



Color imageCLASS

MF 9170c / MF 9150c / MF 8450c

Basic Operation Guide



Before Using the Machine

Originals and Print Media

Registering Destinations in the Address Book

Copying

Fax

E-mail

Printing

Scanning

Network

Setting from a PC

Maintenance

Troubleshooting

Machine Settings

Appendix

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

ENG

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

Read this manual first.

Starter Guide

Read this manual to learn the required settings and connections before using the machine.

- What you can do with the machine
- Machine setup
- Connection and settings before using the machine
- Connecting the machine to a network
- Software installation



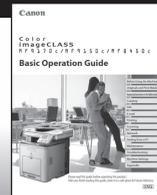
Read this manual next.

Basic Operation Guide

Read this manual to learn information about basic operations and machine functions.

- Safety instructions
- Registering destinations in the Address Book
- Copy
- Fax
- E-mail
- Specifications

This Document



Read the sections of these manuals that correspond to your intended use.

e-Manual

Read this manual to learn detailed information about advanced machine operations and functions, and how to customize machine settings.

(Located on User Software CD)

- Advanced features
- Scan
- Network
- Remote user interface
- Security
- Troubleshooting



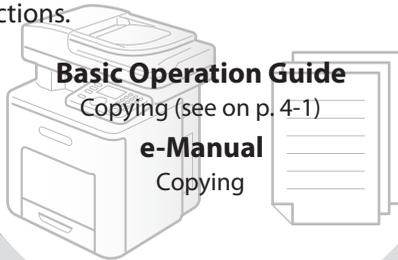
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

Overview of Machine Functions

Depending on the system configuration and product purchased, some functions may not be available.

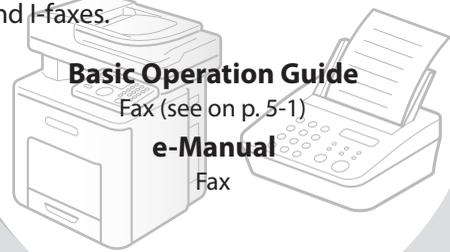
Copying

In addition to the Color and B/W copying, you can use various copy functions.



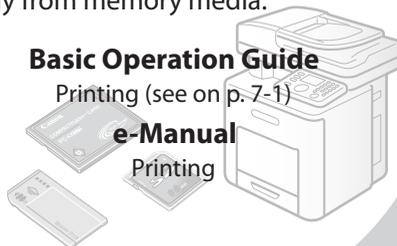
Faxing

In addition to the normal faxing, you can send faxes from a computer and send I-faxes.



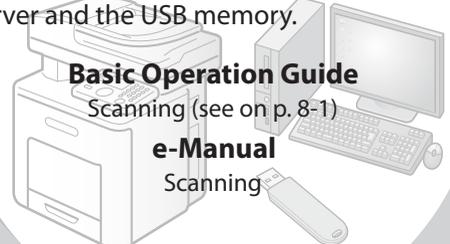
Printing

In addition to the printing from a computer, you can print a document directly from memory media.



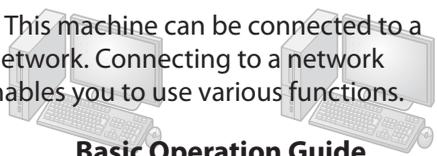
Scanning

You can store the scanning documents to the computer, the file server and the USB memory.



Network

This machine can be connected to a network. Connecting to a network enables you to use various functions.



Basic Operation Guide

Network (see on p. 9-1)

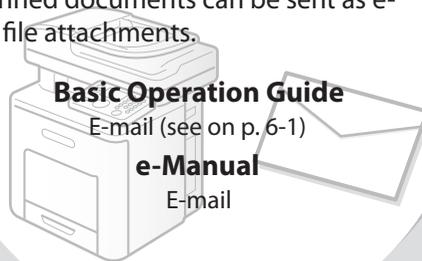
e-Manual

Network Settings



E-mail function

Scanned documents can be sent as e-mail file attachments.



Basic Operation Guide

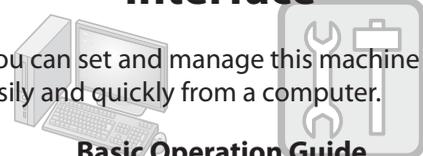
E-mail (see on p. 6-1)

e-Manual

E-mail

Remote User Interface

You can set and manage this machine easily and quickly from a computer.



Basic Operation Guide

Setting from a PC (see on p. 10-1)

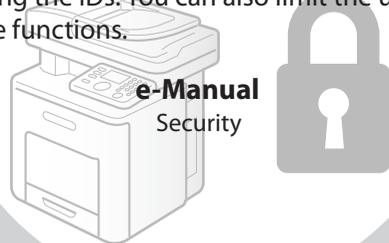
e-Manual

Setting from a PC



Security function

You can limit the use of the machine by setting the IDs. You can also limit the use of some functions.



e-Manual

Security

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

Important Safety Instructions

WARNING

Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon dealer.

Handling and Maintenance

CAUTION

Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.

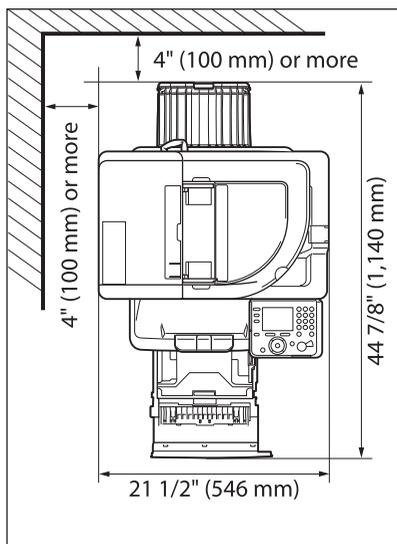
- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the left cover or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Always use the hand grips (on the left and right side) of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.
- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
- Toner cartridge for this machine will be available for at least seven (7) years (or any such longer period as required by applicable laws) after production of this machine model has been discontinued.
- Turn off the main power switch and unplug the power cord from the wall outlet and contact your local authorized Canon dealer in any of the following cases:
 - When the power cord or plug is damaged or frayed.
 - If liquid or small object has fallen into the machine.
 - If the machine has been exposed to rain or water.
 - If the machine does not operate normally when you have followed the instructions in this guide.

- Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
- If the machine has been dropped.
- If the machine exhibits a distinct change in performance, indicating a need for servicing.
- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Be careful when removing printed paper from paper delivery tray or when aligning it, because it may be hot and result in burn injury.

Location

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 120 V AC (60 Hz) power outlet.

- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (100 mm) around all sides of the machine.



- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact Canon Customer Care Center.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

Power Supply

- During electrical storms, turn off the main power switch and unplug the power cord from the power outlet. (Please note that any data stored in the memory, including received fax documents, will be deleted about 60 minutes after you turn off the main power switch or unplug the power cord.)
- Whenever you turn off the main power switch, wait at least five seconds before you turn it on again.
- Do not plug the power cord into an uninterruptible power supply (UPS).

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.

Telephone Equipment

WARNING

When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

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 12. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.

<http://www.canontechsupport.com/>

Customer Support (Canada)

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

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 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 live technical support number above or via the website at <http://www.canon.ca/>

* Support program specifics are subject to change without notice.

How to Use This Guide

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.

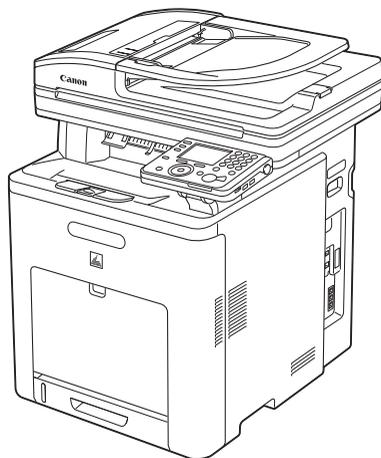
Keys and Buttons Used in This Manual

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

- Operation Panel Keys: <Key icon> + (Key name)
Example:  (Stop).
- Buttons on the computer operation screen: [Button name]
Example: [OK]

Information in the display appears in angle brackets: <Load paper.>.

Illustrations Used in This Manual



Illustrations used in this manual are the model Color imageCLASS MF9170c (with no optional equipment). When there is any difference among Color imageCLASS MF9170c, Color imageCLASS MF9150c and Color imageCLASS MF8450c, it is clearly indicated in the text, e.g., "Color imageCLASS MF9170c Only."

Legal Notices



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



The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

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- (6) You may not decompile, reverse engineer, disassemble or otherwise reduce the code of the SOFTWARE to human readable form.
- (7) You may not modify, adapt, translate, rent, lease or loan the SOFTWARE or create derivative works based on the SOFTWARE.
- (8) You are not entitled to remove or make separate copies of the SOFTWARE from the PRODUCT.
- (9) The human-readable portion (the source code) of the SOFTWARE is not licensed to you.

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About the Part Containing Mercury (Applicable Only to the USA)

 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

Users in the U.S.A.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 14-2 for the machine's weight and dimensions.

B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a regular voice grade line or the equivalent from your telephone company's business representative.

Use one line per machine.

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, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error. This machine is not supported on Voice Over Internet Protocol (VOIP).

C. Power Requirements

This equipment 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 which 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 US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See the Starter Guide for details.

The Ringer Equivalence Number (REN) 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 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).

This equipment may not be used on coin service provided by the telephone company.

Connection to party lines is subjected to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line, unplug the network cable (if connected), and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-828-4040).

Rights of the Telephone Company

Should the equipment cause 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 which 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.

FCC Notice

Color imageCLASS MF9170c/MF9150c/MF8450c: F151100

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.

NOTE

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

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

Canon U.S.A., Inc.

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

TEL No. 1-516-328-5600

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 fax 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.

In order to program this information into the machine, follow the instructions in the Starter Guide.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 14-2 for the machine's weight and dimensions.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), 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 equivalent. Use one line per machine.

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, e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax 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 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada. Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

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. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative 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 Class B digital apparatus meets all requirements of the Canadian Interference- Causing Equipment Regulations. Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five. Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.

1-800-652-2666

9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays)

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 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. This means that the machine does not produce hazardous radiation.

Since radiation emitted inside the machine is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

CAUTION

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

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

	DANGER	- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	CAUTION	- CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.	
VORSICHT	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEOFFNET. NICHT DEM STRAHL AUSSETZEN.	
PRECAUCIÓN	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.	
VARNING	- KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FÄRLIG.	
VAROITUS	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.	
注 意	- 打开时，存在不可见的3B类激光辐射， 请避免接触该激光束	
주 의	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.	
注 意	- ここを開くとクラス3B不可視レーザー放射が出ます。 ビームに身をさらさないこと。	
RU5-8126		

Before Using the Machine

Chapter

1

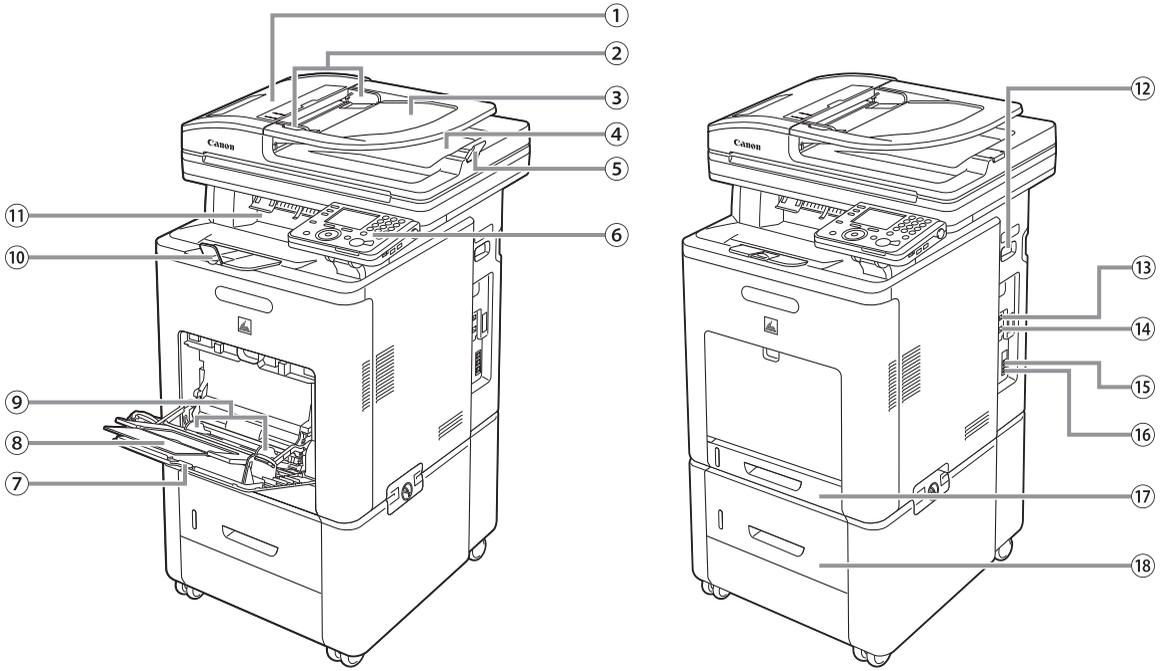
This chapter describes what you should know before using this machine, such as the names of the parts and their functions, and how to set up the machine to send/receive faxes.

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Machine Components

This section describes the names and functions of all the parts on the outside and inside of the machine.

External View (Front)



① Feeder

Originals placed in the Feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

② Slide Guides

Adjust the slide guides to match the width of the originals.

③ 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.

④ Original Output Tray

Originals that have been scanned from the original supply tray are output to the original output tray in the order that they are fed into the feeder.

⑤ Original Stopper

Prevents the originals from falling off the paper delivery tray.

Open the stopper from its original position for LTR/A4 size paper. For LGL size paper, pull out the extension first, and then open the stopper.

⑥ Control Panel

Machine controls.

⑦ Stack Bypass Tray

Feeds non-standard size or thick/thin type paper stacks.

⑧ Stack Bypass Tray Extension

Pull out to load paper stack.

⑨ Slide Guides for Stack Bypass Tray

Adjusts to the width of the paper.

⑩ Paper Stopper

Prevents the paper from falling off the paper delivery tray.

Open the stopper from its original position for LTR/A4 size paper. For LGL size paper, pull out the extension first, and then open the stopper.

⑪ Paper Delivery Tray

Copies, prints and faxes are output to the paper delivery tray.

⑫ Main Power Switch

Press to the "I" side to turn the power ON.

⑬ USB Port

Connect the USB (Universal Serial Bus) cable.

⑭ Ethernet Port

Connect the network cable.

⑮ External Device Jack

Connect an external device.

⑯ Telephone Line Jack

Connect the external telephone cable.

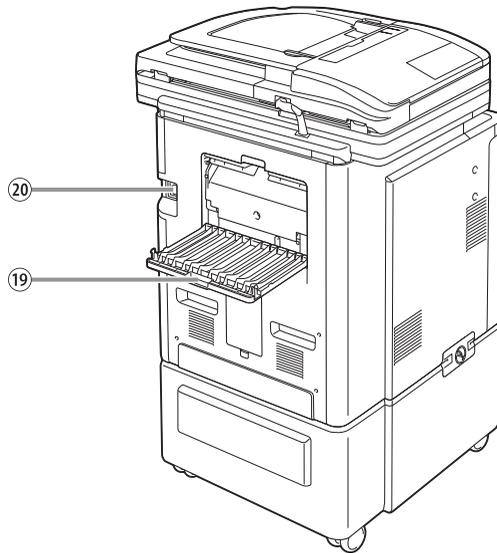
⑰ Paper Drawer

Holds up to 250 sheets of paper (20 lb (75 g/m²)).

⑱ Optional Cassette Feeding Unit-AC1

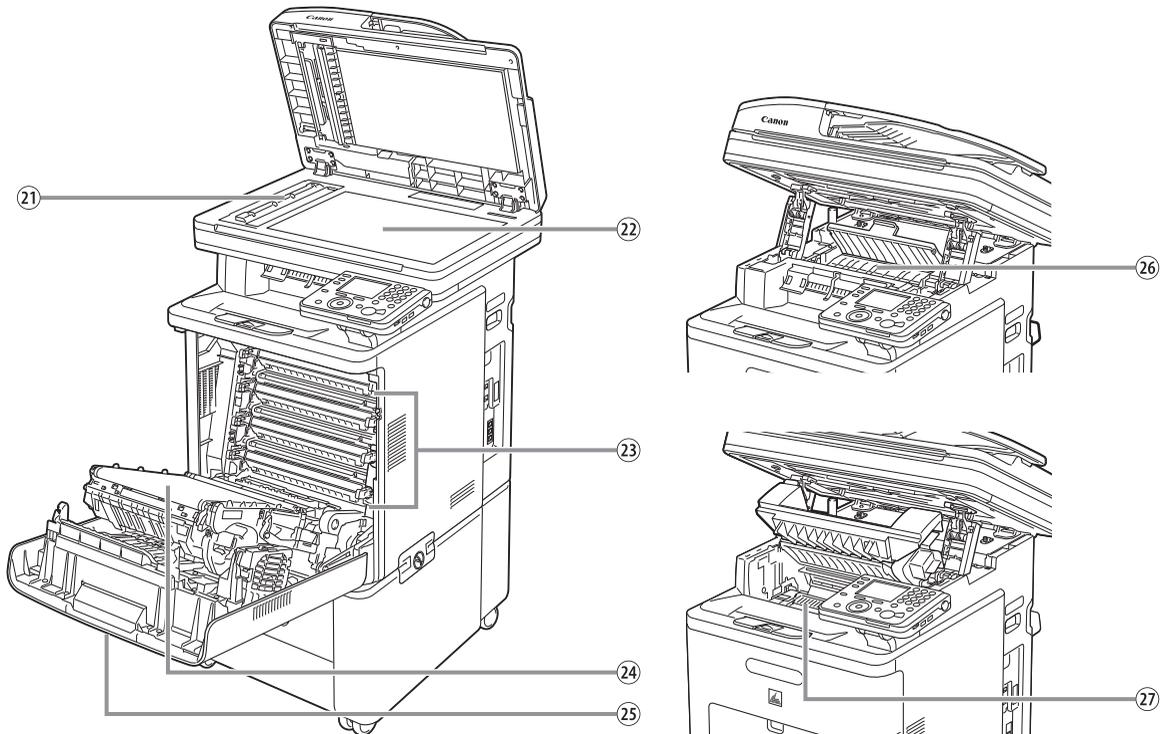
Holds the additional paper supply. Up to 500 sheets of paper (20 lb (75 g/m²)) can be held.

External View (Back)



- ①9 Back Cover
Open this cover to clear paper jams.
- ②0 Power Socket
Connect the power cord.

Internal View



②① Scanning Area

Originals placed in the feeder are scanned here.

②② Platen Glass

Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

②③ Toner Cartridges

When toner runs out, pull out the empty toner cartridges, and replace them with new ones.

②④ Delivery Feeder Unit (Electrostatic Transfer Belt)

Transfers toner to paper. Do not place any objects on or touch the transfer belt. Doing so deteriorates print quality.

②⑤ Front Cover

Open this cover to replace the toner cartridges or to clear paper jams.

②⑥ Duplex Unit

The duplex unit enables you to use the 2-Sided mode for copying or printing.

