. PCL SETTINGS* <sup>1</sup>	Sets the PCL printer setting.
1. PAPER SAVE	<p>Sets whether to save blank pages.</p> <ul style="list-style-type: none"> <li>– OFF</li> <li>– ON</li> </ul>
2. ORIENTATION	<p>Sets the paper orientation.</p> <ul style="list-style-type: none"> <li>– PORTRAIT</li> <li>– LANDSCAPE</li> </ul>
3. FONT NUMBER	<p>Sets the default font typeface for the printer function using the corresponding font numbers. (0-91)</p> <p>(See chapter 11, "Appendix," in the Reference Guide.)</p>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

<b>Printer Settings</b>	
4. POINT SIZE	Specifies a point size for the default font. This item appears when the number in <FONT NUMBER> is that of a proportionally spaced scalable font. (4.00 point–999.75 point)
5. PITCH	Specifies the pitch for the default font. This item appears when the number in <FONT NUMBER> is that of a fixed pitch scalable font. (00.44 cpi–99.99 cpi)
6. FORM LINES	Sets the number of lines to be printed on a page. (5 lines–128 lines)
7. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer. (PC8, PC850, PC852, PC858, PC8DN, PC8TK, PC1004, PSTEXT, ROMAN8, ROMAN9, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, ISOL9, LEGAL, MCTEXT, PC775)
8. CUSTOM PAPER	Sets whether to use a custom paper size.
OFF	Disables you to specify a custom paper size.
ON	Enables you to specify a custom paper size.
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size. – INCHES – MILLIMETERS
2. X DIMENSION	Specifies the horizontal size of the custom paper. (5.83"-17.00" (148 mm-432 mm))
3. Y DIMENSION	Specifies the vertical size of the custom paper. (3.75"-11.69" (95 mm-297 mm))
9. APPEND CR TO LF	Sets whether to append a carriage return (CR) when line feed code (LF) is received.
NO	The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).
YES	The print head moves to the beginning of the next line when line feed code is received.



Printer Settings	
10. ENLARGE A4	<p>Sets whether to expand the printable area of A4 size paper to that of Letter size in width.</p> <p> <b>NOTE</b></p> <ul style="list-style-type: none"> <li>– This setting is applicable for the PCL5 printing only. The PCL6 printing is not supported.</li> <li>– This setting is applicable for A4 paper only.</li> <li>– This setting is applicable for portrait orientation only.</li> </ul>
OFF	All the area on a page 1/8" (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.
ON	All the area on a page 1/8" (4.23 mm) from the top and bottom edges and 1/8" (3.30 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.
11. HALFTONES	Specifies the display pattern of subtle gradation (medium gradation) for black-and-white data for each text part, graphics part and image part.
1. TEXT	Enables this function to text parts.
RESOLUTION	Prints precisely so that the lines of text data appear clearly. This setting is appropriate for printing data that contains text or thin lines.
TONE	Prints with a stable texture and distinct gradation, by enhancing the contrast of tone. This setting is appropriate for printing image data such as photographic images.
GRADATION	Prints with a smooth gradation and fine outline quality combined. This setting is appropriate for printing diagrams or graphs in which gradation is used.
2. GRAPHICS	<p>Enables this function to graphics parts such as diagrams and graphs.</p> <ul style="list-style-type: none"> <li>– TONE</li> <li>– GRADATION</li> <li>– RESOLUTION</li> </ul>
3. IMAGE	<p>Enables this function to image parts such as picture images.</p> <ul style="list-style-type: none"> <li>– TONE</li> <li>– GRADATION</li> <li>– RESOLUTION</li> </ul>

## Printer Settings

### 12. RESET PRINTER

Clears all print jobs in progress and resets the printer function.

- OFF
- ON

 **NOTE**

- If the machine is being used on a network, please note that resetting the printer may affect data being received from other users.
- If you reset the printer, data may be deleted for print jobs that have already been received, or received while the printer is being reset. However, in some cases, the data is not deleted from the machine's memory, and the print job may not print correctly. Canon recommends that you reset the printer to delete the data and print the job again.

## Address Book Settings

Setting Item	Description
Register Address	Registers the destinations in the Address Book. Up to 300 destinations can be registered. (See "Storing/Editing Address Book," on p. 4-58.)
One-touch Buttons	Registers the destinations on one-touch buttons. Up to 200 destinations can be registered. (See "Storing/Editing One-Touch Buttons," on p. 4-71.)