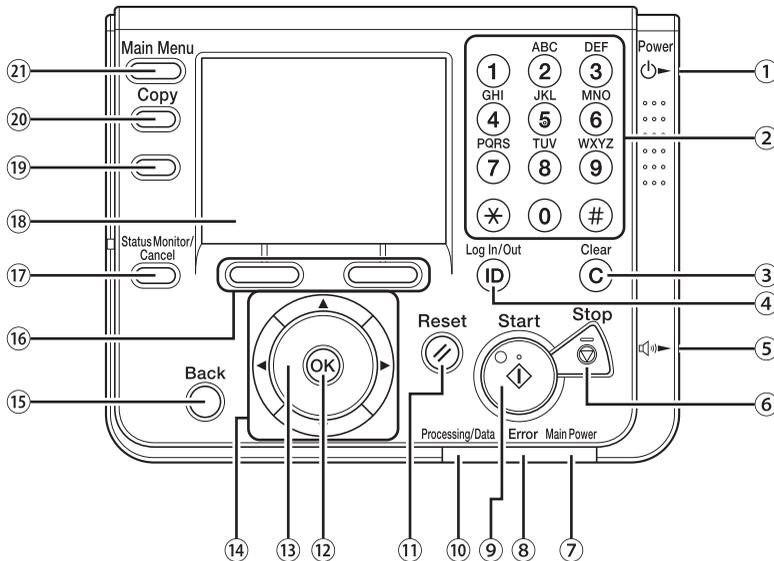
②⑦ Fixing Unit

The fixing unit fixes the toner to the paper. The parts inside the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area.

Control Panel

This section describes the names and functions of the keys on the control panel.

Main Control Panel



① [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.

② Numeric keys

Use to enter alphanumeric characters.

③ [Clear] key

Press to clear entered values or characters.

④ [Log In/Out] key

Press to enter the Security mode.

⑤ Volume Control Dial

Move to adjust the line volume.

⑥ [Stop] key

Press to stop a job in progress, such as a scan or copy job.

⑦ Main Power Indicator

Lights when the main power is turned ON.

⑧ Error Indicator

Blinks or lights up if there is an error with the machine. When the Error indicator flashes, follow the instructions that appear on the display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑨ [Start] key

Press to start an operation.

⑩ Processing/Data Indicator

Blinks or lights up green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, a job is waiting or a document has been received in memory.

- ⑪ [Reset] key
Press to restore the current settings to the Standard mode.
- ⑫ [OK] key
Press to confirm the settings and proceed to the next screen.
- ⑬ Scroll Wheel
Turn left and right to select menu items or setting items.
- ⑭ [▼], [▲], [◀], [▶] keys
Press to move the cursor position.
- ⑮ [Back] key
Press to return to the previous screen.
- ⑯ Any key
Press to select the setting item displayed on the bottom of the display.
- ⑰ [Status Monitor/Cancel] key
Press to display the System Monitor screen. The System Monitor screen enables you to check the status and log of Copy, Send, Fax, and Print jobs and cancel the ongoing jobs. The status of device or consumable can also be checked.
- ⑱ Display
The settings screen for each function is shown on this display. Some settings screens may have several pages. (See "Display Parts and Functions," on p. 1-11.)
- ⑲ Custom Key 2
You can assign the desired function for this key. For details, see "Registering the Custom Keys" on p. 1-8.
- ⑳ Custom Key 1
You can assign the desired function for this key. For details, see "Registering the Custom Keys" on p. 1-8.
- ㉑ [Main Menu] key
Press to display the setting menu. Press to return to the Main Menu screen when you are on the mode screen.

Registering the Custom Keys

You can assign frequently used functions to two custom keys located on the left of the display.

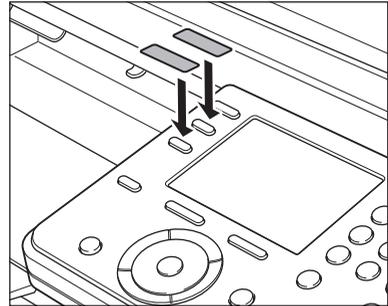
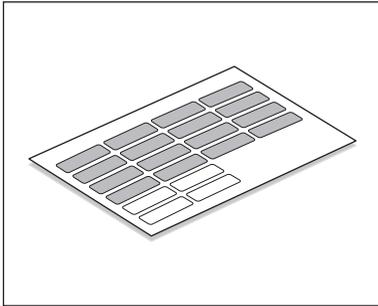
The default settings are as follows:

- <Key 1>: Copy
- <Key 2>: Store on Memory Media*

* The default setting for the Color imageCLASS MF8450c is <Send/Fax>.

NOTE

- After registering the custom keys, attach the supplied customize labels onto the control panel.
- If there is no label applicable to the function you register for the custom key, fill in the blank label and attach it.

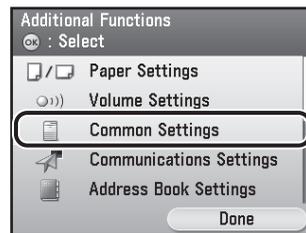


1 Press  (Main Menu).

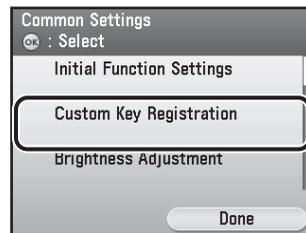
2 Press the right Any key to select <Additional Func.>.



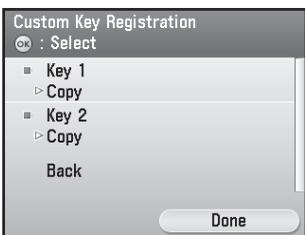
3 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



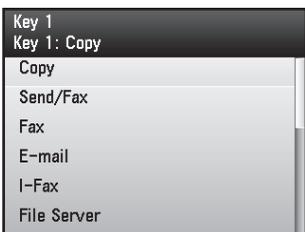
4 Use [▼], [▲] or  (Scroll Wheel) to select <Custom Key Registration>, then press [OK].



- 5** Use [▼], [▲] or  (Scroll Wheel) to select <Key 1> or <Key 2>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select the function you want to assign, then press [OK].

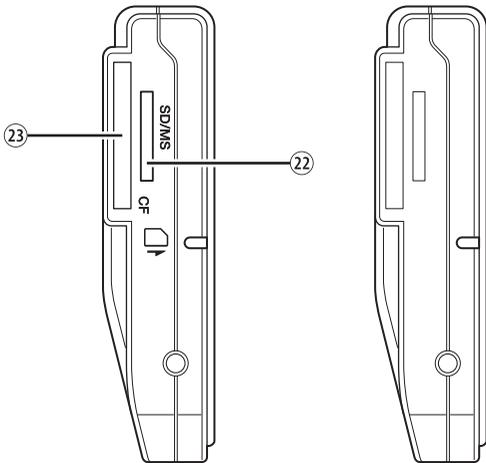


You can select from <Copy>, <Send/Fax>, <Fax>, <E-mail>, <I-Fax>, <File Server>, <Send Log>, <Address Book>*1, <Favorites>, <One-touch>, <Scan to Store>, <Store on Memory Media>, <Remote Scan>, and <Direct Print>*1.

*1 Only for the Color imageCLASS MF9170c/ MF9150c.

- 7** Press  (Main Menu) to return to the Main Menu screen.

Left Side of the Control Panel



Color imageCLASS
MF9170c/MF9150c

Color imageCLASS
MF8450c

②②SD/MS Card Slot

Insert an SD/MS Card when using the Direct Print function.

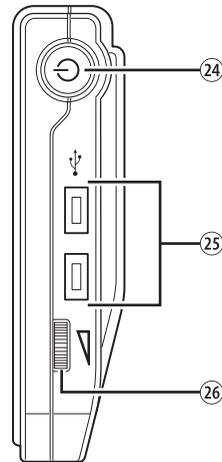
②③CF Card Slot

Insert a CF Card when using the Direct Print function.

NOTE

When two different types of cards are inserted, the machine only recognizes the one that was inserted first.

Right Side of the Control Panel



②④[Power] switch (Sub Power Supply)

②⑤USB Slot

Insert USB devices when scanning documents to a memory medium.

②⑥Volume Control Dial

Display Parts and Functions

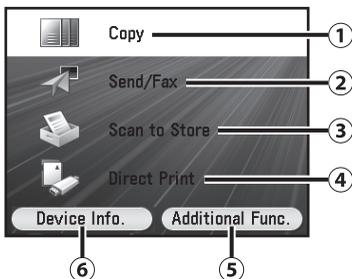
The settings screen for each function is shown on the display on the control panel. For details about each setting, refer to the pages on corresponding function. For instructions on how to display each screen, refer to “Main Control Panel,” on p. 1-6.

NOTE

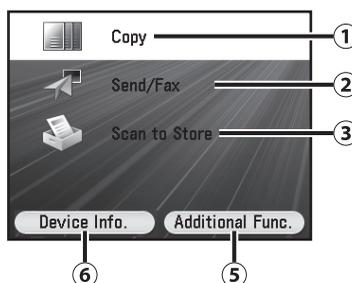
- Depending on the number of destinations registered, after the main power switch is turned ON, you may not be able to perform operations using the control panel when the main menu screen appears. If this happens, wait until the machine responds to the key operations.
- Depending on your needs, you can change the main menu screen which appears when the main power switch is turned ON. For details, “Setting the Initial Function,” in the e-Manual.
- If the Auto Clear function is activated, the display returns to the main menu screen.
- Log in mode is displayed only when Department/User ID Management is set to <ON> in <SYSTEM SETTINGS>. For details on the system settings, see “Security,” in the e-Manual.
- A scroll bar displayed on the right side on the screen indicates that there are more items. Use [▼],[▲] or Ⓞ to display the next screen.
- Depending on the system configuration and product purchased, some functions may not be available.

Main Menu Screen

● Color imageCLASS MF9170c/9150c



● Color imageCLASS MF8450c



① Copy

Displays the Copy Top screen. (See “Copy Top Screen,” on p. 1-12.)

② Send/Fax

Displays the Send Type Selection screen. (See “Send Type Selection Screen,” on p. 1-13.)

③ Scan to Store

Displays the Store Type Selection screen. (See “Store Type Selection Screen,” on p. 1-14.)

④ Direct Print (Color imageCLASS MF9170c/9150c only)

Displays the Select Memory Media screen. (See “Select Memory Media Screen (Color imageCLASS MF9170c/9150c Only),” on p. 1-14.)

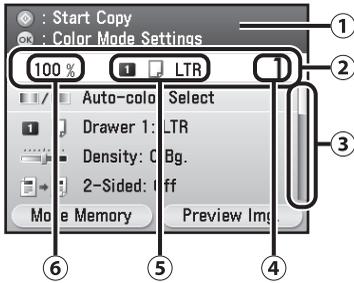
⑤ Additional Func. (Select with the right Any key)

On the Additional Functions screen, you can adjust the machine settings to customize the way the machine works. (See “Machine Settings,” on p. 13-2.)

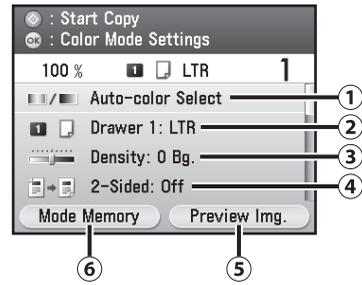
⑥ Device Info. (Select with the left Any key)

On the Device Information screen, you can check the current machine status and the copy, scan, and print page counts. (See “Checking the Device Information,” on p. 1-18.)

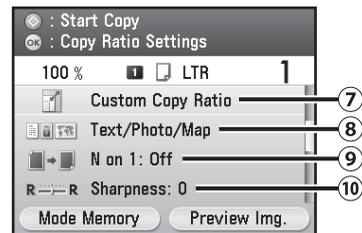
Copy Top Screen



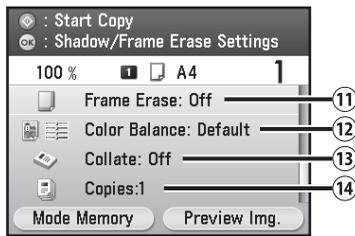
- ① Selected item and its description
Shows the highlighted item and its description.
- ② Current Setting
Lists the current settings.
- ③ Scroll Bar
Indicates that more items can be viewed using [▼], [▲] or Ⓢ (Scroll Wheel).
- ④ Quantity
Displays the copy quantity.
- ⑤ Paper Supply
Displays the selected paper.
- ⑥ Copy Ratio
Displays the copy ratio.



- ① Color Mode Settings
Sets the color mode (color or black and white).
- ② Paper Source Settings
Selects the paper source.
- ③ Density/Background Removal Settings
Sets the density.
- ④ 2-Sided Settings
Sets 2-sided copying.
- ⑤ Preview Img.
You can confirm the current standard settings. (See "Checking Current Settings," on p. 4-60.)
- ⑥ Mode Memory (Select with the left Any key)
You can store and recall frequently used copy settings and recall them. (See "Frequently Used Settings (Mode Memory)," on p. 4-61.)



- ⑦ Copy Ratio Settings
Enlarges or reduces the copy size.
- ⑧ Original Image Quality Settings
Sets the image quality of the original.
- ⑨ N on 1 Settings
Reduces the size of multiple originals to fit on one sheet of paper.
- ⑩ Sharpness Settings
Sets the sharpness of the image.



11) Frame Erase Settings

Erases shadows and lines that appear when using various types of originals.

12) Color Balance

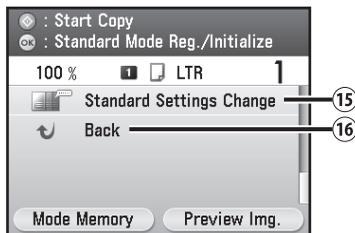
Adjusts color balance depending on the color of the originals.

13) Collate Settings

Sorts copies into sets arranged in page order.

14) Copies

Sets the number of copies.



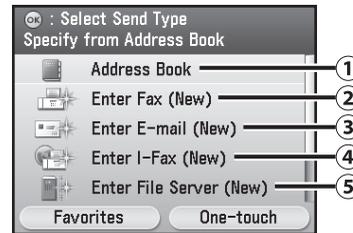
15) Standard Settings

Changes the Standard mode.

16) Back

Select this item to return to the previous screen.

Send Type Selection Screen



1) Address Book

Displays the Address Book screen. (See Chapter 3, "Registering Destinations in the Address Book".)

2) New Fax Entry

Enter a fax number using the numeric keys. (See "Basic Methods for Sending Faxes," on p. 5-17.)

3) New E-mail Entry

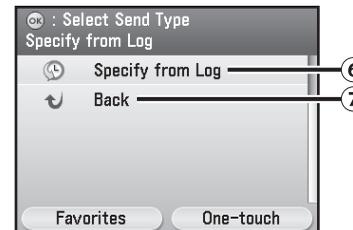
Displays the E-mail address entry screen. (See Chapter 6, "E-mail".)

4) New I-Fax Entry

Displays the I-Fax address entry screen. (See "Basic Methods for Sending I-Faxes," on p. 5-25.)

5) New File Server Entry

Displays the file server address entry screen. (See "Scan to File Server," in the e-Manual.)



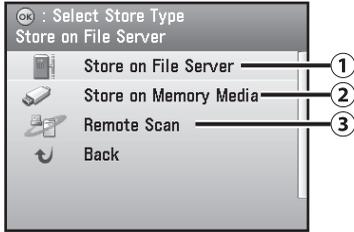
6) Specify from Log

Select a destination from the last three destinations. (See Chapter 5, "Fax," and Chapter 6, "E-mail".)

7) Back

Select this item to return to the previous screen.

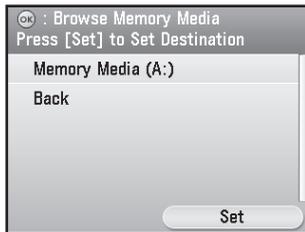
Store Type Selection Screen



- ① Store on File Server
Stores the scanned originals on the specified file server. (See "Scan to File Server," in the e-Manual.)
- ② Store on Memory Media
Stores the scanned originals in the memory media. (See "Scanning Documents to a File Server," in the e-Manual.)
- ③ Remote Scan
Enables to use the Network Scan function. (See "Network Settings," in the e-Manual.)
- ④ Back
Select this item to return to the previous screen.

Select Memory Media Screen (Color imageCLASS MF9170c/9150c Only)

For details about the Select Memory Media Screen, see "Printing from Memory Media (Direct Print)," on p. 7-11.

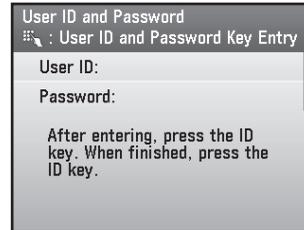


Insert a memory media, select a media, then press [OK].

Log In Mode

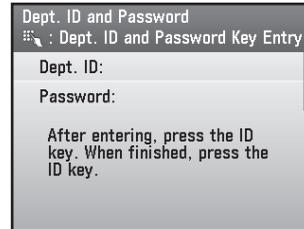
If the Department ID Management or User ID Management is set, the Log In screen is displayed. For information on the Department ID Management or User ID Management, see "Security," in the e-Manual.

- For Department ID Management



Press [OK], enter the Department ID and password, then press **Ⓜ** (Log In/Out).

- For User ID Management



Press [OK], enter the User ID and password, then press **Ⓜ** (Log In/Out).

NOTE

Make sure to press **Ⓜ** (Log In/Out) after using the machine when the Department ID/User ID Management is set.

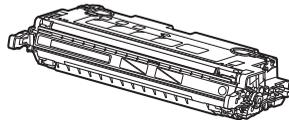
Toner Cartridges

The lifetime of the Canon genuine toner cartridges used in this machine (Color imageCLASS MF9170c / Color imageCLASS MF9150c) is approximately 6000 pages for K (Black) and is approximately 6000 pages for each C (Cyan), M (Magenta) and Y (Yellow). The lifetime of the Canon genuine toner cartridges used in this machine (Color imageCLASS MF8450c) is approximately 6000 pages for K (Black) and is approximately 4000 pages for each C (Cyan), M (Magenta) and Y (Yellow). The page counts are based on 5% coverage* when printing A4 size paper with the default print density setting. 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 toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase the Canon genuine replacement toner cartridge, contact your local Canon dealer or CanonCustomerCareCenter(1-800-828-4040).

* The term "5% coverage" denotes a document on which the area covered with toner is 5% of the total area of a sheet.

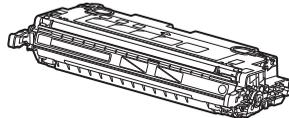
- For the Color imageCLASS MF9170c/MF9150c

Toner Cartridge name:
Canon Cartridge 111
K/C/M/Y



- For the Color imageCLASS MF8450c

Toner Cartridge name:
Canon Cartridge 117
K/C/M/Y



Model Name	Supported Canon Genuine Cartridge	Print Yield
Color imageCLASS MF9170c Color imageCLASS MF9150c	Cartridge 111 Black Cartridge 111 Magenta Cartridge 111 Yellow Cartridge 111 Cyan	Approx. 6,000 pages
Color imageCLASS MF8450c	Cartridge 117 Black	Approx. 6,000 pages
	Cartridge 117 Magenta Cartridge 117 Yellow Cartridge 117 Cyan	Approx. 4,000 pages

Maintaining the Toner Cartridges

Note the following when handling toner cartridges.

WARNING

Do not place the toner cartridges in fire. Toner powder is flammable.

CAUTION

- 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 toner cartridges from the machine, make sure to remove them 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 toner cartridges away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridges. 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.

NOTE

- Keep the toner cartridges away from computer screens, disk drives, and floppy disks. The magnets inside the toner cartridges may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridges to direct sunlight or bright light for more than five minutes.
- Store the toner cartridges in their protective bags. Do not open the bags until you are ready to install the toner cartridges in the machine.
- Save the protective toner cartridge bags in case you need to repack and transport the toner cartridges at a later date.
- Do not store the toner cartridges in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridges from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridges. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridges by their handles to avoid touching the drum protective shutter.
- Do not place the toner cartridges in an upright or an upside down position. If toner becomes caked in the toner cartridges, it may become impossible to free it even by shaking the toner cartridges.
- Be careful of counterfeits
 - It has been confirmed that there are counterfeit Canon toner in the marketplace. Using a counterfeit toner may cause poor print quality or poor printer performance. Please be advised that Canon is not responsible for any malfunction, accident, or damage caused by using non-genuine toner, including counterfeits.
 - For details, see the following website.
canon.com/counterfeit

Checking the Toner Level

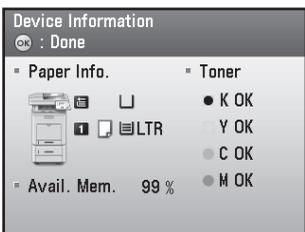
The Device Info. screen indicates one of three levels for the amount of toner remaining in the toner cartridges. If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridges be replaced. (See "Replacing the Toner Cartridges," on p. 11-7.)

1 Press  (Main Menu).

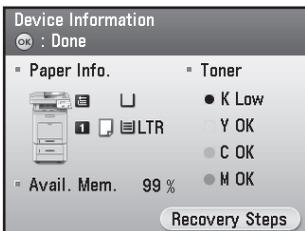
2 Press the left Any key to select <Device Info.>.



– The screen below indicates there is sufficient toner in the toner cartridge.



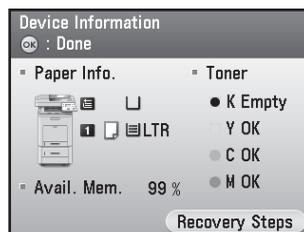
– The screen below indicates that only a small amount of toner remaining inside the machine, You can continue printing. Proceed to step 4.



NOTE

It is recommended that you purchase a new toner cartridge to have it available when needed.

– The screen below indicates the toner cartridge is running out of toner.



3 Press the right Any key to select <Recovery Steps> and follow the instructions on the display to replace the toner cartridge.



4 Press  (Main Menu) to return to the Main Menu screen.

Checking the Device Information

On the Device Information screen you can check the current machine status.

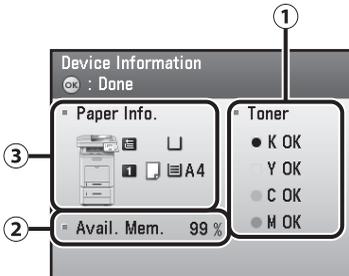
1 Press  (Main Menu).

2 Press the left Any key to select <Device Info.>.



3 Press  (Main Menu) return to the Main Menu screen.

You can also return to the Main Menu screen by pressing [OK].



① Toner

The status of toner is displayed.

② Available Memory

The remaining amount of available system memory is displayed in percentage.

③ Paper Information

The paper supply, and the paper type, paper size loaded in the paper drawer(s)* are displayed.

* The paper drawer 2 is displayed only when the optional Paper Drawer (Paper Drawer 2) is attached.

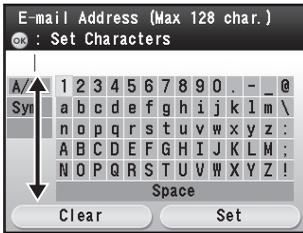
Entering Characters

For screens that require alphanumeric entries, follow the procedure below to enter characters.

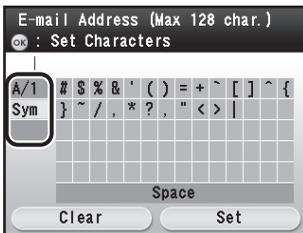
- Use [◀], [▶], or Ⓒ (Scroll Wheel) to move the cursor position left or right.



- Use [▼] and [▲] to move the cursor position up and down.



- Press [OK] to enter the highlighted character or space and to determine the entry mode.
- Press [◀], [▶], [▼], [▲], or Ⓒ (Scroll Wheel) to change the entry mode, then press [OK].



- <A/1>: Alphanumeric character entry mode
- <Sym>: Symbol entry mode

- Select <Backspace> by pressing the left Any key to clear the entered characters one by one.



- Select <Set> by pressing the right Any key to complete the entry and return to the previous screen.



NOTE

You can also use 0-9 (numeric keys) to enter numbers.

Telephone Line Setting

The machine is set to automatic detection mode. With some environments and telephone lines, the machine may not detect the proper telephone line type. If this happens, follow the procedure below to set the telephone line type. The default setting is <Auto>.

NOTE

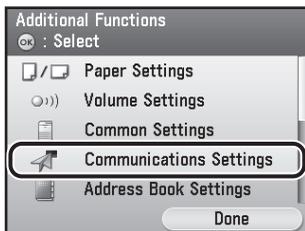
Connect the telephone line cable before turning ON the machine, if you use the automatic detection mode.

1 Press  (Main Menu).

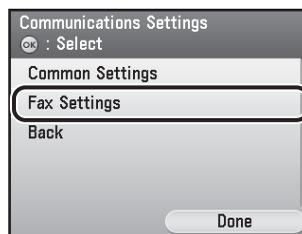
2 Press the right Any key to select <Additional Func.>.



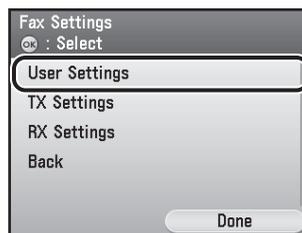
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



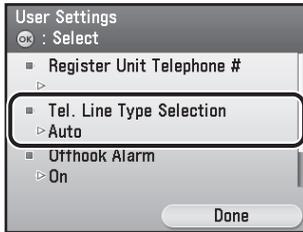
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



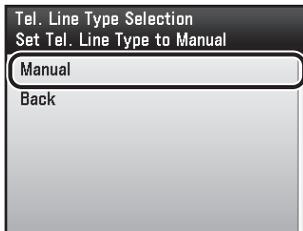
5 Use [▼], [▲] or  (Scroll Wheel) to select <User Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Tel. Line Type Selection>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Manual>, then press [OK].

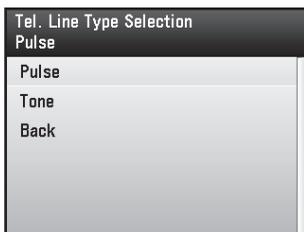


- 8** Use [▼], [▲] or  (Scroll Wheel) to select the type of telephone line that is connected to the machine, then press [OK].

<Pulse>: Pulse dialing

<Tone>: Tone dialing

Be sure to check the type of telephone line you are using and make the correct setting. If this setting is incorrect, you will not be able to communicate with other machines.



- 9** Press  (Main Menu) to return to the Main Menu screen.

Timer Settings

Setting the Sleep Mode

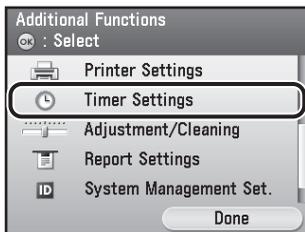
When the machine remains idle for a certain period of time, it automatically enters the Sleep mode. The default settings are <On> and <15 Minutes.>.

1 Press  (Main Menu).

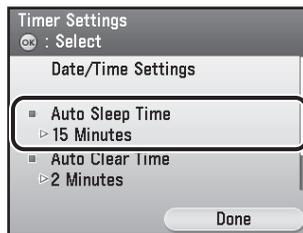
2 Press the right Any key to select <Additional Func.>.



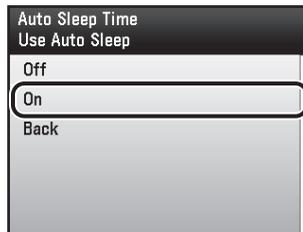
3 Use [▼], [▲] or  (Scroll Wheel) to select <Timer Settings>, then press [OK].



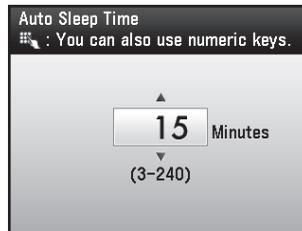
4 Use [▼], [▲] or  (Scroll Wheel) to select <Auto Sleep Time>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select <On>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to set the desired interval, then press [OK].



You can set the interval using 0-9 (numeric keys).

7 Press  (Main Menu) to return to the Main Menu screen.

 **NOTE**

- To enter the Sleep mode manually, press [Power] on the operation panel.
- The machine will not enter the Sleep mode when:
 - the machine is in operation
 - the Processing/Data indicator is lit or flashing
 - a message is on the display and the Error indicator is flashing
 - there is a paper jam in the machine
 - the handset of the external telephone is off the hook

 **NOTE**

- The machine will leave the Sleep mode when:
 - you press [Power] on the operation panel
 - a fax is received
 - the handset of the external telephone is off the hook
 - a print job is sent from a computer, and the print is started
 - a computer performs a scan through the machine

Setting Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function).

The default setting is <2 Minutes>.

 **NOTE**

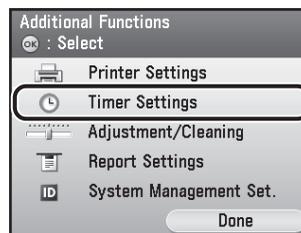
- If <0> is selected, the Auto Clear mode is not set.
- After the Auto Clear mode initiates, the display returns to the screen specified in <Auto Clear Settings> in <Common Settings>. For details, see "Setting the Function after Auto Clear Mode Initiates," in the e-Manual.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.



3 Use [▼], [▲] or  (Scroll Wheel) to select <Timer Settings>, then press [OK].

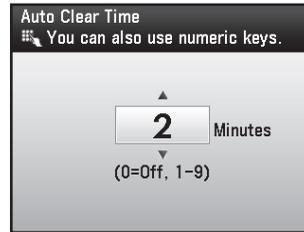


4 Use [▼], [▲] or ⌲ (Scroll Wheel) to select <Auto Clear Time>, then press [OK].



5 Use [▼], [▲], ⌲ (Scroll Wheel), or numeric keys to set the desired interval, then press [OK].

- You can set the interval from 0 (off) to 9 minutes (in one-minute increments).
- You can also set the interval using 0-9 (numeric keys).



6 Press  (Main Menu) to return to the Main Menu screen.

Setting the Daylight Saving Time

In some countries or areas, time is advanced throughout the summer season. This is called “Daylight Saving Time.”

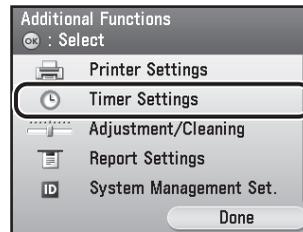
The default setting is <On>.

1 Press  (Main Menu).

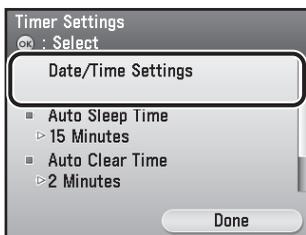
2 Press the right Any key to select <Additional Func.>.



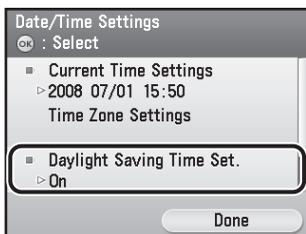
3 Use [▼], [▲] or ⌲ (Scroll Wheel) to select <Timer Settings>, then press [OK].



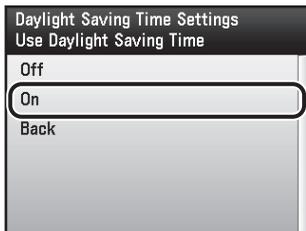
4 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Date/Time Settings>, then press [OK].



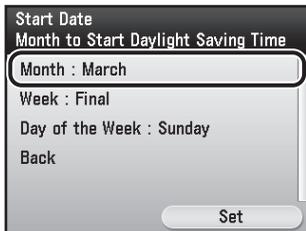
5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Daylight Saving Time Set.>, then press [OK].



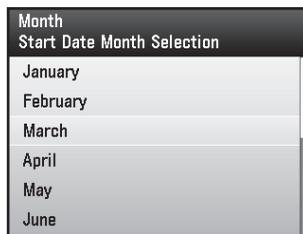
6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <On>, then press [OK].



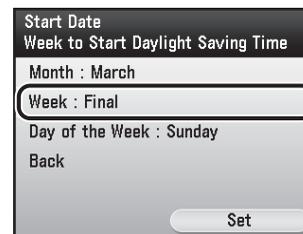
7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Month>, then press [OK].



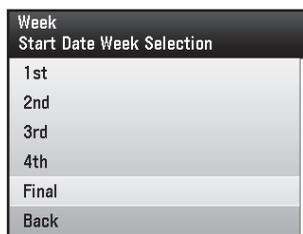
8 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the month when the daylight saving time starts, then press [OK].



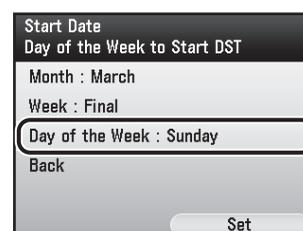
9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Week>, then press [OK].



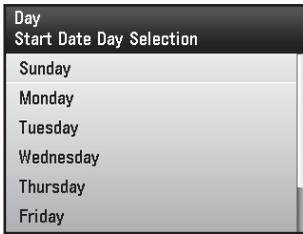
10 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the week, then press [OK].



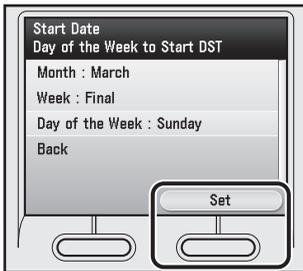
11 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Day of the Week>, then press [OK].



- 12** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the day of the Week, then press [OK].

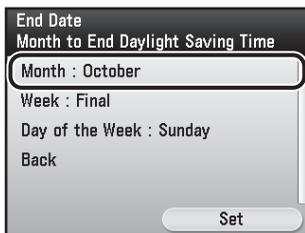


- 13** Press the right Any key to select <Set>.

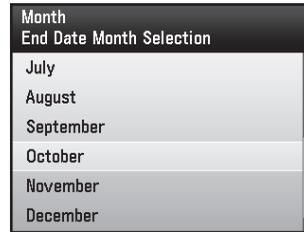


The End Date Month to End DST screen appears.

- 14** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Month>, then press [OK].



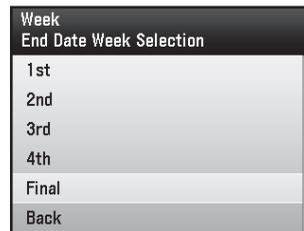
- 15** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the month when the daylight saving time ends, then press [OK].



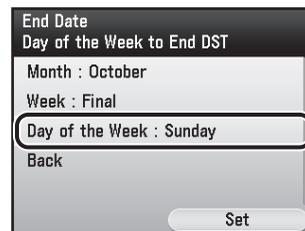
- 16** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Week>, then press [OK].



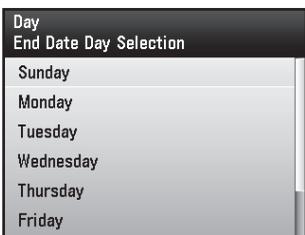
- 17** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the week, then press [OK].



- 18** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Day of the Week>, then press [OK].



- 19** Use [▼], [▲] or  (Scroll Wheel) to select the day of the Week, then press [OK].



- 20** Press the right Any key to select <Set>.



- 21** Press  (Main Menu) to return to the Main Menu screen.

Originals and Print Media

Chapter

2

This chapter describes the types of paper and originals that can be used with the machine and how to load paper into the stack bypass tray.

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Originals Requirements

Available original type, size, weight and quantity are shown in the table below.

	Platen Glass	Feeder
Type	Sheet* ¹ , book, three-dimensional objects	Sheet
Size (W × L)	Max. 8 1/2" × 14" (Max. 215.9 mm × 355.6 mm)	Max. 14" × 8.5" (355.6 mm × 215.9 mm)* ² Min. 5" × 5.5" (128 mm × 139.7 mm)* ²
Weight	Max. 4.4 lb (2 kg)	One-sided scanning (1 page): 13 to 34 lb (50 to 128 g/m ²)* ³ One-sided scanning (more than 2 pages): 13 to 28 lb (50 to 105 g/m ²)* ⁴ Two-sided scanning: 17 to 28 lb (64 to 105 g/m ²)
Quantity	1 sheet	Max. 50 sheets* ⁵ (Max. 30 sheets for LGL originals)

*¹ When copying transparent originals 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.

*² When copying two-sided originals, only LTR, LGL, FLSC, A4 can be used.

*³ 17 to 34 lb (64 to 128 g/m²) for paper smaller than LTR/A4.

*⁴ 17 to 28 lb (64 to 105 g/m²) for paper smaller than LTR/A4.

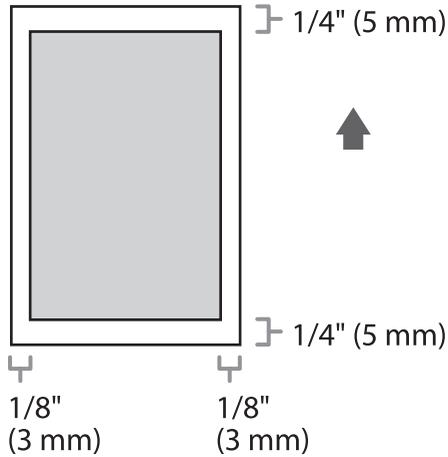
*⁵ 20 lb (75 g/m²) paper

- Do not place the originals on the platen glass or in the feeder until the glue, ink or correction fluid on the originals are completely dry.
- Remove all fasteners (staples, paper clips, etc.) before loading the originals in the feeder.
- To prevent original jams in the feeder, do not use any of the following:
 - Wrinkled or creased paper
 - Carbon paper or carbon-backed paper
 - Curled or rolled paper
 - Coated paper
 - Torn paper
 - Onion skin or thin paper
 - Paper printed with a thermal transfer printer
 - Transparencies

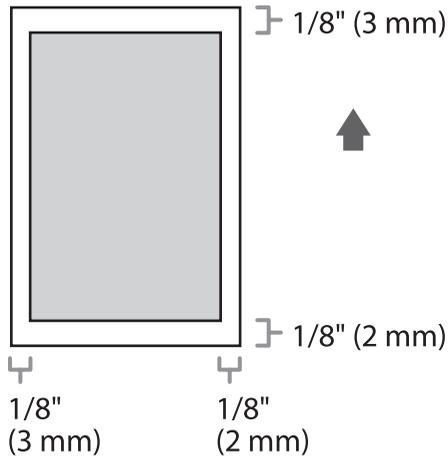
Scanning Area

Make sure your originals' 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.