<b>Report Settings</b>	
<b>Setting Item</b>	<b>Description</b>
Settings	Sets the report functions. (See Chapter 11, "Appendix," in the Reference Guide.)
TX Report	Sets whether the transmission report prints out.
For Error Only	Prints a report only when a transmission error occurs.
Report With TX Image	Sets whether to print the first page of the document under the report. (When you are sending a PC-Fax or a color document, the first page of the document is not printed even if you set [Report With TX Image] to [On].) <ul style="list-style-type: none"> <li>- Off</li> <li>- On</li> </ul>
On	Prints a report every time you send a document.
Report With TX Image	Sets whether to print the first page of the document under the report. (When you are sending a PC-Fax or a color document, the first page of the document is not printed even if you set [Report With TX Image] to [On].) <ul style="list-style-type: none"> <li>- Off</li> <li>- On</li> </ul>
Off	No report is printed.
Activity Report	Sets whether to automatically print the transaction report and selects its type.
Auto Print	Sets whether an activity report is printed automatically every 40 transactions. <ul style="list-style-type: none"> <li>- On</li> <li>- Off</li> </ul>
Send/Receive Separate	Sets whether an activity report is printed separately for sending and receiving or not. <ul style="list-style-type: none"> <li>- Off</li> <li>- On</li> </ul>



## Report Settings

RX Report	Sets whether the reception report prints out.
Off	No report is printed.
For Error Only	Prints a report only when a reception error occurs.
On	Prints a report every time you receive a document.
Print List	Prints lists.
Address Book List	Prints the destinations registered in the Address Book (one-touch buttons and Address Book).
One-touch Buttons	Prints the destinations registered in one-touch buttons.
Address Book	Prints the destinations registered in the Address Book.
User's Data List	Prints the setting list registered in the menu. (See "Printing USER'S DATA LIST," on p. 12-2.)

<b>System Settings</b>	
<b>Setting Item</b>	<b>Description</b>
System Manager Settings	Sets the system manager information to protect the contents of System Settings. Once the system manager ID and system password is set, they must be entered every time you access the System Settings menu.
System Manager	Sets the system manager name (max. 32 characters, including spaces).
System Manager ID	Sets the system manager ID (seven digits).
System Password	Sets the system manager password (seven digits).
Device Info Settings	Sets device information.
Device Name	Registers the machine name (max. 32 characters, including spaces).
Location	Registers the machine location (max. 32 characters, including spaces).
Department ID Management	Sets if the department ID management is used.
Off	Does not use the department ID management.
On	Uses the department ID management.
Register ID/Password	Sets up or modifies Department ID information.
Register	Registers new Department IDs and passwords.
Turn Limits On/Off and Set Page Limits	Sets page limits for scan, prints, and copies from 0 to 999,999 pages.
Edit	Changes registered passwords and page limits.
Turn Limits On/Off and Set Page Limits	Changes page limits for scan, prints, and copies from 0 to 999,999 pages.
Erase	Erases registered Department IDs and passwords.
Page Totals	Displays, clears, and prints counter information.
Clear	Clears the counter information for selected departments.
Clear All Totals	Clears the counter information for all departments.
Print List	Prints a list of counter information.



<b>System Settings</b>	
Allow ID Unknown Printer Jobs	Sets if print jobs from computers with unknown IDs are accepted or rejected. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Allow ID Unknown Remote Scan Jobs	Sets if network scan jobs from computers with unknown IDs are accepted or rejected. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
User ID Management* <sup>1</sup>	Sets if the user ID management is used. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Network Settings* <sup>1</sup>	Sets the network setting. (See Chapter 6, “Network (imageCLASS MF7480/MF7470 Only),” in the Reference Guide or “Set the Machine for Network Usage (imageCLASS MF7480/MF7470 Only),” in the Starter Guide.)
TCP/IP Settings	Sets TCP/IP network.
IPv4 Settings	Sets TCP/IPv4 network.
IP Address Settings	Sets IPv4 Address settings.
IP Address	Registers a fixed IPv4 address to the machine.
Subnet Mask	Registers a fixed subnet mask to the machine.
Gateway Address	Registers a fixed gateway address to the machine.
DHCP	Sets whether to automatically obtain an IPv4 address for the machine using a DHCP server.
RARP	Sets whether to automatically obtain an IPv4 address for the machine using a RARP server.
BOOTP	Sets whether to automatically obtain an IPv4 address for the machine using a BOOTP server.
PING Command	Checks the TCP/IPv4 network connection.