● Copy Scanning Area



● Fax Scanning Area



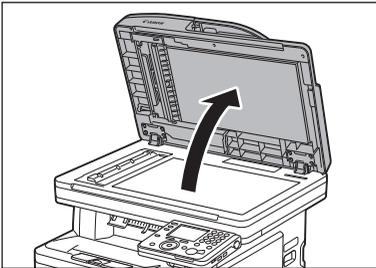
Placing Originals

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

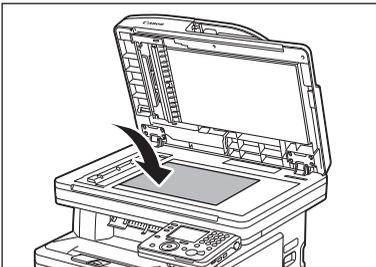
On the Platen Glass

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

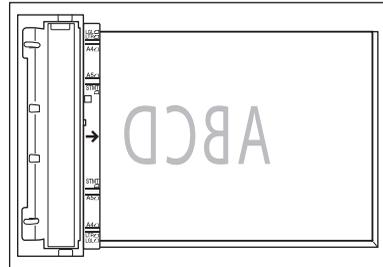
- 1** Lift up the feeder.



- 2** Place your original face down.

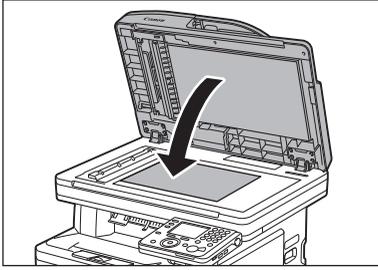


- 3** Align the original with the appropriate paper size marks.



If your original does not match any of the paper size marks, align the center of your original with the arrow mark.

4 Gently close the feeder.



The original is ready for scanning.

CAUTION

- When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the feeder forcefully, as this may damage the platen glass and cause personal injury.

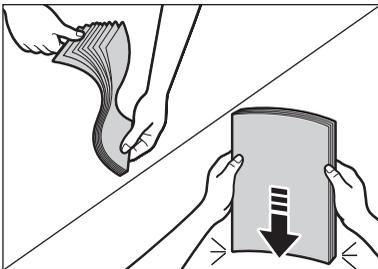
NOTE

Remove the original from the platen glass when scanning is complete.

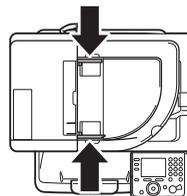
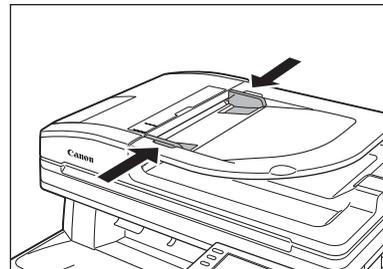
In the Feeder

Place the originals into the feeder when you want to copy several originals at the same time, and press  (Start). The machine automatically feeds the originals to the scanning area and scans them.

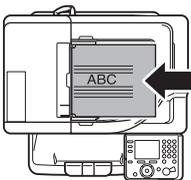
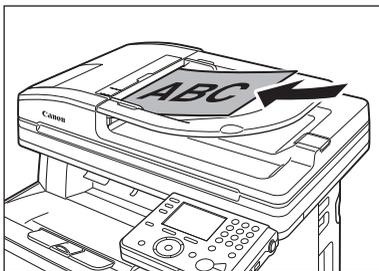
1 Fan the originals stack and even the edges.



2 Adjust the slide guides to the width of the originals.



- 3 Neatly place the originals face up in the original supply tray.



The originals are ready for scanning.



NOTE

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the originals delivery tray to avoid paper jams.
- Avoid using feeder to scan the same originals more than 30 times. When scanned repeatedly, originals can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning originals written in pencil, clean them. (See “Cleaning the Machine,” on p. 11-2.)

Paper Requirements

The paper size and types that can be used with this machine are shown in the following table.

		Paper drawer(s)	Stack bypass tray
Size (W x L)		Legal ^{*9} , Letter ^{*9} , Officio, M-Officio, B-Officio, Executive, Foolscap ^{*9} , A4 ^{*9} , B5, A5	3" x 5" to Legal (8 1/2" x 14") (76.2 x 127 to 215.9 mm x 355.6 mm) (Always set vertically.)
Weight		16 to 32 lb (60 to 120 g/m ²)	16 to 47 lb (60 to 176 g/m ²)
Quantity		Max. 250 sheets ^{*1 *8}	Max. 100 sheets ^{*1}
Type	Plain ^{*2*9}	○	○
	Plain H ^{*3*9}	○	○
	Color ^{*2*9}	○	○
	Recycled ^{*2*9}	○	○
	Heavy 1 ^{*4*9}	○	○
	Heavy 2 ^{*5}	—	○
	Bond ^{*6*9}	○	○
	Transparency ^{*7}	—	○
	Labels	—	○
	Envelopes	—	○
	Rough ^{*9}	○	○

(○: available —: not available)

*1 20 lb (75 g/m²) paper

*2 From 19 to 24 lb (70 to 90 g/m²)

*3 From 20 to 28 lb (75 to 105 g/m²)

*4 From 28 to 32 lb (106 to 120 g/m²)

*5 From 32 to 47 lb (121 to 176 g/m²)

*6 20 lb (75 g/m²)

*7 Use only LTR transparencies made especially for this machine.

*8 Max. 500 sheets of paper can be set in the optional Paper Drawer (Paper Drawer 2).

*9 Can be used for two-sided copying.

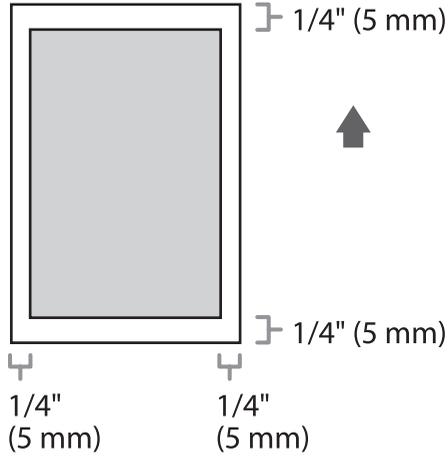
NOTE

The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-20.)

- 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.

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.



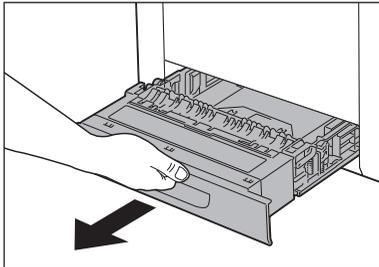
Loading Paper

This section describes how to load paper in the paper drawers and stack bypass tray.

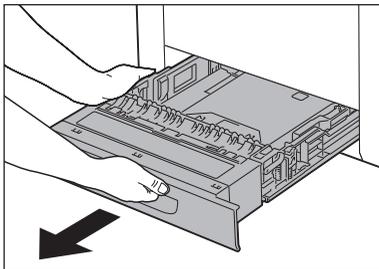
In the Paper Drawer

This section describes how to load paper in the paper drawer or in the optional paper drawer.

- 1** Pull out the paper drawer until it stops.



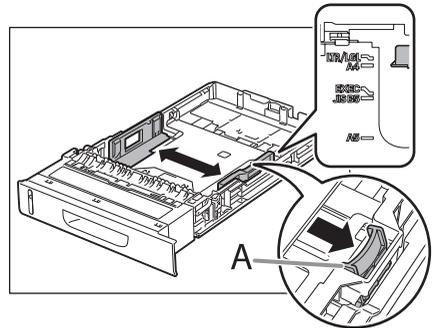
- 2** Hold the paper drawer with both hands and remove it from the machine.



! **CAUTION**

Make sure to take the paper drawer out of the machine before loading paper. If paper is loaded while the paper drawer is partially pulled out, the paper drawer may fall, resulting in damage to the machine or personal injury.

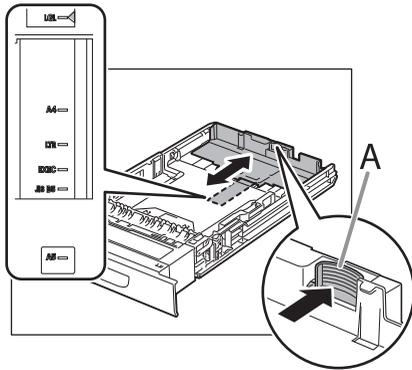
- 3** Hold the lock release lever of the side paper guides (A) and slide the guides to the mark for the size of the paper to be loaded. The side paper guides move together.



! **CAUTION**

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

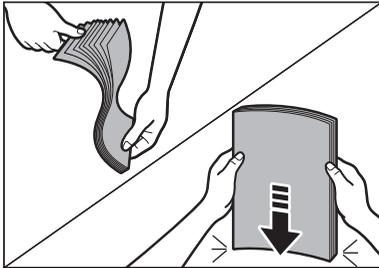
- 4** Hold the lock release lever of the rear paper guides (A) and slide the guides to the mark for the size of the paper to be loaded.



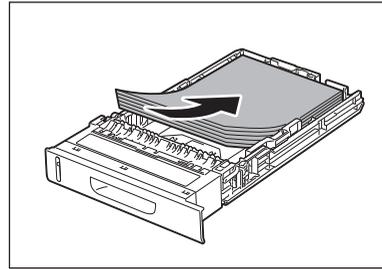
CAUTION

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

- 5** Fan the paper stack and even the edges.

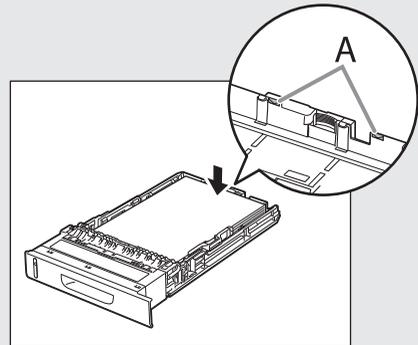


- 6** Load the paper stack of the appropriate size with the print side facing up. Align the rear edge of the paper stack with the rear paper guide.



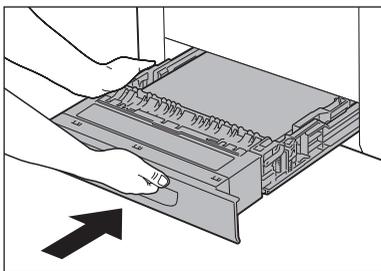
NOTE

- When loading paper, be careful not to cut your fingers on the edges of the paper.
- Make sure the paper stack does not exceed the load limit mark (A).

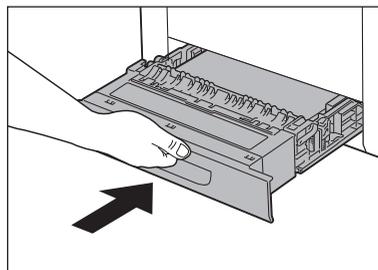


- The paper drawer holds approximately 250 sheets of paper (20 lb (75 g/m²)).

- 7** Hold the paper drawer with both hands and set it back into the machine.



- 8** Push the paper drawer as far as it will go.



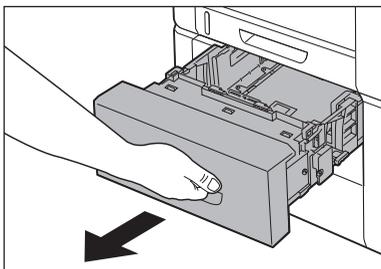
 **NOTE**

- Be careful not to get your fingers caught.
- For details on loading paper in the stack bypass tray, see "In the Stack Bypass Tray," on p. 2-15.

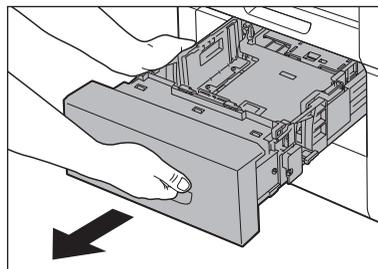
In the Optional Paper Drawer (Paper Drawer 2)

When the optional drawer is installed in the machine, follow the procedure described below.

- 1** Pull out the optional paper drawer until it stops.



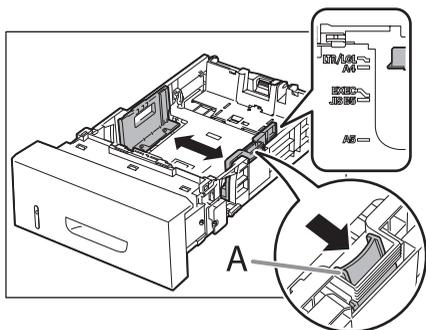
- 2** Hold the optional paper drawer with both hands and remove it from the machine.



 **NOTE**

Make sure to take the optional paper drawer out of the printer before loading paper. If paper is loaded while the optional paper drawer is partially pulled out, the optional paper drawer may fall, resulting in damage to the machine or personal injury.

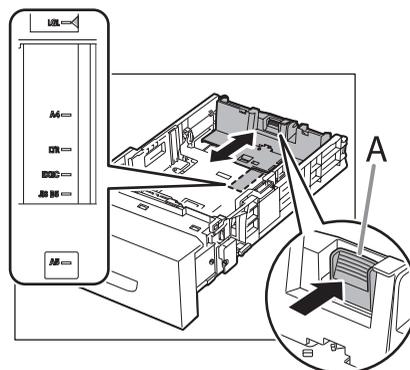
- 3** Hold the lock release lever of the side paper guides (A) and slide the guides to the mark for the size of the paper to be loaded. The side paper guides move together.



 **NOTE**

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

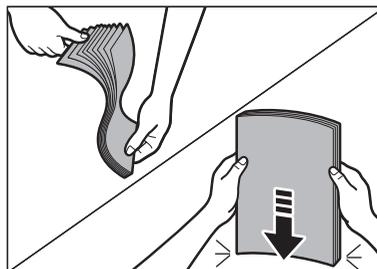
- 4** Hold the lock release lever of the rear paper guides (A) and slide the guides to the mark for the size of the paper to be loaded.



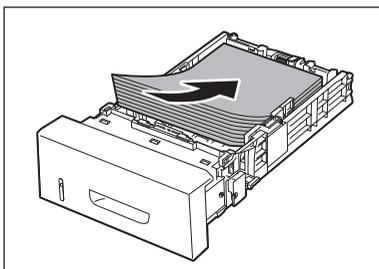
 **NOTE**

Make sure to set the guides to the mark for the size of the paper to be loaded correctly. If the guides are positioned incorrectly, it may cause paper jams, dirty prints, etc.

- 5** Fan the paper stack and even the edges.

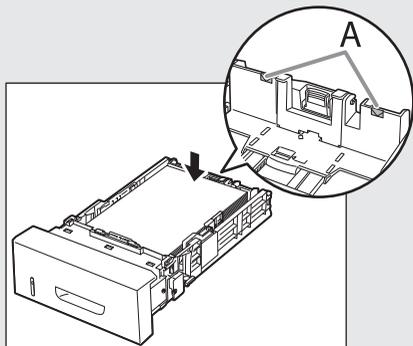


- 6** Load the paper stack of the appropriate size with the print side facing up. Align the rear edge of paper stack with the rear paper guide.



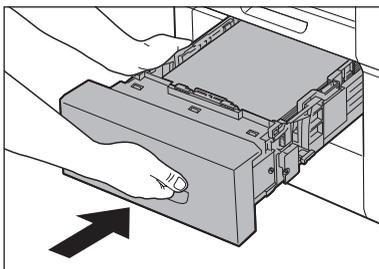
NOTE

- When loading paper, be careful not to cut your fingers on the edges of the paper.
- Make sure the paper stack does not exceed the load limit mark (A).

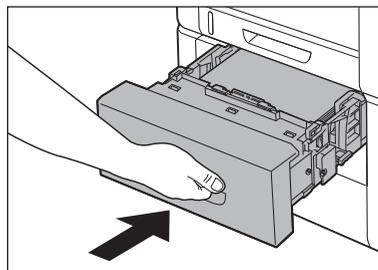


- The optional paper drawer holds approximately 500 sheets of paper (20 lb (75 g/m²)).

- 7** Hold the optional paper drawer with both hands and set it back into the machine.



- 8** Push the paper drawer as far as it will go.



NOTE

- Be careful not to get your fingers caught.
- For details on loading paper in the stack bypass tray, see “In the Stack Bypass Tray,” on p. 2-15.

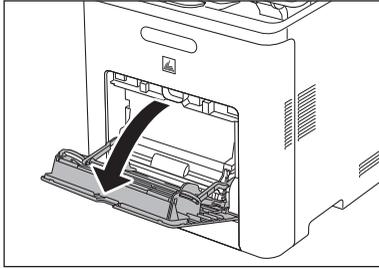
In the Stack Bypass Tray

If you are making prints on transparencies, labels, nonstandard-sized paper, or envelopes, load them into the stack bypass tray.

NOTE

- Note the following points when using the stack bypass tray:
 - Paper Quantity: one to approximately 100 sheets (20 lb (75 g/m²),)
 - Paper Size: 3" x 5" to 8 1/2" x 14" (76.2 x 127 mm to 216 x 356 mm)
 - Paper Weight: 16 to 47 lb (60 to 176 g/m²)
 - 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 tray (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper).
 - Depending on the paper storage conditions, it may not be possible to feed some paper into the stack bypass tray. In this case, set the amount of paper to less than 50 sheets 20 lb (75 g/m²).
- Do not load different size/type paper at the same time.
- If you load multiple sheets of heavyweight paper into the stack bypass tray, a paper jam may occur depending on the type of heavyweight paper. If this happens, load only one sheet of heavyweight paper at a time.
- When printing on special types of paper, such as heavyweight paper or transparencies, make 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 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.
- If you select <Custom Size> for copying, you cannot use the 1-Sided to 2-Sided, 2-Sided to 2-Sided, Frame Erase, or Image Combination mode. (See "Copy," in the e-Manual.)
- If you select <COM 10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5> for copying or printing, you cannot use the Collate, 1-Sided to 2-Sided, 2-Sided to 2-Sided, Frame Erase, or N on 1 mode. (See "Copy," in the e-Manual.)
 - Envelopes may be creased in the printing process.
 - For high quality printouts, use paper recommended by Canon.
 - For more information on paper types that can be used with this machine, see "Paper Requirements," on p. 2-7.

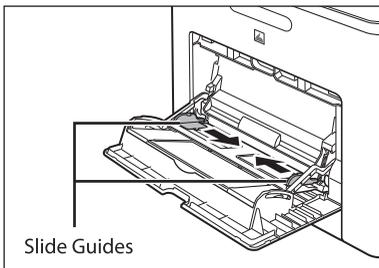
1 Open the stack bypass tray.



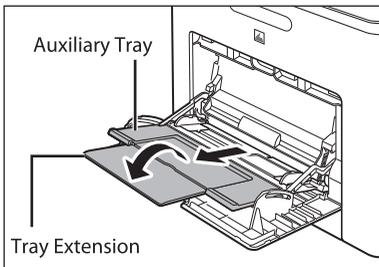
NOTE

If the paper size you are going to load into the stack bypass tray is different from the paper size stored in stack bypass tray Standard Settings, set stack bypass tray Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Setting Paper Size and Type," on p. 2-20.)

2 Adjust the slide guides to match the size of the paper.

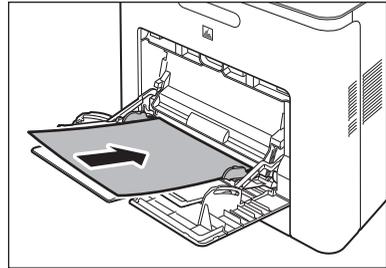


If you are feeding large size paper, pull out the auxiliary tray, and extend the tray extension.



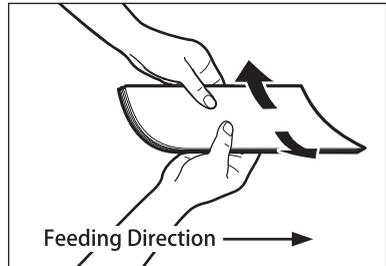
3 Load the paper into the stack bypass tray.

- Insert the paper stack as far as it will go.
- When you print on paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 2-24.

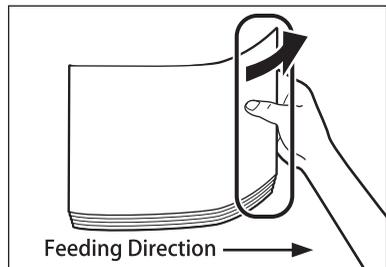


Before inserting paper

- ① When you use the stack bypass tray to make copies, straighten out curled paper prior to use, as shown below. Curled paper may cause a paper jam.

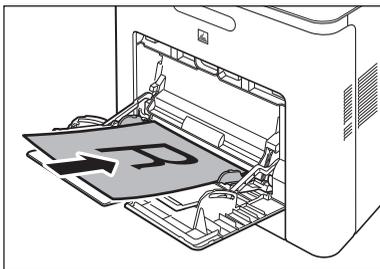


- ② If there is difficulty in straightening out curled paper, curl the front edges of the paper upward, as shown below.



■ To print on the back side of preprinted paper

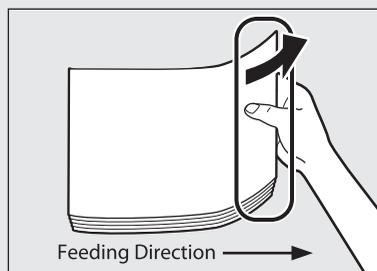
- ① Load the preprinted paper face up into the stack bypass tray, as shown in the illustration below.



The screen for selecting the paper size appears.

 **NOTE**

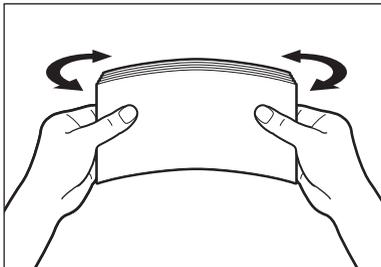
- When loading paper into the stack bypass tray, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass tray, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass tray, 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 machine from the stack bypass tray.



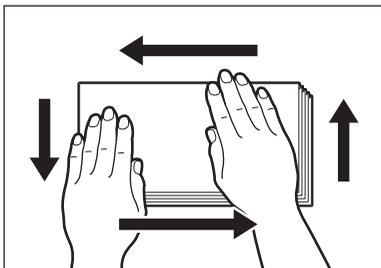
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass tray, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.

■ If you are loading envelopes into the stack bypass tray:

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



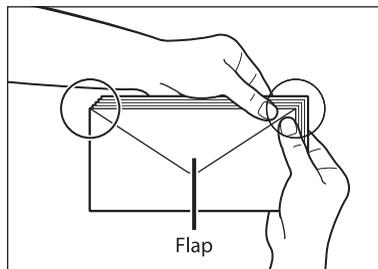
- ② Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



NOTE

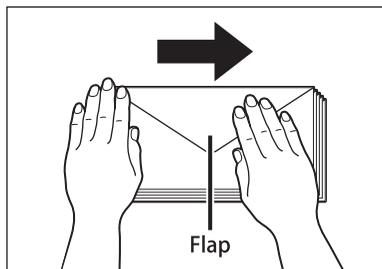
Take particular care to spread the envelopes out in the direction that they will be fed.

- ③ Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

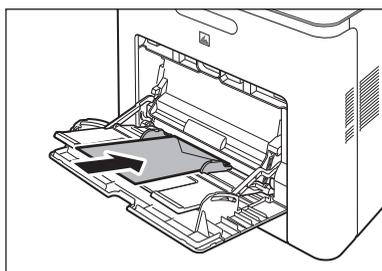
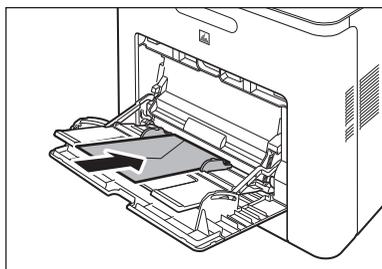


NOTE

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



Load the envelopes, as shown below.



The screen for selecting the paper size appears.

 **NOTE**

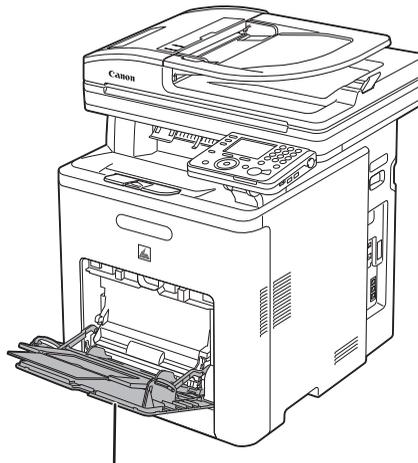
- The stack bypass tray can hold 10 envelopes at a time.
- Envelopes may be creased in the printing process.

Setting Paper Size and Type

This section describes how to set paper size and type loaded into the paper drawer(s) and stack bypass tray.

For the Stack Bypass Tray

You can register a frequently used paper size and type for the stack bypass tray. The default setting is <Off>.



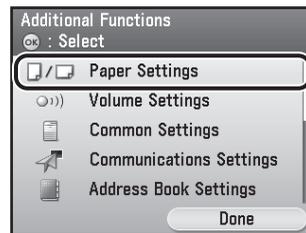
Multi purpose tray

1 Press  (Main Menu).

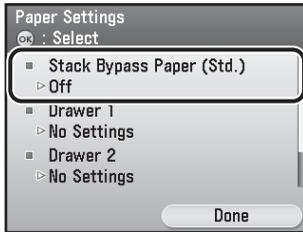
2 Press the right Any key to select <Additional Func.>.



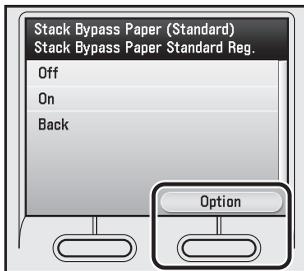
3 Use [▼], [▲] or  (Scroll Wheel) to select <Paper Settings>, then press [OK].



- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Stack Bypass Paper (Std.)>, then press [OK].



- 5** Use [▼], [▲] or  (Scroll Wheel) to select <On>, then press the right Any key to select <Option>.



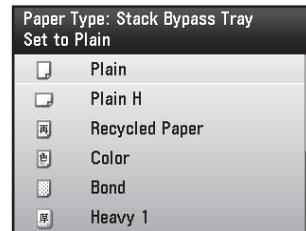
If you do not want to set the stack bypass standard settings, select <Off>, then press [OK], and press  (Main Menu) to return to the Main Menu screen.

- 6** Use [▼], [▲] or  (Scroll Wheel) to select paper size, then press [OK].



- You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTRR>, <G-LGL>, <Custom Size>, <COM 10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>
- If you use A/B size paper, press the right Any key to select <A/B Sizes> and select the paper size you want to use.

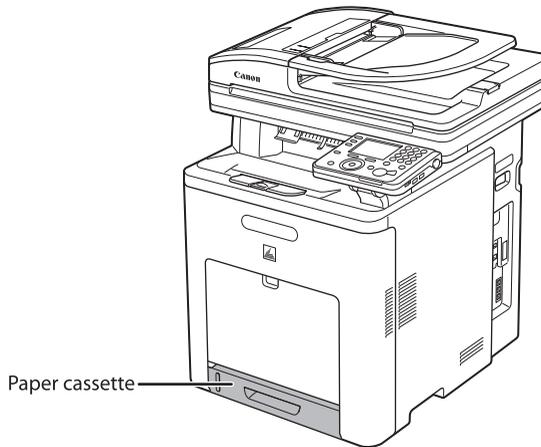
- 7** Use [▼], [▲] or  (Scroll Wheel) to select paper type, then press [OK].



You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>, <Rough>

- 8** Press  (Main Menu) to return to the Main Menu screen.

For the Paper Drawer



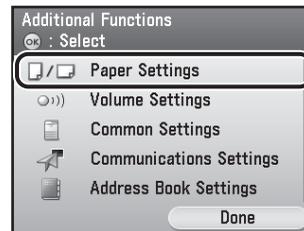
When you place other sizes and/or types of paper, follow this procedure to change the settings. The default settings are <LTR> and <PLAIN PAPER>.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

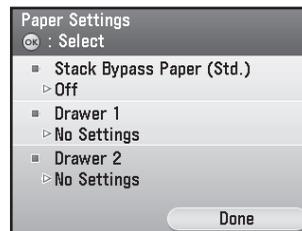


3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Paper Settings>, then press [OK].

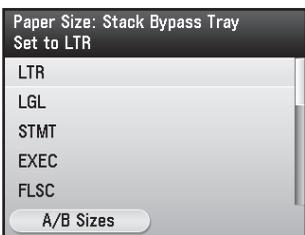


4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Drawer 1> or <Drawer 2>*, then press [OK].

* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

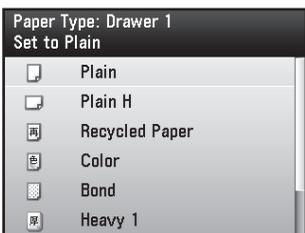


- 5** Use [▼], [▲] or  (Scroll Wheel) to select paper size, then press [OK].



- You can select from the following paper sizes: <LTR>, <LGL>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>
- If you use A/B size paper, press the right Any key to select <A/B Sizes> and perform the step above.

- 6** Use [▼], [▲] or  (Scroll Wheel) to select paper type, then press [OK].



- You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Rough>
- If you use the paper drawer 2*, repeat the steps 4 to 6 for the paper drawer 2*.

* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

- 7** Press  (Main Menu) to return to the Main Menu screen.

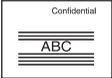
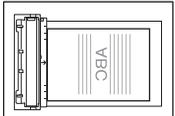
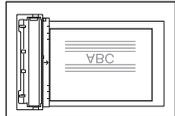
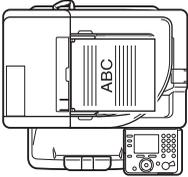
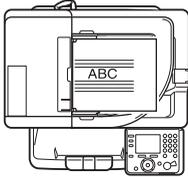
Relationship between Original Orientation and Preprinted Paper Output Chart

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

 **NOTE**

If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass tray

Output Example		 LTR	 LTRR
Preprinted Paper	Orientation in paper drawer		
	Preprinted side: Face up		
	Orientation in stack bypass tray		
	Preprinted side: Face down		
Original	Orientation on the platen glass		
	Original side: Face down		
	Orientation in the feeder		
	Original side: Face up		

Registering Destinations in the Address Book

Chapter

3

This chapter describes how to register destinations in the Address Book, and how to edit and erase registered information.

Storing/Editing Address Book	3-2
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Registering E-Mail Addresses in the Address Book.....	3-7
Registering I-Fax Addresses in the Address Book.....	3-10
Registering File Server Addresses in the Address Book.....	3-12
Registering Group Addresses in the Address Book.....	3-18
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Storing/Editing Address Book

The Address Book is a feature used for storing fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You can also register multiple destinations for a group address. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

NOTE

- Storing addresses in the Address Book is available only for the Color imageCLASS MF9170c/MF9150c.
- You can register a total of 300 destinations in the Address Book, including 200 destinations registered in one-touch.
- Each address entry is treated as a single entry, so if a destination is registered in a group address, that destination and the group address are counted as two entries.
- 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 how to export and import the Address Book, see “Setting from a PC,” in the e-Manual.
- For easy reference, it is recommended to print the list of recipients registered in the Address Book and one-touch. For information on how to print the lists, see “Report Settings,” on p. 13-19.
- New destinations cannot be registered in the Address Book if <Limit New Destinations> in <Send Function Restriction> in <System Management Set.> is set to <On>.

Registering Fax Numbers in the Address Book

This section describes the procedure for registering fax numbers in the Address Book.

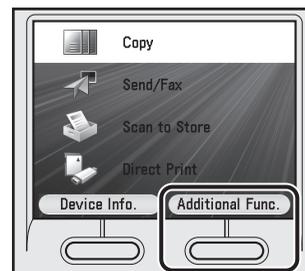
NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:

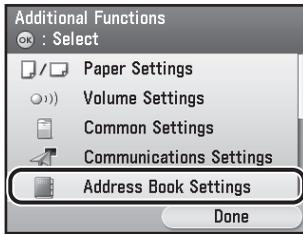
- In the Select Send Type screen, use [▼], [▲] or Ⓞ (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press <OK>.
- Follow the procedure described in this section from step 6.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

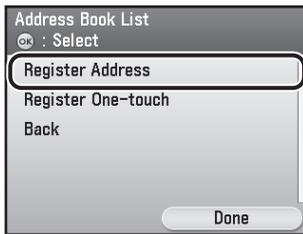


- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Register Address>, then press [OK].



- 5** Press the right Any key to select <Register New>.



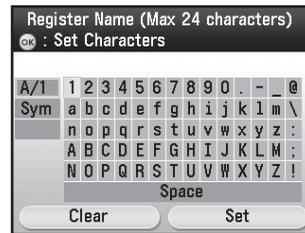
- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Fax>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8** Use the software keyboard to enter the recipient's name.

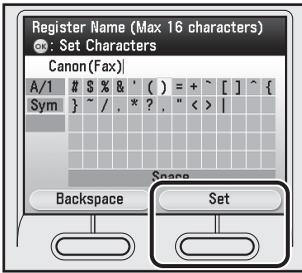


- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

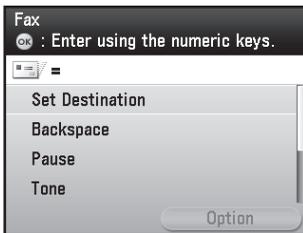
9 If you are finished, press the right Any key to select <Set>.



10 Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Destination Registration>, then press [OK].



11 Use 0–9 (numeric keys) to enter the fax number.



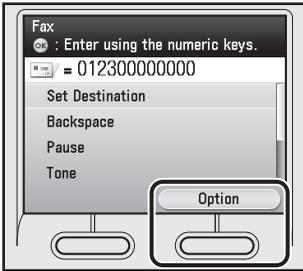
- You can enter up to 120 characters for fax number.
- If you want to move the position of the cursor, use [▼], [▲] or ⌂ (Scroll Wheel).
- If you want to delete the number or character immediately to the left of the cursor, use [▼], [▲] or ⌂ (Scroll Wheel) to select <Backspace>, then press [OK].

- If you want to insert a pause of several seconds, use [▼], [▲] or ⌂ (Scroll Wheel) to select <Pause>, then press [OK]. 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.
- If you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals, use [▼], [▲] or ⌂ (Scroll Wheel) to select <Tone>, then press [OK].
- If you want to insert a space between numbers, use [▼], [▲] or ⌂ (Scroll Wheel) to select <Space>, then press [OK].
- If you want to delete the entire number you entered, press ⌂ (Clear).

NOTE

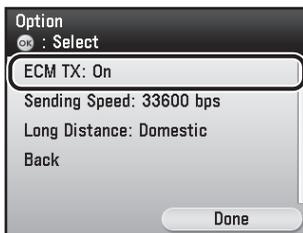
- For information on how to set the length of a pause, see “Communications Settings,” on p. 13-8.
- For information on how to insert a pause for an overseas number, see “Dialing an Overseas Number (With Pauses),” on p. 5-22.
- You cannot insert a pause or a space at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.

- 12** If you want to set the ECM TX, sending speed, and long distance settings, press the right Any key to select <Option>.

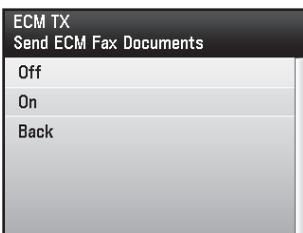


These settings are optional. If you do not want to set the optional settings, skip to step 20.

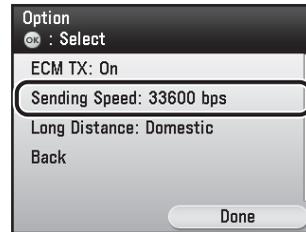
- 13** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <ECM TX>, then press [OK].



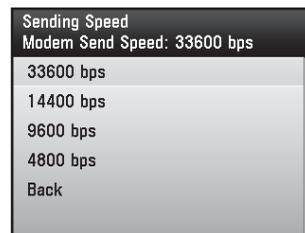
- 14** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <On> or <Off>, then press [OK].



- 15** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Sending Speed>, then press [OK].

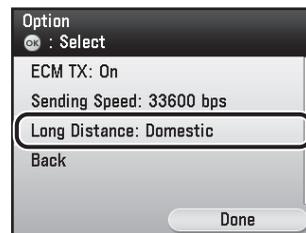


- 16** Use [▼], [▲] or ⌂ (Scroll Wheel) to select the sending speed, then press [OK].

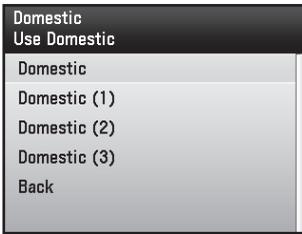


If your document transmissions are slow to start, it may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, or <4800 bps>.

- 17** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Long Distance>, then press [OK].

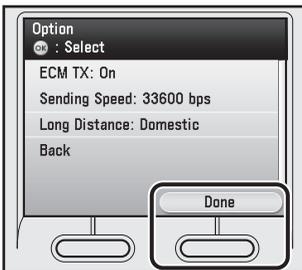


18 Use [▼], [▲] or  (Scroll Wheel) to select the long distance setting, then press [OK].

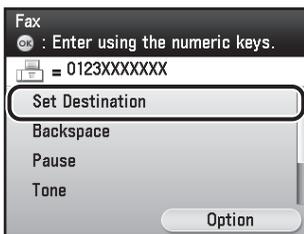


Select <Domestic> for dialing domestic (local) telephone numbers. Select <Long Distance (1)> if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting <Long Distance (2)> or <Long Distance (3)>.

19 Press the right Any key to select <Done>.



20 Use [▼], [▲] or  (Scroll Wheel) to select <Set Destination>, then press [OK].



21 Press the right Any key to select <Register>.



If you want to register another fax number, repeat from step 6.

22 Press the right Any key to select <Done>.



23 Press  (Main Menu) to return to the Main Menu screen.

Registering E-Mail Addresses in the Address Book

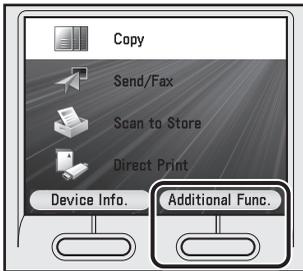
This section describes the procedure for registering e-mail addresses in the Address Book.

NOTE

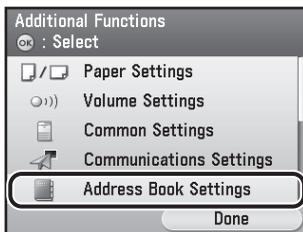
- By storing your own e-mail address, you can specify a reply e-mail address.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
 - Press the left Any key to select <Reg/Edit/Erase>.
 - Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press <OK>.
 - Follow the procedure described in this section from step 6.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

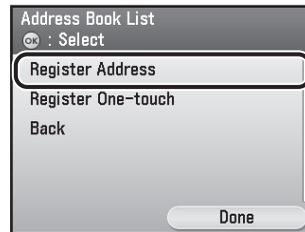


3 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using ⓪-⑨ (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

4 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register Address>, then press [OK].



5 Press the right Any key to select <Register New>.



6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <E-mail>, then press [OK].



7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register Name>, then press [OK].