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

<b>System Settings</b>	
IP Address Range Settings	Sets whether to use the IP address filter function.
Off	Disables the IP address filter.
On	Enables the IP address filter.
Permit/Reject	Selects whether to permit or reject access from a specified IPv4 address or IPv4 address range.
Register	Specifies the IPv4 address or IPv4 address range to be restricted.
Single Address	Specifies a single IPv4 address to be restricted.
Multiple Addresses	Specifies a range of IPv4 addresses to be restricted.
Edit	Edits the IP address or IPv4 address range to be restricted.
Erase	Erases the IP address or IPv4 address range to be restricted.
DNS Server	Sets the DNS server settings.
DNS Server Address Settings	Registers the DNS server address.
Primary DNS Server	Registers the primary server address.
Secondary DNS Server	Registers the secondary server address.
DNS Host Name/Domain Name Settings	Registers the host name and domain name of the DNS server.
Host Name	Registers the host name of the DNS server.
Domain Name	Registers the domain name of the DNS server.
DNS Dynamic Update Settings	Sets whether to use the DNS server dynamic update function. <ul style="list-style-type: none"> <li>- Off</li> <li>- On</li> </ul>

<b>System Settings</b>	
IPv6 Settings	Sets IPv6 Address settings.
Use IPv6	Sets the use of IPv6 address. – Off – On
Stateless Address Settings	Sets the machine to obtain the IPv6 address automatically using the machine's MAC address and the prefix (information indicating the network belonged to) included in the RA (Router Advertisement) notified by the router when the machine is started. – Off – On
Manual Address Settings	Sets whether to set a fixed IPv6 address to the machine.
Off	A fixed IPv6 address is not set.
On	Sets a fixed IPv6 address to the machine.
Manual Address	Registers a fixed IPv6 address to the machine.
Prefix Length	Sets the prefix length of the IPv6 address. (0-128)
Default Router Addr.	Sets the default router address.
Use DHCPv6	Sets whether to use DHCPv6. – Off – On
PING Command	Checks the TCP/IPv6 network connection.
IPv6 Address	Checks the network connection by specifying the IPv6 address.
Host Name	Checks the network connection by specifying the host name.

<b>System Settings</b>	
IP Address Range Settings	Sets whether to use the IP address filter function.
Off	Disables the IP address filter.
On	Enables the IP address filter.
Permit/Reject	Selects whether to permit or reject access from a specified IPv6 address or IPv6 address range.
Reg.	Specifies the IPv6 address or IPv6 address range to be restricted.
Single Address	Specifies a single IPv6 address to be restricted.
Multiple Addresses	Specifies a range of IPv6 addresses to be restricted.
Prefix Address	Specifies a prefix address on IPv6 addresses to be restricted.
Edit	Edits the IPv6 address or IPv6 address range to be restricted.
Erase	Erases the IPv6 address or IPv6 address range to be restricted.
DNS Server	Sets the DNS server settings.
DNS Server Address Settings	Registers the DNS server address.
Primary DNS Server	Registers the primary server address.
Secondary DNS Server	Registers the secondary server address.
DNS Host Name/Domain Name Settings	Registers the host name and domain name of the DNS server.
Use Same Host Name/Domain Name as IPv4	Sets whether to use the same host name and domain name as IPv4. – Off – On
Host Name	Registers the host name of the DNS server.
Domain Name	Registers the domain name of the DNS server.
DNS Dynamic Update Settings	Sets whether to use the DNS server dynamic update function. – Off – On



<b>System Settings</b>	
WINS Configuration	Sets the WINS settings to resolve a name with WINS.
Off	Sets the machine not to resolve a name with WINS.
On	Sets the machine to resolve a name with WINS.
WINS Server	Registers the IP address of a WINS server.
LPD Settings	Sets whether to use LPD as the print application. – On – Off
RAW Settings	Sets whether to use RAW as the print application.
On	Enables the use of RAW.
Use Bidirectional	Sets whether to use bidirectional communication. – On – Off
Off	Disables the use of RAW.
Use PASV Mode for FTP	Sets whether to use the PASV mode for FTP. – Off – On
FTP Extension	Sets whether to use the FTP extension. – Off – On
Use HTTP	Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI. – On – Off
Port Number Settings	Sets the port number settings.
LPD	0-65535 (default: 515)
RAW	0-65535 (default: 9100)
HTTP	0-65535 (default: 80)
SMTP Receive	0-65535 (default: 25)
POP3 Receive	0-65535 (default: 110)
FTP Sending	0-65535 (default: 21)
SMTP Sending	0-65535 (default: 25)
SNMP	0-65535 (default: 161)