8 Use the software keyboard to enter the recipient's name.

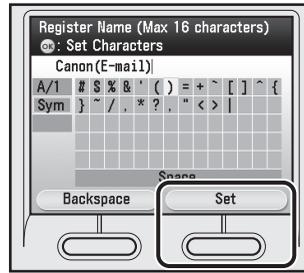


- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

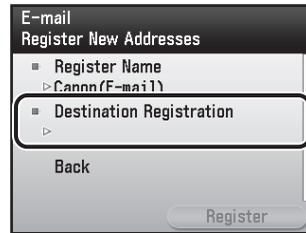
NOTE

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

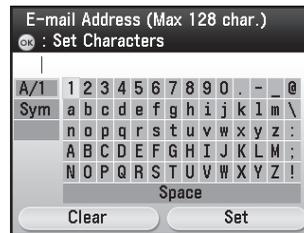
9 If you are finished, press the right Any key to select <Set>.



10 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Destination Registration>, then press [OK].



11 Use the software keyboard to enter the recipient's e-mail address.

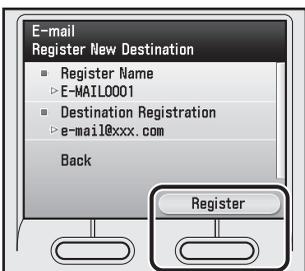


- You can enter up to 120 characters for the e-mail address.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

- 12** If you are finished, press the right Any key to select <Set>.



- 13** Press the right Any key to select <Register>.



If you want to register another e-mail address, repeat from step 6.

- 14** Press the right Any key to select <Done>.



- 15** Press  (Main Menu) to return to the Main Menu screen.

Registering I-Fax Addresses in the Address Book

This section describes the procedure for registering I-fax addresses in the Address Book.

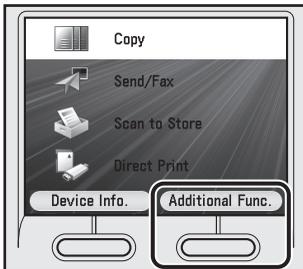
NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:

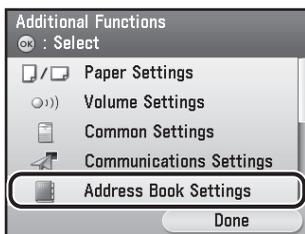
- In the Select Send Type screen, use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press <OK>.
- Follow the procedure described in this section from step 6.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

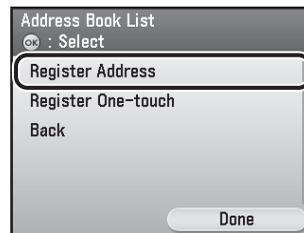


3 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using 0–9 (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

4 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Register Address>, then press [OK].



5 Press the right Any key to select <Register New>.



6 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <I-Fax>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



8 Use the software keyboard to enter the recipient's name.

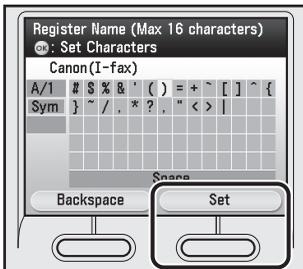


- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.



10 Use [▼], [▲] or  (Scroll Wheel) to select <Destination Registration>, then press [OK].



11 Use the software keyboard to enter the recipient's I-fax address.



- You can enter up to 120 characters for the I-fax address.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.



13 Press the right Any key to select <Register>.



If you want to register another I-fax address, repeat from step 6.

14 Press the right Any key to select <Done>.



15 Press  (Main Menu) to return to the Main Menu screen.

Registering File Server Addresses in the Address Book

This section describes the procedure for registering file server addresses in the Address Book.

NOTE

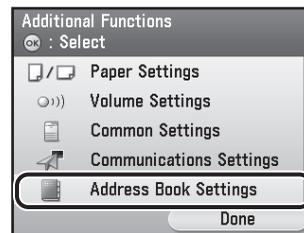
- If <Language Switch> in Common Settings is set to <On>, the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, use [▼], [▲] or  (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
 - Press the left Any key to select <Reg/Edit/Erase>.
 - Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press <OK>.
 - Follow the procedure described in this section from step 6.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

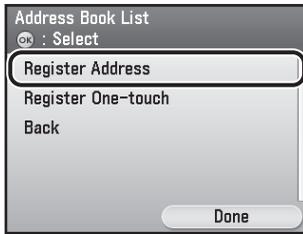


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see "Security" in the e-Manual.)

- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Register Address>, then press [OK].



- 5** Press the right Any key to select <Register New>.



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <File>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8** Use the software keyboard to enter the file server name.

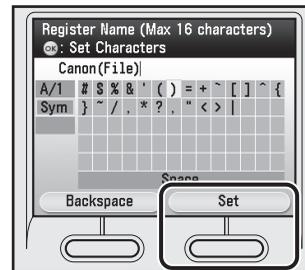


- You can enter up to 16 characters for the file server name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

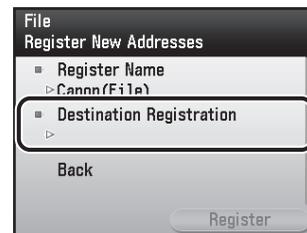
 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

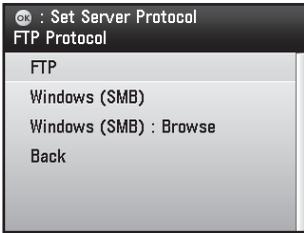
- 9** If you are finished, press the right Any key to select <Set>.



- 10** Use [▼], [▲] or  (Scroll Wheel) to select <Destination Registration>, then press [OK].



11 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select a server protocol, then press [OK].



- <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 on Windows 2000 Server, Internet Information Services 5.1 on Windows XP Professional, Internet Information Services 6.0 on Windows Server 2003, Internet Information Services 7.0 on 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.
- <Windows (SMB): Browse>: Select this protocol if you want to specify a file server connected to a specific network.

NOTE

After turning the main power on, you must wait for the time set in the Startup Time Settings to elapse before selecting <Windows (SMB): Browse>. Network transmission is not possible until this startup time has elapsed. (See "Network Settings," in the e-Manual.)

■ If you select <FTP> or <Windows (SMB)>:

- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Host Name>, then press [OK].



- ② Use the software keyboard to enter the host name.

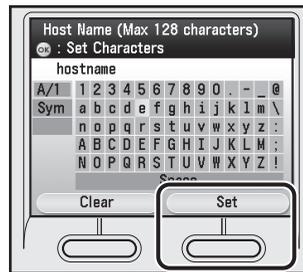


- You can enter up to 120 characters for the host name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

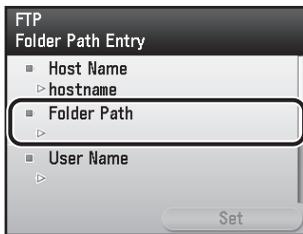
NOTE

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

- ③ If you are finished, press the right Any key to select <Set>.



- ④ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Folder Path>, then press [OK].



- ⑤ Use the software keyboard to enter the path to the folder.

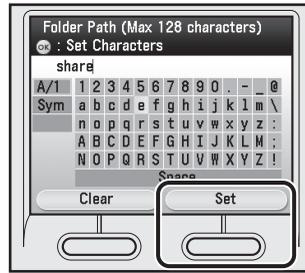


- You can enter up to 120 characters for the folder path.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

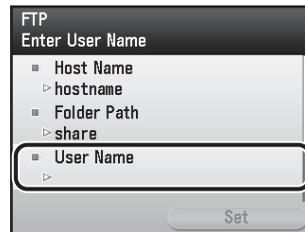
 **NOTE**

- 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 (Color imageCLASS MF9170c/9150c only).

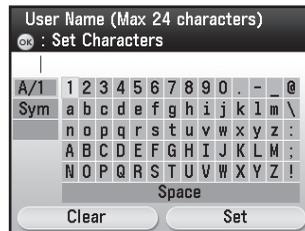
- ⑥ If you are finished, press the right Any key to select <Set>.



- ⑦ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <User Name>, then press [OK].



- ⑧ Use the software keyboard to enter the user name.



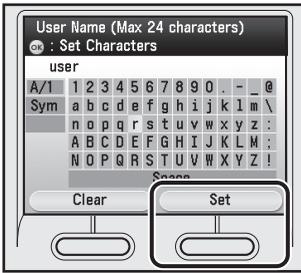
- You can enter up to 24 characters for the user name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

 **NOTE**

If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway (Color imageCLASS MF9170c/9150c only).



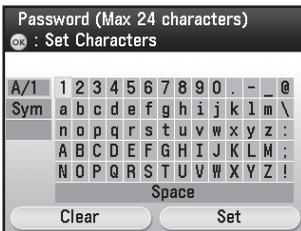
- ⑨ If you are finished, press the right Any key to select <Set>.



- ⑩ Use [▼], [▲] or (Scroll Wheel) to select <Password>, then press [OK].



- ⑪ Use the software keyboard to enter the password.

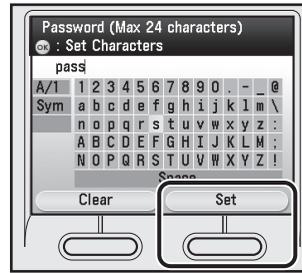


- You can enter up to 24 characters when <FTP> is selected as the server protocol, or up to 14 when <Windows (SMB)> is selected.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

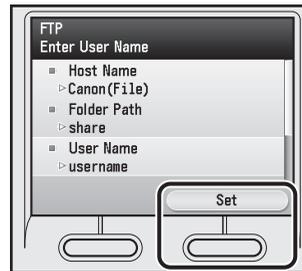
NOTE

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway (Color imageCLASS MF9170c/9150c only).

- ⑫ If you are finished, press the right Any key to select <Set>.



- ⑬ Press the right Any key to select <Set>.

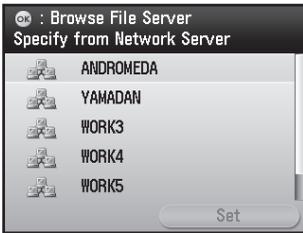


- ⑭ Press the right Any key to select <Register>.



■ If you select <Windows (SMB): Browse>:

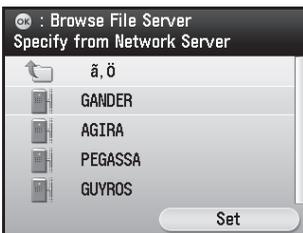
- ① Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired workgroup, then press [OK].



NOTE

If the desired workgroup is not displayed, use [▼], [▲] or ⌚ (Scroll Wheel) to scroll to the desired workgroup.

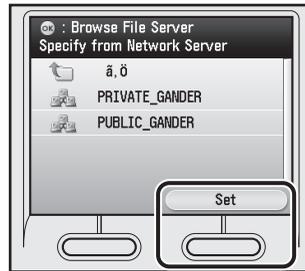
- ② Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired file server, then press [OK].



NOTE

If the desired file server is not displayed, use [▼], [▲] or ⌚ (Scroll Wheel) to scroll to the desired file server.

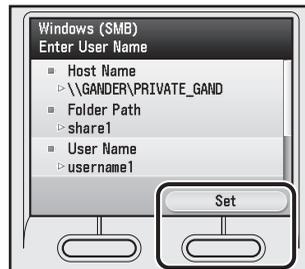
- ③ Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired file server, then press the right Any key to select <Set>.



NOTE

To enter the user name and the network password, select a file server from the list and press [OK]. Enter the user name (up to 24 character) and network password (up to 14 characters), then press the right Any key to select <Set>.

- ④ Specify the folder path, user name, and password as described from steps 5 to 11 in "If you select <FTP> or <Windows (SMB)>."
- ⑤ Press the right Any key to select <Set>.



⑥ Press the right Any key to select <Register>.



If you want to register another file server address, repeat from step 6.

12 Press the right Any key to select <Done>.



13 Press  (Main Menu) to return to the Main Menu screen.

Registering Group Addresses in the Address Book

The Group Address feature enables you to create a group of up to 299 stored destinations as a single destination.

NOTE

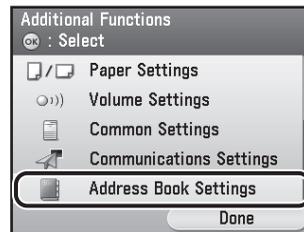
- You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
- The types of destinations you can register in a group address are fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You cannot register a group address in a group address.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, use [▼], [▲] or  (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
 - Press the left Any key to select <Reg/Edit/Erse>.
 - Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to Add. Book>, then press <OK>.
 - Follow the procedure described in this section from step 6.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

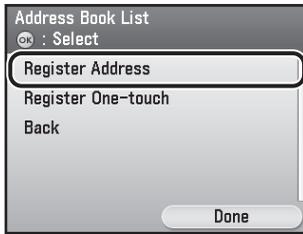


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Register Address>, then press [OK].



- 5** Press the right Any key to select <Register New>.



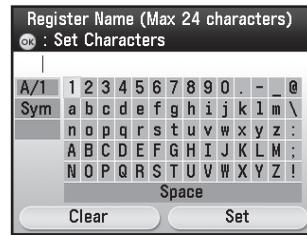
- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Group>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8** Use the software keyboard to enter the group name.



- You can enter up to 16 characters for the group name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

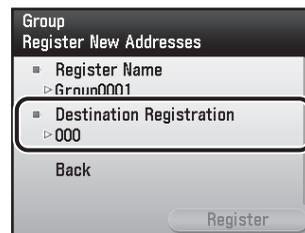
 **NOTE**

Registered destinations are sorted in the Address Book by its name, in alphabetical order.

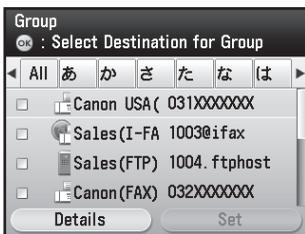
- 9** If you are finished, press the right Any key to select <Set>.



- 10** Use [▼], [▲] or  (Scroll Wheel) to select <Destination Registration>, then press [OK].



- 11** Use [▼], [▲] or  (Scroll Wheel) to select the destination to store in the group address, then press [OK].



 **NOTE**

- To cancel a selected destination, select the destination again and press [OK] to clear the check mark.
- Use [◀] or [▶] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
- If the desired destination is not displayed, use [▼], [▲] or  (Scroll Wheel) to scroll to the desired destination.
- You can select a destination and press the left Any key to select <Details> to confirm the detailed information related to the selected destination. Press the right Any key to select <Done> to return to the previous screen.

- 12** Repeat step 11 to select all destinations you want to register in the group address, then press the right Any key to select <Set>.



- 13** Press the right Any key to select <Register>.



If you want to register another group address, repeat from step 6.

- 14** Press the right Any key to select <Done>.



- 15** Press  (Main Menu) to return to the Main Menu screen.

Checking/Editing Addresses Registered in the Address Book

This section describes the procedure for checking and editing the details of the destinations registered in the Address Book.

NOTE

This section describes how to check and edit the details of the destinations from the Additional Functions screen. You can also check and edit the details from the Select Send Type screen, as follows:

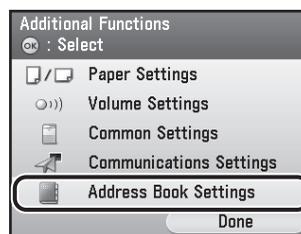
- In the Select Send Type screen, use [▼], [▲] or  (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
- Use [▼], [▲] or  (Scroll Wheel) to select the destination you want to check or edit.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or  (Scroll Wheel) to select <Confirm/Edit Address Book Dest.>, then press [OK].
- Follow the procedure described in this section from step 7.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

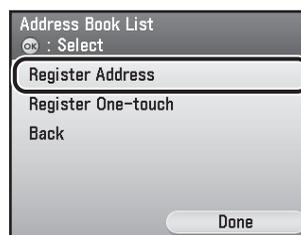


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using – (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

4 Use [▼], [▲] or  (Scroll Wheel) to select <Register Address>, then press [OK].



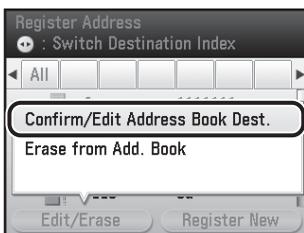
5 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the destination you want to check or edit, then press the left Any key to select <Edit/Erase>.



NOTE

- You cannot check or edit multiple destinations at the same time.
- Use [◀] or [▶] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
- If the desired destination is not displayed, use [▼], [▲] or Ⓒ (Scroll Wheel) to scroll to the desired destination.
- If you select [All], destinations registered in one-touch are also displayed. However, you cannot edit those destinations. For information on how to edit the destinations registered in one-touch, see "Checking/Editing Addresses Registered in One-Touch," on p. 3-47.

6 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Confirm/Edit Address Book Dest.>, then press [OK].



7 Check or edit the address details.

■ If you want to check the address details:

① Check the details, then press the right Any key to select <Done>.

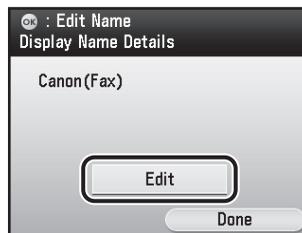


■ If you want to edit the address details:

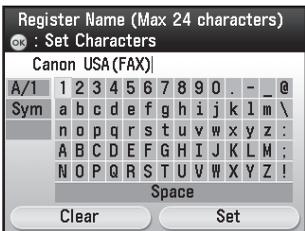
① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the item you want to edit, then press [OK].



② Confirm that <Edit> is selected, then press [OK].



③ Edit the address details.



Follow the same procedure as you used when registering destinations.

 **NOTE**

- For information on how to register fax numbers, see “Registering Fax Numbers in the Address Book,” on p. 3-2.
- For information on how to register e-mail addresses, see “Registering E-Mail Addresses in the Address Book,” on p. 3-7.
- For information on how to register I-fax addresses, see “Registering I-Fax Addresses in the Address Book,” on p. 3-10.
- For information on how to register file server addresses, see “Registering File Server Addresses in the Address Book” on p. 3-12.
- For information on how to register group addresses, see “Registering Group Addresses in the Address Book,” on p. 3-18.

④ Press the right Any key to select <Done>.


8 Press  (Main Menu) to return to the Main Menu screen.

Erasing Addresses from the Address Book

This section describes the procedure for erasing addresses from the Address Book.

NOTE

This section describes how to erase the destinations registered in the Address Book from the Additional Functions screen. You can also erase them from the Select Send Type screen, as follows:

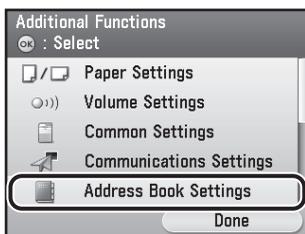
- In the Select Send Type screen, use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specify from Address Book>, then press [OK].
- Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the destination you want to erase.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Erase from Add. Book>, then press [OK].
- Follow the procedure described in this section from step 7.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.



3 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using 0-9 (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Register Address>, then press [OK].



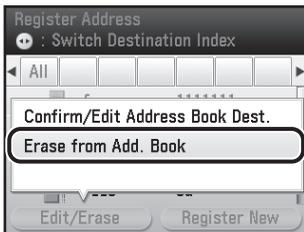
5 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the destination you want to check or edit, then press the left Any key to select <Edit/Erase>.



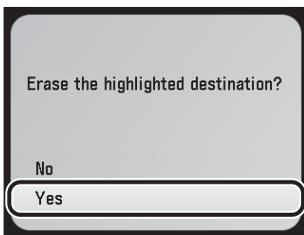
NOTE

- You cannot erase multiple destinations at the same time.
- Use [◀] or [▶] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
- If the desired destination is not displayed, use [▼], [▲] or ⌂ (Scroll Wheel) to scroll to the desired destination.
- If you select [All], destinations registered in one-touch are also displayed. However, you cannot delete those destinations. For information on how to delete the destinations registered in one-touch, see “Erasing Addresses registered in One-Touch,” on p. 3-50.

- 6** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Erase from Add. Book>, then press [OK].



- 7** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Yes>, then press [OK].



If you want to cancel erasing the destination, select <No>.

- 8** Press ⌂ (Main Menu) to return to the Main Menu screen.

Storing/Editing One-Touch

You can register up to 200 destinations in one-touch.

NOTE

- Since each address entry is treated as a single entry, if a destination is registered in a group address, that destination and the group address are counted as two entries.
- 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 how to export and import the Address Book, see “Setting from a PC,” in the e-Manual.
- For easy reference, it is recommended to print the list of recipients registered in the Address Book and one-touch. For information on how to print the lists, see “Introduction of the Machine,” in the e-Manual.
- New destinations cannot be registered in one-touch if <Limit New Destinations> in <Send Function Restriction> in <System Management Set.> is set to <On>.

Registering Fax Numbers in One-Touch

This section describes the procedure for registering fax numbers in one-touch.

NOTE

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:

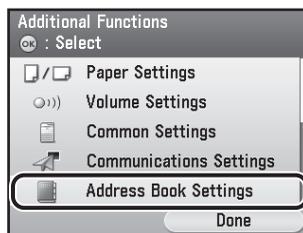
- In the Select Send Type screen, press the right Any key to select <One-touch>.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to One-touch>, then press <OK>.
- Follow the procedure described in this section from step 5.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

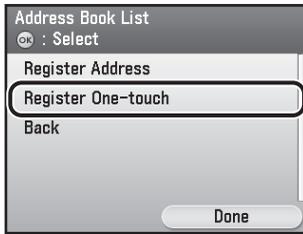


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using – (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

- 4 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch>, then press [OK].



- 5 Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to register, then press [OK].



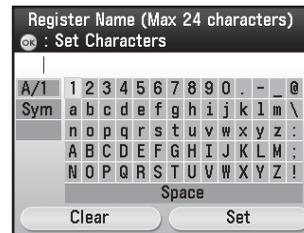
- 6 Use [▼], [▲] or  (Scroll Wheel) to select <Fax>, then press [OK].



- 7 Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8 Use the software keyboard to enter the recipient's name.

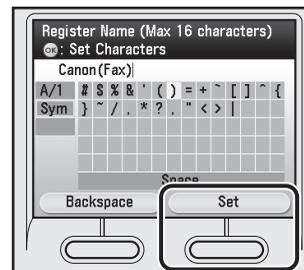


- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

- 9 If you are finished, press the right Any key to select <Set>.



- 10** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].



- 11** Use the software keyboard to enter the one-touch name.



- You can enter up to 12 characters for the one-touch name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

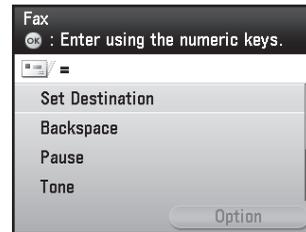
- 12** If you are finished, press the right Any key to select <Set>.



- 13** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Destination Registration>, then press [OK].



- 14** Use 0-9 (numeric keys) to enter the fax number.



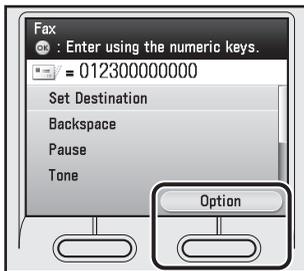
- You can enter up to 120 characters for fax number.
- If you want to move the position of the cursor, use [▼], [▲] or ⌚ (Scroll Wheel).
- If you want to delete the number or character immediately to the left of the cursor, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Backspace>, then press [OK].
- If you want to insert a pause of several seconds, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Pause>, then press [OK]. 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.
- If you want to directly call an extension line that is connected to a PBX (Private Branch Exchange), which accepts only tone signals, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Tone>, then press [OK].
- If you want to insert a space between numbers, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Space>, then press [OK].

- If you want to delete the entire number you entered, press **C** (Clear).

NOTE

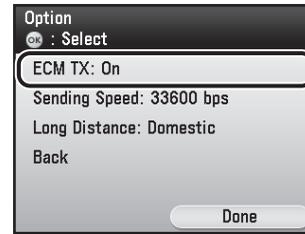
- For information on how to set the length of a pause, see “Communications Settings,” on p. 13-8.
- For information on how to insert a pause for an overseas number, see “Dialing an Overseas Number (With Pauses),” on p. 5-22.
- You cannot insert a pause or a space at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.

- 15** If you want to set the ECM TX, sending speed, and long distance settings, press the right Any key to select <Option>.

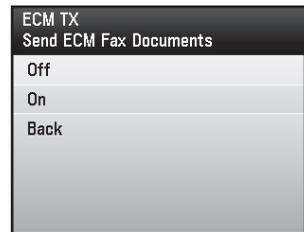


These settings are optional. If you do not want to set the optional settings, skip to step 23.

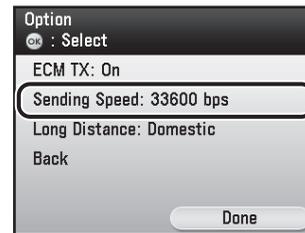
- 16** Use **[▼]**, **[▲]** or **⦿** (Scroll Wheel) to select <ECM TX>, then press [OK].



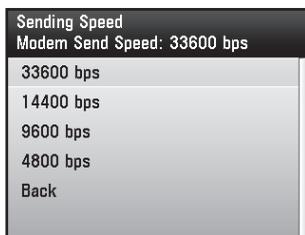
- 17** Use **[▼]**, **[▲]** or **⦿** (Scroll Wheel) to select <On> or <Off>, then press [OK].



- 18** Use **[▼]**, **[▲]** or **⦿** (Scroll Wheel) to select <Sending Speed>, then press [OK].

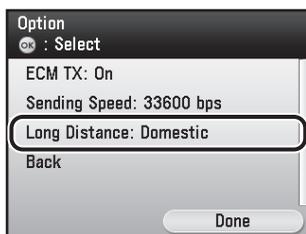


- 19** Use [▼], [▲] or  (Scroll Wheel) to select the sending speed, then press [OK].

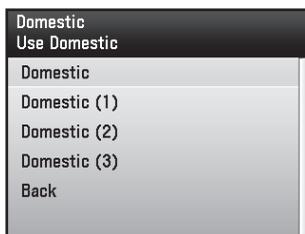


If your document transmissions are slow to start, it may mean that the telephone lines in your area are in poor condition. Select a slower speed. You can select <33600 bps>, <14400 bps>, <9600 bps>, or <4800 bps>.

- 20** Use [▼], [▲] or  (Scroll Wheel) to select <Long Distance>, then press [OK].

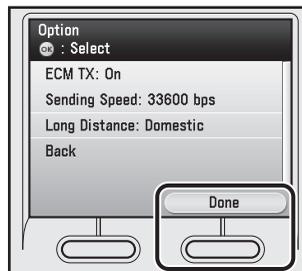


- 21** Use [▼], [▲] or  (Scroll Wheel) to select the long distance setting, then press [OK].

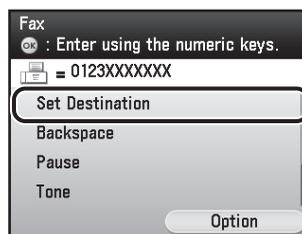


Select <Domestic> for dialing domestic (local) telephone numbers. Select <Long Distance (1)> if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try selecting <Long Distance (2)> or <Long Distance (3)>.

- 22** Press the right Any key to select <Done>.



- 23** Use [▼], [▲] or  (Scroll Wheel) to select <Set Destination>, then press [OK].



- 24** Press the right Any key to select <Register>.



If you want to register another fax number, repeat from step 5.

- 25** Press the right Any key to select <Done>.



- 26** Press  (Main Menu) to return to the Main Menu screen.

Registering E-Mail Addresses in One-Touch

This section describes the procedure for registering e-mail addresses in one-touch.

NOTE

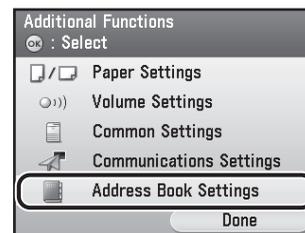
- By storing your own e-mail address, you can specify a reply e-mail address.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, press the right Any key to select <One-touch>.
 - Press the left Any key to select <Reg/Edit/Erase>.
 - Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to One-touch>, then press <OK>.
 - Follow the procedure described in this section from step 5.

- 1** Press  (Main Menu).

- 2** Press the right Any key to select <Additional Func.>.

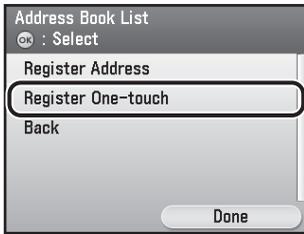


- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

- 4** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch>, then press [OK].



- 5** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the one-touch you want to register, then press [OK].



- 6** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <E-mail>, then press [OK].



- 7** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register Name>, then press [OK].



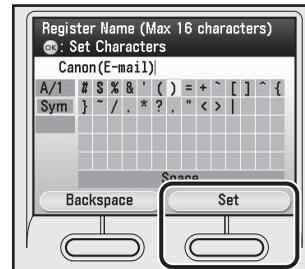
- 8** Use the software keyboard to enter the recipient's name.



- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

NOTE
Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

- 9** If you are finished, press the right Any key to select <Set>.



- 10** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].



11 Use the software keyboard to enter the one-touch name.

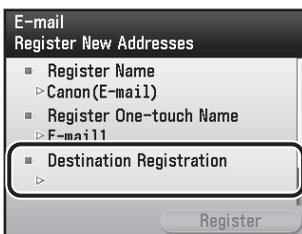


- You can enter up to 12 characters for the one-touch name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

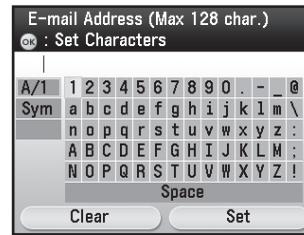
12 If you are finished, press the right Any key to select <Set>.



13 Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Destination Registration>, then press [OK].

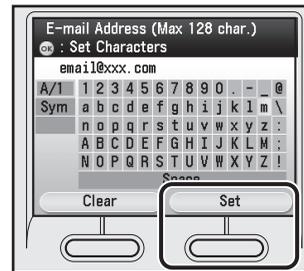


14 Use the software keyboard to enter the recipient's e-mail address.



- You can enter up to 120 characters for the e-mail address.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

15 If you are finished, press the right Any key to select <Set>.



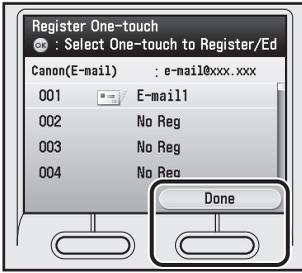
16 Press the right Any key to select <Register>.



If you want to register another e-mail address, repeat from step 5.



17 Press the right Any key to select <Done>.



18 Press  (Main Menu) to return to the Main Menu screen.

Registering I-Fax Addresses in One-Touch

This section describes the procedure for registering I-fax addresses in one-touch.

 **NOTE**

This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:

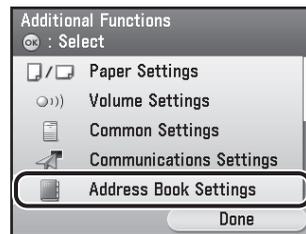
- In the Select Send Type screen, press the right Any key to select <One-touch>.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to One-touch>, then press <OK>.
- Follow the procedure described in this section from step 5.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

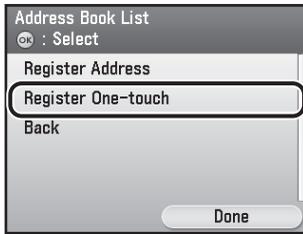


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using – (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

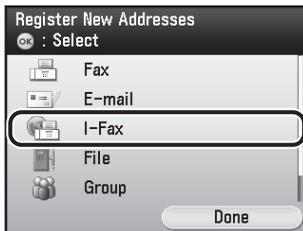
- 4 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch>, then press [OK].



- 5 Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to register, then press [OK].



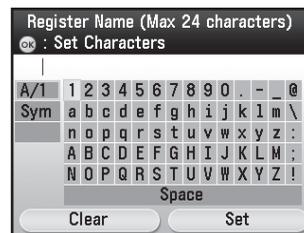
- 6 Use [▼], [▲] or  (Scroll Wheel) to select <I-Fax>, then press [OK].



- 7 Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8 Use the software keyboard to enter the recipient's name.

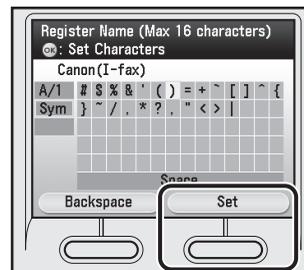


- You can enter up to 16 characters for the recipient's name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

 **NOTE**

Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

- 9 If you are finished, press the right Any key to select <Set>.



10 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch Name>, then press [OK].



11 Use the software keyboard to enter the one-touch name.



- You can enter up to 12 characters for the one-touch name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

12 If you are finished, press the right Any key to select <Set>.



13 Use [▼], [▲] or  (Scroll Wheel) to select <Destination Registration>, then press [OK].



14 Use the software keyboard to enter the recipient's I-fax address.



- You can enter up to 120 characters for the I-fax address.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

15 If you are finished, press the right Any key to select <Set>.

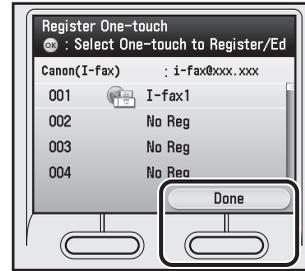


- 16** Press the right Any key to select <Register>.



If you want to register another I-fax address, repeat from step 5.

- 17** Press the right Any key to select <Done>.



- 18** Press  (Main Menu) to return to the Main Menu screen.

Registering File Server Addresses in One-Touch

This section describes the procedure for registering file server addresses in one-touch.

NOTE

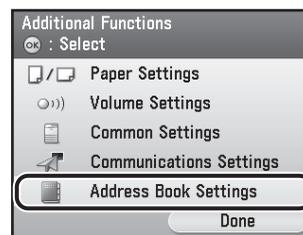
- If <Language Switch> in Common Settings is set to <On>, the Host Name and File Path of the file server destination may not be displayed correctly, so you may not be able to refer to them.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, press the right Any key to select <One-touch>.
 - Press the left Any key to select <Reg/Edit/Erase>.
 - Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to One-touch>, then press <OK>.
 - Follow the procedure described in this section from step 5.

- 1** Press  (Main Menu).

- 2** Press the right Any key to select <Additional Func.>.



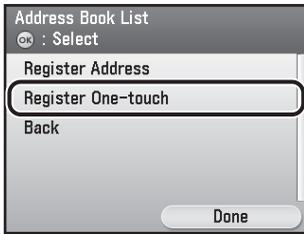
- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)



4 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch>, then press [OK].



5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the one-touch you want to register, then press [OK].



6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <File>, then press [OK].



7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register Name>, then press [OK].



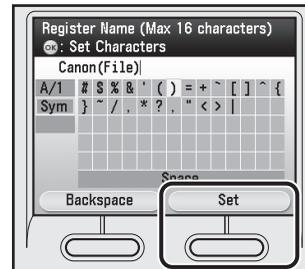
8 Use the software keyboard to enter the file server name.



- You can enter up to 16 characters for the file server name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

NOTE
Registered destinations are sorted in the Address Book by its recipient's name, in alphabetical order.

9 If you are finished, press the right Any key to select <Set>.



10 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch Name>, then press [OK].



11 Use the software keyboard to enter the one-touch name.

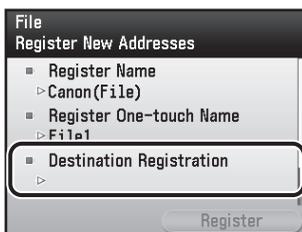


- You can enter up to 12 characters for the one-touch name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

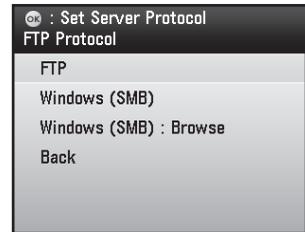
12 If you are finished, press the right Any key to select <Set>.



13 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Destination Registration>, then press [OK].



14 Use [▼], [▲] or ⌚ (Scroll Wheel) to select a server protocol, then press [OK].



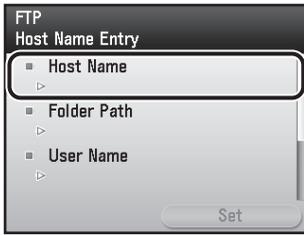
- <FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X, Internet Information Services 5.0 on Windows 2000 Server, Internet Information Services 5.1 on Windows XP Professional, Internet Information Services 6.0 on Windows Server 2003, Internet Information Services 7.0 on 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.
- <Windows (SMB): Browse>: Select this protocol if you want to specify a file server connected to a specific network.

NOTE

After turning the main power on, you must wait for the time set in the Startup Time Settings to elapse before selecting <Windows (SMB): Browse>. Network transmission is not possible until this startup time has elapsed. (See “Network Settings,” in the e-Manual.)

■ If you select <FTP> or <Windows (SMB)>:

- ① Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Host Name>, then press [OK].



- ② Use the software keyboard to enter the host name.

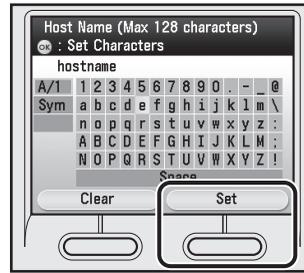


- You can enter up to 120 characters for the host name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

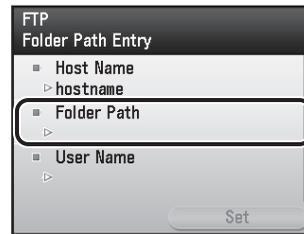
NOTE

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

- ③ If you are finished, press the right Any key to select <Set>.



- ④ Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Folder Path>, then press [OK].



- ⑤ Use the software keyboard to enter the path to the folder.



- You can enter up to 128 characters for the folder path.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

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 (Color imageCLASS MF9170c/9150c only).

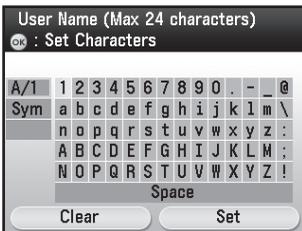
- ⑥ If you are finished, press the right Any key to select <Set>.



- ⑦ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <User Name>, then press [OK].



- ⑧ Use the software keyboard to enter the user name.

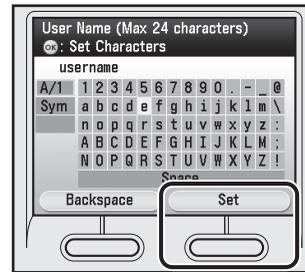


- You can enter up to 24 characters for the user name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

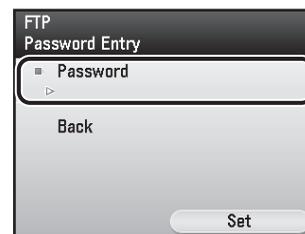
 **NOTE**

If you are sending to an imageWARE Document Manager folder, enter the user name set in imageWARE Gateway (Color imageCLASS MF9170c/9150c only).