<b>System Settings</b>	
Receiving MAC Address Settings	Sets whether to activate a MAC address filter.
Off	Disables MAC address filter.
On	Specifies a MAC address filter to access. MAC address must be entered for each setting.
Register	Registers MAC addresses. Up to five MAC addresses can be registered.
Edit	Edits MAC addresses.
Erase	Erases MAC addresses.
Proxy Settings	Sets the proxy settings.
Use Proxy	Sets the use of a proxy server.
Off	Proxy server is not used.
On	Proxy server is used.
Server Address	Sets a proxy server IP address or FQDN.
Port Number	Sets the port number of a proxy server.
Use Proxy within the Same Domain	Sets whether to use a proxy in the same domain.
Authentication Settings	Sets proxy authentication.
Off	Disables proxy authentication.
On	Enables proxy authentication.
User	Sets the user name to use for proxy authentication.
Password	Sets the password to use for proxy authentication.

## System Settings

SMB Settings	Sets the SMB settings to use the machine on a NetBIOS network.
Use SMB Client	Sets whether to use SMB Client.
Off	SMB client is not used.
On	SMB client is used.
Server	Enters the NetBIOS name of the machine.
Workgroup	Enters the name of the workgroup the machine belongs to.
Comment	Enters a comment about the printer.
LM Announce	Sets if the machine notifies the LAN Manager of its existence. <ul style="list-style-type: none"><li>– Off</li><li>– On</li></ul>
SNMP Settings	Sets detailed information about SNMP.
Use SNMP	Sets whether to activate SNMP.
On	Activates SNMP.
Community Name	Sets SNMP community name (default: public).
Writable SNMP	Enables computers on the network to access the machine and modify its settings. <ul style="list-style-type: none"><li>– On</li><li>– Off</li></ul>
Get Printer Management Information from Host	Sets whether to get printer management information from host.
Off	Deactivates SNMP.

<b>System Settings</b>	
Enable Dedicated Port	Sets or browses detailed information on the machine with a Canon printer driver or utility. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Ethernet Driver Settings	Specifies the type of network connection.
Auto Detect	Selects the detection method of Ethernet driver.
On	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.
Off	Sets the communication mode and Ethernet type manually.
Communication Mode	Selects the communication mode. <ul style="list-style-type: none"> <li>– Half Duplex</li> <li>– Full Duplex</li> </ul>
Ethernet Type	Selects the Ethernet type. <ul style="list-style-type: none"> <li>– 10 Base-T</li> <li>– 100 Base-TX</li> </ul>
E-mail/I-Fax* <sup>1</sup>	Sets detailed settings for e-mail/I-fax.
SMTP Receive	Sets whether to receive e-mail/I-faxes using the machine's own SMTP receiving function. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
POP	Sets whether to receive e-mail/I-faxes using a POP server. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Authentication/Encryption	Specifies authenticating method before sending e-mail.
POP Authentication before Send	Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail). <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.



<b>System Settings</b>	
SMTP Authentication (SMTP AUTH)	Sets whether to use the SMTP server requires SMTP Authentication (method for authenticating users who have logged in the POP server before sending e-mail).
Off	Disables SMTP Authentication.
On	Enables SMTP Authentication. <ul style="list-style-type: none"> <li>- User</li> <li>- Password</li> </ul>
SMTP Server	Registers the SMTP server name.
E-mail Address	Enters the e-mail address your machine will use (max. 64 characters).
POP Server	Enters the POP server IP address or name (max. 48 characters).
POP Address	Enters the login name for access to the POP server (max. 32 characters).
POP Password	Enters the password for access to the POP server (max. 32 characters).
POP Interval	Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically. (1-99)
Startup Time Settings	Sets the time period required to delay the startup of network communications for the machine (0-300sec).
Communications Settings	Sets the fax and e-mail/I-fax communication.
E-mail/I-Fax Settings* <sup>1</sup>	Sets the e-mail/I-fax communications.
Maximum TX Data Size	Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message send job exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and it is not sent. (0MB-99MB)
Divided TX over Max.Data Size	Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify. <ul style="list-style-type: none"> <li>- Off</li> <li>- On</li> </ul>
Default Subject	The subject that you enter here is used as the default subject whenever you do not enter a subject when sending a job.

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.

<b>System Settings</b>	
Fax Settings	Sets the facsimile communication.
Send Start Speed	Sets the transmission start speed for faxes. (33600bps, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps)
Receive Start Speed	Sets the reception start speed for faxes. (33600bps, 14400bps, 9600bps, 7200bps, 4800bps, 2400bps)
Memory Lock Settings	Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Memory Lock Password	Registers the password that protects the authority for accessing Memory Lock settings.
Report Print	Sets whether to print a report on memory lock reception. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Memory Lock Time Settings	Sets whether to set a period for memory lock reception.
Off	Disables setting a period of memory lock reception.
On	Enables setting a period of memory lock reception. <ul style="list-style-type: none"> <li>– Memory Lock Start Time</li> <li>– Memory Lock End Time</li> </ul>
Forwarding Settings	Sets the machine to forward received I-fax documents to other machines or the file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination.
Validate/Invalidate	Turns on or off the forwarding mode.
Register	Registers forwarding conditions.
Condition Name	Sets a name for the forwarding condition. You can enter up to 50 characters for the condition name.
Forwarding Conditions	Sets the forwarding condition.



<b>System Settings</b>	
Fax	<p>Sets the forwarding condition for received fax documents.</p> <ul style="list-style-type: none"> <li>– [disregarded]: Disregards the Fax Number information as a forwarding condition.</li> <li>– [does not exist]: Forwards the document if the Fax Number information does not exist.</li> <li>– [equals]: Forwards the document if the Fax Number information matches all of the characters entered.</li> <li>– [differs from]: Forwards the document if the Fax Number information differs from the characters entered.</li> <li>– [begins with]: Forwards the document if the Fax Number information begins with the characters entered.</li> <li>– [ends with]: Forwards the document if the Fax Number information ends with the characters entered.</li> <li>– [contains]: Forwards the document if the Fax Number information contains the characters entered.</li> <li>– [does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.</li> </ul>
I-Fax* <sup>1</sup>	<p>Sets the forwarding condition for received I-fax documents.</p> <ul style="list-style-type: none"> <li>– [disregarded]: Disregards the Destination, From, or Subject information as forwarding conditions.</li> <li>– [equals]: Forwards the document if the From or Subject information matches all of the characters entered.</li> <li>– [differs from]: Forwards the document if the Destination, From, or Subject information differs from the characters entered.</li> <li>– [begins with]: Forwards the document if the Destination, From, or Subject information begins with the characters entered.</li> <li>– [ends with]: Forwards the document if the Destination, From, or Subject information ends with the characters entered.</li> <li>– [contains]: Forwards the document if the Destination, From, or Subject information contains the characters entered.</li> <li>– [does not contain]: Forwards the document if the Destination, From, or Subject information does not contain the characters entered.</li> </ul>
Forwarding Destination	Sets the destination address to forward the document.
File Format* <sup>1</sup>	<p>Sets the file format of the document you want to forward.</p> <ul style="list-style-type: none"> <li>– TIFF</li> <li>– PDF</li> </ul>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.

<b>System Settings</b>	
Forward w/o Cond.	Sets whether to store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.
Forwarding Destination	Sets the destination address to forward the document.
File Format* <sup>1</sup>	Sets the file format of the document you want to forward. <ul style="list-style-type: none"> <li>– TIFF</li> <li>– PDF</li> </ul>
Detail/Edit	You can check or change forwarding settings that have been stored.
Erase	Erases the selected forwarding condition.
Print List	Prints the forwarding conditions list.
Remote UI On/Off* <sup>2</sup>	Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser. <ul style="list-style-type: none"> <li>– On</li> <li>– Of</li> </ul>
Restrict the Send Function	Sets restrictions on the Send function.
Address Book Password	Sets a password to restrict editing the Address Book. (7 digits maximum) <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Restrict New Addresses	Sets whether to restrict registering or changing destinations in the Address Book. Sets whether to restrict making calls to the destinations not registered in Address Book. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>
Allow Fax Driver TX	Sets whether to restrict sending faxes from a computer using the fax driver. <ul style="list-style-type: none"> <li>– On</li> <li>– Off</li> </ul>
Confirm Entered Fax Numbers	Sets whether to confirm the entered fax numbers each time you send a fax. <ul style="list-style-type: none"> <li>– Off</li> <li>– On</li> </ul>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480.

\*<sup>2</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.



<b>System Settings</b>	
Restrict Recall	Sets whether to disable the redial function of the [Recall] key. – Off – On
Restrict Sequential Broadcast	Sets whether to disable the broadcasting function.
Confirmation Broadcast	Sets whether to confirm to enable the broadcasting function each time you send.
Prohibit Broadcast	Disables the broadcasting function.
Off	The restrict broadcast setting is not set.
Job Log Display	Sets whether to display job logs. – On – Off
Use USB Device	Sets whether to restrict jobs through the USB interface. – On – Off
Display Dept. ID/User Name	Sets whether to display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area. – On – Off
Failed Forwarding Document Set.	Sets the machine to print and/or store received documents when document forwarding fails.
Print Image	Sets whether to print out the image if forwarding fails. – On – Off
Store Image to Memory	Sets whether to store the image in memory if forwarding fails. – Off – On
Auto Online/Offline* <sup>1</sup>	Switches the machine online and offline to use the network scan function.
Auto Online	Sets whether to switch the machine online. – Off – On
Auto Offline	Sets whether to switch the machine offline. – Off – On

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.

<b>System Settings</b>	
Update Firmware	This function is used only when the printer firmware needs to be updated.
PDL Selection (PnP)	<p>Detects and installs drivers that support functions specified on the machine into your computer.</p> <ul style="list-style-type: none"> <li>- UFR II LT</li> <li>- PCL5e*<sup>1</sup></li> <li>- PCL6*<sup>1</sup></li> <li>- FAX</li> </ul>

\*<sup>1</sup> Indicates the item that appear only for the imageCLASS MF7480/MF7470.





# 13 Appendix

<b>Specifications</b> .....	<b>13-2</b>
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# Specifications

<b>General</b>	
● <b>Type</b>	Desktop
● <b>Power Source</b>	120 V AC, 60 Hz, 4.6 A
● <b>Maximum Power Consumption</b>	Approximately 1.425 kW
● <b>Warm-up Time</b>	26 seconds maximum after powering on Activation time may vary, depending on the conditions under which the machine is being used. (In all cases, at a room temperature of 68°F (20°C).)
● <b>Weight</b>	Approximately 123 lb (56 kg)
● <b>Dimensions (W x D x H)</b>	24 1/2" x 26 5/8" x 29 3/4" (622 mm x 676 mm x 757 mm)
● <b>Installation Space (W x D)</b>	36 1/4" x 26 5/8" (920 mm x 676 mm) (when the stack bypass is extended)
● <b>Platen Type</b>	Stationary
● <b>Photoconductive Material</b>	OPC (Organic Photo Conductor)
● <b>Copying System</b>	Indirect Electrostatic Copying
● <b>Density Control</b>	Automatic or manual (9 levels)
● <b>Developing System</b>	Single component dry toner projection development system
● <b>Fixing System</b>	On-demand fusing
● <b>Capacity Per Tray</b>	250 sheets
● <b>Maximum Original Size</b>	11 3/4" x 17" (297 mm x 432 mm)
● <b>Output Orientation</b>	Face Down

<b>General</b>	
● <b>Paper Feeding System</b>	<p>Paper Drawers: 250 sheets x 2 drawers (22 lb bond (80 g/m<sup>2</sup>))</p> <p>Stack Bypass: 80 sheets (LTR/LTRR/STMT/STMTR/EXEC, 22 lb bond (80 g/m<sup>2</sup>)) 50 sheets (LGL/11" x 17", 22 lb bond (80 g/m<sup>2</sup>)) 50 sheets (Transparencies/Heavyweight paper, 24 lb to 32 lb bond (91 to 128 g/m<sup>2</sup>)) 10 envelopes 1 sheet (Labels)</p>
● <b>Display Languages</b>	ENGLISH/FRANCAIS/ESPAÑOL/PORTUGUÊS
● <b>Acceptable Originals</b>	» p. 2-2.
● <b>Acceptable Paper Stock</b>	» p. 2-11.
● <b>Printable Area</b>	» p. 2-14.
● <b>Scanning Area</b>	» p. 2-4

<b>Feeder</b>	
● <b>Type</b>	Automatic Document Feeder
● <b>Originals</b>	11" x 17", LGL, LTR, LTRR, STMT
● <b>Original Paper Weight</b>	14 lb to 28 lb bond (52 g/m <sup>2</sup> to 105 g/m <sup>2</sup> ) (One-page scanning for 10 lb to 14 lb bond (37 g/m <sup>2</sup> to 52 g/m <sup>2</sup> ) and 28 lb to 32 lb bond (105 g/m <sup>2</sup> to 128 g/m <sup>2</sup> ))
● <b>Original Tray Capacity</b>	LTR, LTRR: 50 sheets (22 lb bond (80 g/m <sup>2</sup> )) LGL, 11" x 17": 25 sheets (22 lb bond (80 g/m <sup>2</sup> ))
● <b>Original Scanning Speed</b>	20 sheets/minute (LTR)
● <b>Power Source</b>	From main unit
● <b>Power Consumption</b>	Approximately 26 W max.
● <b>Dimensions (W x D x H)</b>	22 1/4" x 19 1/4" x 4 7/8" (565 mm x 489.4 mm x 122 mm)
● <b>Weight</b>	Approximately 15.4 lb (7.0 kg)

<b>Duplex Unit</b>	
● Paper Sizes	11" × 17", LGL, LTR, LTRR, STMT
● Paper Weight	17 lb to 24 lb bond (64 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )
● Power Source	From main unit
● Power Consumption	Approximately 21 W max.
● Dimensions (W × D × H)	17 1/4" × 17 5/8" × 14 7/8" (437.2 mm × 448 mm × 378.3 mm)
● Weight	Approximately 5 lb (2.5 kg)

<b>Copier</b>																									
● Copying System	Indirect electrostatic copying																								
● Scanning Resolution	600 dpi x 600 dpi																								
● Printing Resolution	1,200 dpi x 1,200 dpi																								
● Magnification	<p>Direct 1:1 (±0.5%)</p> <p>Reduction 1:0.78 (LGL → LTRR)  1:0.73 (11" x 17" → LGL)  1:0.64 (11" x 17" → LTRR)  1:0.50 (11" x 17" → STMTR)</p> <p>Enlargement 1:1.21 (LGL → 11" x 17")  1:1.29 (LTRR → 11" x 17")  1:2.00 (STMTR → 11" x 17")</p>																								
● First Copy Time	6.9 seconds (LTR, direct, paper drawer 1)																								
● Copy Speed	<p>Sheets per minute</p> <p>Direct</p> <table border="1"> <thead> <tr> <th></th> <th>imageCLASS MF7480</th> <th>imageCLASS MF7470</th> <th>imageCLASS MF7460</th> </tr> </thead> <tbody> <tr> <td>11" x 17" 10</td> <td>15</td> <td>15</td> <td>15</td> </tr> <tr> <td>LGL 10</td> <td>11</td> <td>11</td> <td>11</td> </tr> <tr> <td>LTR 20</td> <td>25</td> <td>18</td> <td>18</td> </tr> <tr> <td>LTRR 11</td> <td>11</td> <td>11</td> <td>11</td> </tr> <tr> <td>STMT 16</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>		imageCLASS MF7480	imageCLASS MF7470	imageCLASS MF7460	11" x 17" 10	15	15	15	LGL 10	11	11	11	LTR 20	25	18	18	LTRR 11	11	11	11	STMT 16	10	10	10
	imageCLASS MF7480	imageCLASS MF7470	imageCLASS MF7460																						
11" x 17" 10	15	15	15																						
LGL 10	11	11	11																						
LTR 20	25	18	18																						
LTRR 11	11	11	11																						
STMT 16	10	10	10																						
● Multiple Copies	1 to 99 sheets																								

<b>Printer</b>	
● <b>Paper Delivery</b>	100 sheets (17 to 24 lb bond (64 to 90 g/m <sup>2</sup> ))
● <b>Print Speed</b>	See "Copy Speed," on p. 13-4.
● <b>Printing Resolution</b>	1,200 dpi x 1,200 dpi
● <b>Number of Tones</b>	256
● <b>Cartridge</b>	» p. 1-20.
<b>Controller Specifications</b>	
● <b>CPU</b>	ARM9 196MHz
● <b>Memory Capacity</b>	RAM: Standard 256MB ROM: Standard 36MB (16+4MB+16MB)
● <b>Host interface</b>	One USB connector (V2.0)
<b>Software Specifications</b>	
● <b>Command Language</b>	PCL5e* <sup>1</sup> , PCL6* <sup>1</sup> , and UFR II LT
● <b>Resident Fonts</b>	PCL* <sup>1</sup> : 80 Scalable fonts, 2 OCR fonts, and 10 Bitmap fonts
● <b>Printable Area</b>	PCL5e* <sup>1</sup> , PCL6* <sup>1</sup> : Reduced to 1/8" (4.23 mm) from the top, bottom, left, and right edges of the paper. UFR II LT: Reduced to 1/4" (5 mm) (for Envelope: 3/8" (10 mm)) from the top, bottom, left, and right edges of the paper.

\*<sup>1</sup> Only for users of the imageCLASS MF7480/MF7470.

<b>Facsimile</b>	
● <b>Telephone Line Used/ Number of Lines</b>	Public Switched Telephone Network, 1 line
● <b>Transmission Type</b>	Super G3, G3
● <b>Compression Method</b>	MH, MR, MMR, JBIG
● <b>Transmission Speed</b>	Super G3: 33.6 kbps, G3: 14.4 kbps
● <b>Transmission Times</b>	ECM-MMR: Approximately 3.2 seconds G3MR method: Approximately 13 seconds G3MH method: Approximately 13 seconds JBIG: Approximately 2.6 seconds
● <b>Image Memory</b>	Approximately 1,000 pages
● <b>Scan Line Density (Scan, Transmission)</b>	Standard: 8 pels* <sup>1</sup> /mm × 3.85 line/mm Fine: 8 pels* <sup>1</sup> /mm × 7.7 line/mm Super Fine: 8 pels* <sup>1</sup> /mm × 15.4 line/mm Ultra Fine: 16 pels* <sup>1</sup> /mm × 15.4 line/mm
● <b>Auto Dial Function</b>	Address Book (300 destinations) One-touch buttons (200 destinations) Favorites buttons (18 destinations) Group addresses (499 destinations)
● <b>Sending Original Sizes</b>	11" x 17", LGL, LTR, LTRR, STMT, or STMTR
● <b>Receiving Paper Sizes</b>	11" x 17", LGL, LTR, LTRR, STMT, or STMTR

\*<sup>1</sup> Pels stands for picture elements (pixels).

<b>Send (imageCLASS MF7480 Only)</b>	
<b>Send to file server</b>	
● <b>Communication Protocol</b>	FTP (TCP/IP), SMB (TCP/IP)
● <b>Data Format</b>	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● <b>Resolution</b>	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● <b>System Environment</b>	Windows 98/Me, Windows XP Professional/Home Edition, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Windows Vista, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
● <b>Interface</b>	100BASE-TX, 10BASE-T
● <b>Color Mode</b>	Color, B&W (black and white)
● <b>Original Type</b>	Text, Text/Photo, Photo
● <b>Others</b>	Browse Windows (SMB) File Server
<b>E-mail and I-fax*1</b>	
● <b>Communication Protocol</b>	SMTP, POP3, I-Fax (Simple mode)
● <b>Resolution</b>	For Sending E-mail: 100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi For Sending I-Fax: 200 x 100 dpi, 200 x 200 dpi
● <b>Data Format</b>	E-mail: TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color) I-Fax: TIFF (MH)
● <b>Original Size</b>	E-mail: 11" x 17", LGL, LTR, LTRR, STMT, STMTR I-Fax: LGL*2, LTR, LTRR, STMT*2, STMTR*2
● <b>Server Software</b>	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5

\*1 Only the B&W mode is available for sending and receiving I-fax documents.

\*2 Sent as LTR

## Ethernet Interface Adaptor (imageCLASS MF7480/MF7470 Only)

### Hardware Specifications

● Network Interface	10Base-T/100Base-TX (RJ-45)
---------------------	-----------------------------

### Software Specifications

● Protocol Supported	TCP/IP Frame type: Ethernet II Print applications: LPD/Raw
----------------------	--

 **NOTE**

Specifications are subject to change without notice.

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