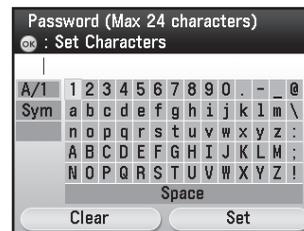
- ⑨ If you are finished, press the right Any key to select <Set>.



- ⑩ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Password>, then press [OK].



- ⑪ Use the software keyboard to enter the password.



- You can enter up to 24 characters when <FTP> is selected as the server protocol, or up to 14 when <Windows (SMB)> is selected.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

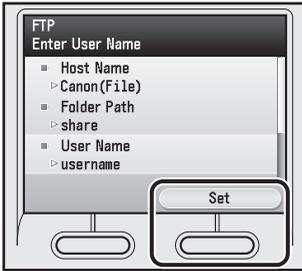
 **NOTE**

If you are sending to an imageWARE Document Manager folder, enter the password set in imageWARE Gateway (Color imageCLASS MF9170c/9150c only).

- ⑫ If you are finished, press the right Any key to select <Set>.



- ⑬ Press the right Any key to select <Set>.

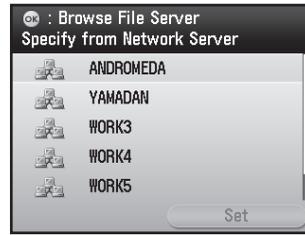


- ⑭ Press the right Any key to select <Register>.



- If you select <Windows (SMB): Browse>:

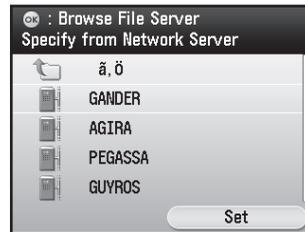
- ① Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired workgroup, then press [OK].



NOTE

If the desired workgroup is not displayed, use [▼], [▲] or ⌚ (Scroll Wheel) to scroll to the desired workgroup.

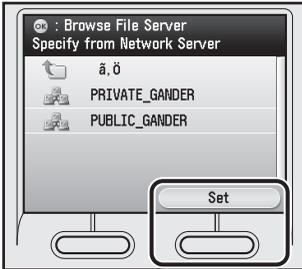
- ② Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired file server, then press [OK].



NOTE

If the desired file server is not displayed, use [▼], [▲] or ⌚ (Scroll Wheel) to scroll to the desired file server.

- ③ Use [▼], [▲] or (Scroll Wheel) to select the desired file server, then press the right Any key to select <Set>.



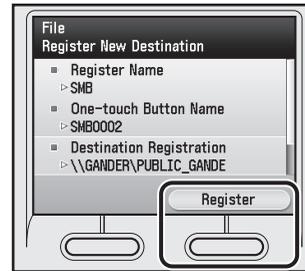
NOTE

To enter the user name and the network password, select a file server from the list and press [OK]. Enter the user name (up to 24 character) and network password (up to 14 characters), then press the right Any key to select <Set>.

- ④ Specify the folder path, user name, and password as described from steps 5 to 11 in "If you select <FTP> or <Windows (SMB)>."
 ⑤ Press the right Any key to select <Set>.

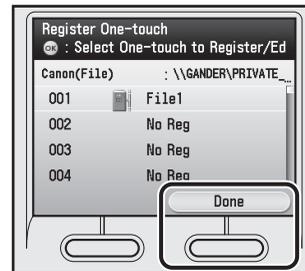


- ⑥ Press the right Any key to select <Register>.



If you want to register another file server address, repeat from step 5.

- 15** Press the right Any key to select <Done>.



- 16** Press (Main Menu) to return to the Main Menu screen.

Registering Group Addresses in One-Touch

The Group Address feature enables you to create a group of up to 299 stored destinations (199 for the Color imageCLASS MF8450c) as a single destination.

NOTE

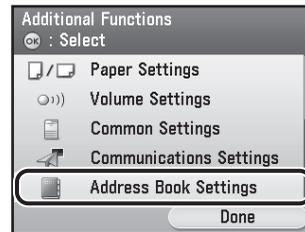
- You cannot register new destinations in a group address. New destinations need to be registered in the Address Book before you can register them as part of a group address.
- The types of destinations you can register in a group address are fax numbers, e-mail addresses, I-fax addresses, and file server addresses. You cannot register a group address in a group address.
- This section describes how to register destinations from the Additional Functions screen. You can also register destinations from the Select Send Type screen, as follows:
 - In the Select Send Type screen, press the right Any key to select <One-touch>.
 - Press the left Any key to select <Reg/Edit/Erase>.
 - Use [▼], [▲] or  (Scroll Wheel) to select <Register New Dest. to One-touch>, then press <OK>.
 - Follow the procedure described in this section from step 5.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

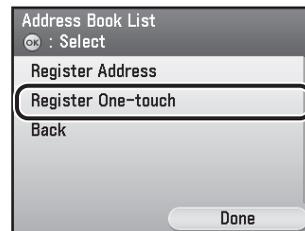


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using – (numeric keys), then press [OK]. (For details about the Address Book password, see “Security,” in the e-Manual.)

4 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch>, then press [OK].



- 5 Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to register, then press [OK].



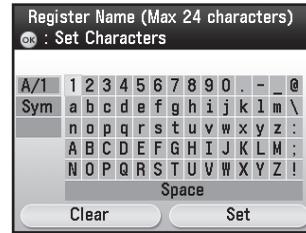
- 6 Use [▼], [▲] or  (Scroll Wheel) to select <Group>, then press [OK].



- 7 Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 8 Use the software keyboard to enter the group name.



- You can enter up to 16 characters for the group name.
- For information on how to use the software keyboard, see “Entering Characters,” on p. 1-19.

 **NOTE**

Registered destinations are sorted in the Address Book by its name, in alphabetical order.

- 9 If you are finished, press the right Any key to select <Set>.



- 10 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch Name>, then press [OK].



11 Use the software keyboard to enter the one-touch name.



- You can enter up to 12 characters for the one-touch name.
- For information on how to use the software keyboard, see "Entering Characters," on p. 1-19.

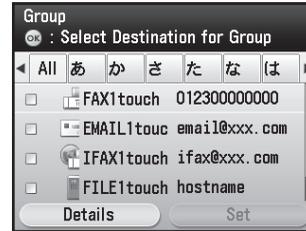
12 If you are finished, press the right Any key to select <Set>.



13 Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Destination Registration>, then press [OK].



14 Use [▼], [▲] or ⌂ (Scroll Wheel) to select the destination to store in the group address, then press [OK].



NOTE

- To cancel a selected destination, select the destination again and press [OK] to clear the check mark.
- Use [◀] or [▶] to select the index key (e.g., [ABC]) to restrict the display range of entries. Select [All] to return to the full address list.
- If the desired destination is not displayed, use [▼], [▲] or ⌂ (Scroll Wheel) to scroll to the desired destination.
- You can select a destination and press the left Any key to select <Details> to confirm the detailed information related to the selected destination. Press the right Any key to select <Done> to return to the previous screen.

15 Repeat step 14 to select all destinations you want to register in the group address, then press the right Any key to select <Set>.



- 16** Press the right Any key to select <Register>.



If you want to register another group address, repeat from step 5.

- 17** Press the right Any key to select <Done>.



- 18** Press  (Main Menu) to return to the Main Menu screen.

Checking/Editing Addresses Registered in One-Touch

This section describes the procedure for checking and editing the details of the destinations registered in one-touch.

NOTE

This section describes how to check and edit the details of the destinations from the Additional Functions screen. You can also check and edit the details from the Select Send Type screen, as follows:

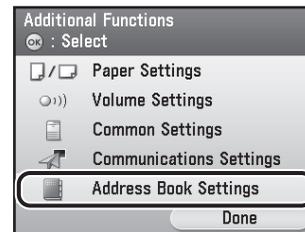
- In the Select Send Type screen, press the right Any key to select <One-touch>.
- Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to check or edit.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or  (Scroll Wheel) to select <Confirm/Edit One-touch Dest.>, then press [OK].
- Follow the procedure described in this section from step 7.

- 1** Press  (Main Menu).

- 2** Press the right Any key to select <Additional Func.>.

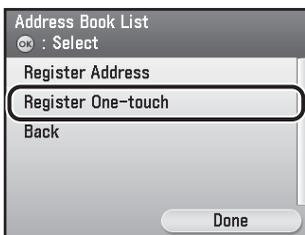


- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register One-touch>, then press [OK].



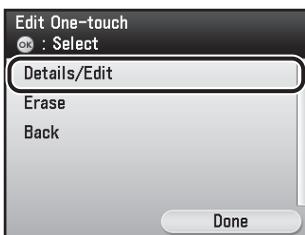
5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the one-touch you want to check or edit, then press [OK].



NOTE

- You cannot check or edit multiple one-touch destinations at the same time.
- If the desired one-touch is not displayed, use [▼], [▲] or ⌚ (Scroll Wheel) to scroll to the desired one-touch.

6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Details/Edit>, then press [OK].



7 Check or edit the address details.

■ If you want to check the address details:

① Check the details, then press the right Any key to select <Done>.



■ If you want to edit the address details:

① Use [▼], [▲] or ⌚ (Scroll Wheel) to select the item you want to edit, then press [OK].



② Confirm that <Edit> is selected, then press [OK].



③ Edit the address details.



Follow the same procedure as you used when registering destinations.

 **NOTE**

- For information on how to register fax numbers, see “Registering Fax Numbers in One-Touch,” on p. 3-26.
- For information on how to register e-mail addresses, see “Registering E-Mail Addresses in One-Touch,” on p. 3-31.
- For information on how to register I-fax addresses, see “Registering I-Fax Addresses in One-Touch,” on p. 3-34.
- For information on how to register file server addresses, see “Registering File Server Addresses in One-Touch,” on p. 3-37.
- For information on how to register group addresses, see “Registering Group Addresses in One-Touch,” on p. 3-44.

④ Press the right Any key to select <Done>.


8 Press  (Main Menu) to return to the Main Menu screen.

Erasing Addresses Registered in One-Touch

This section describes the procedure for erasing addresses registered in one-touch.

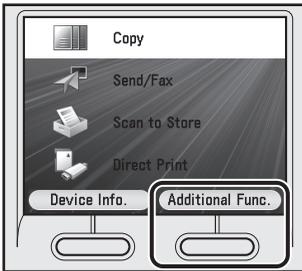
NOTE

This section describes how to erase one-touch destinations from the Additional Functions screen. You can also erase them from the Select Send Type screen, as follows:

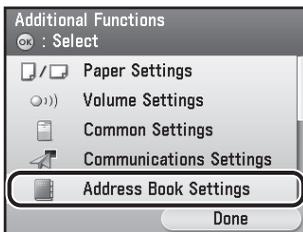
- In the Select Send Type screen, press the right Any key to select <One-touch>.
- Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to erase.
- Press the left Any key to select <Reg/Edit/Erase>.
- Use [▼], [▲] or  (Scroll Wheel) to select <Erase from One-touch>, then press [OK].
- Follow the procedure described in this section from step 7.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

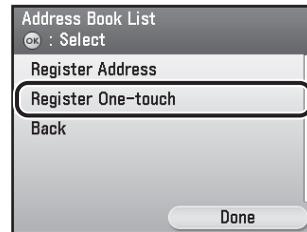


3 Use [▼], [▲] or  (Scroll Wheel) to select <Address Book Settings>, then press [OK].



If a password has been set for the Address Book, enter the password to enter Address Book Settings menu. Enter the password using - (numeric keys), then press [OK]. (For details about the Address Book password, see "Security," in the e-Manual.)

4 Use [▼], [▲] or  (Scroll Wheel) to select <Register One-touch>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select the one-touch you want to erase, then press [OK].



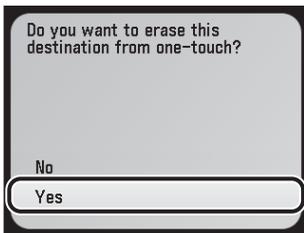
NOTE

- You cannot erase multiple one-touch destinations at the same time.
- If the desired one-touch is not displayed, use [▼], [▲] or  (Scroll Wheel) to scroll to the desired one-touch.

- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Erase>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Yes>, then press [OK].



If you want to cancel erasing the destination, select <No>.

- 8** Press  (Main Menu) to return to the Main Menu screen.

This chapter describes the copying features.

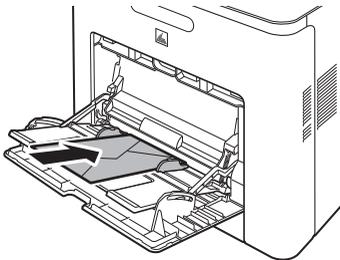
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Selecting Paper Source	4-9
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Overview of Copy Functions

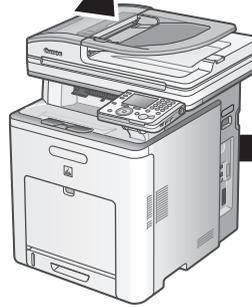
In addition to the enlarging/reducing the copy, you can make 2-sided copies or use the **N on 1** mode, which reduces multiple originals to fit on one sheet of paper.

Using stack bypass tray (p. 4-11)

- Standard paper sizes
- Irregular sizes of paper
- Envelopes



Originals



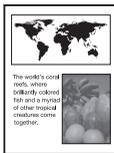
Copy



Copy settings

Image Quality (p. 4-34)

Text/Photo/Map Mode



Printed Image Mode

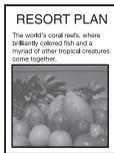


Photo Mode

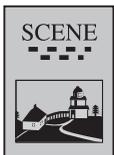


Text Mode



Density (p. 4-17)

Original



Lighter



Copy



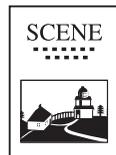
Original



Darker

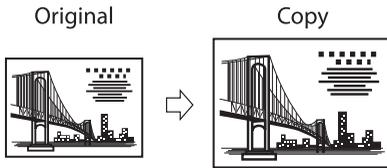


Copy



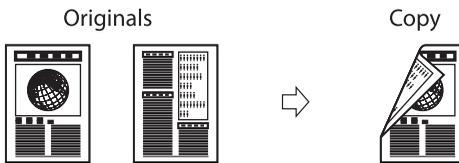
Various copy functions

Enlarge/Reduce images (p. 4-30)



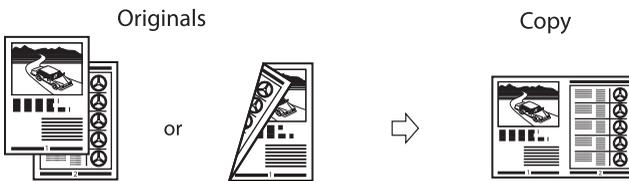
2-sided copying (p. 4-22)

1 to 2-sided copying

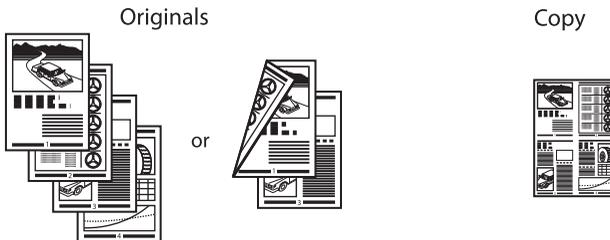


Multiple originals onto one sheet (N on 1) (p. 4-36)

2 on 1



4 on 1



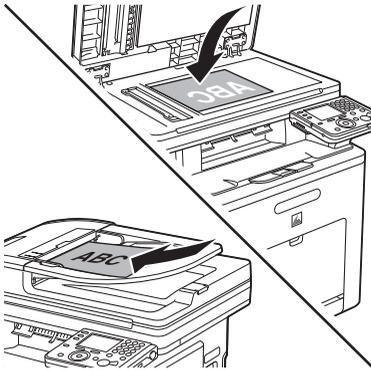
 **NOTE**

Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

Basic Copying Method

This section describes the basic procedure for copying.

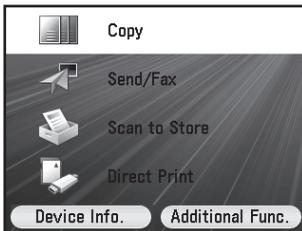
- 1** Place originals on the platen glass or load it them in the feeder.



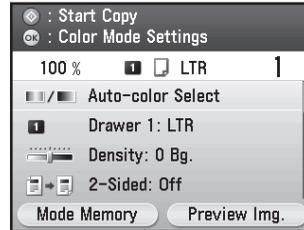
- For details, see “Placing Originals,” on p. 2-4.
- Close the feeder after placing your originals.
- For originals you can copy, see “Originals Requirements,” on p. 2-2.

- 2** Press  (Main Menu).

- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



- 4** Make the copy settings you require.

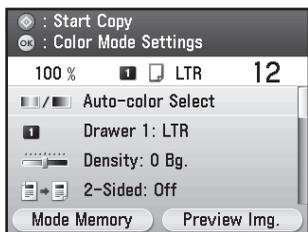


You can specify the following settings:

- <Color Mode Settings>: Specifies the color or B&W. (See “Selecting Color Mode,” on p. 4-7.)
- <Paper Source Settings>: Specifies the paper source. (See “Selecting Paper Source,” on p. 4-9.)
- <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See “Adjusting Density,” on p. 4-17)
- <Various 2-Sided Settings>: Makes two-sided copies. (See “2-Sided Copying,” on p. 4-22.)
- <Copy Ratio Settings>: Adjusts the size by enlarging/reducing original images. (See “Enlarge/Reduce Images,” on p. 4-30.)
- <Original Image Quality Settings>: Specifies the image type of originals. (See “Selecting Image Quality,” on p. 4-34.)
- <Copy Multiple Pages onto 1 Page>: Reduces multiple originals to fit on one sheet of paper. (See “Multiple Originals onto One Sheet (N on 1),” on p. 4-36.)
- <Sharpness Settings>: Adjusts the contrast of the originals. (See “Adjusting Sharpness,” on p. 4-39.)
- <Shadow/Frame Erase Settings>: Erases unnecessary shadows and lines. (See “Erasing Shadows/Lines,” on p. 4-41.)
- <Color Adjustment>: Adjusts the color balance for the copy. (See “Adjusting Color Balance,” on p. 4-51.)
- <Finishing Settings>: Sorts copies into sets. (See “Collating Copies,” on p. 4-57.)

- <Number of Copies Settings>: Makes multiple copies. (See “Making Multiple Copies,” on p. 4-59.)
- When you press  (Reset), all settings will return to the Standard mode. If you want to keep your own settings as the Standard mode, see “Changing Standard Mode,” on p. 4-66.

5 Use – (numeric keys) to enter the desired copy quantity (1 to 99).

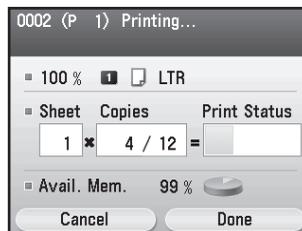


If you make a mistake when entering values, press  (Clear) and enter the correct values. The copy quantity appears on the right side of the Copy top screen.

NOTE

You cannot change the copy quantity while the machine is copying.

6 Press (Start) to start copying.



- When scanning is complete, remove your originals.

NOTE

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

- If you want to cancel a copy job, see “Canceling Copy Jobs,” on p. 4-6, or “Checking and Canceling Copy Jobs/Checking Copy Logs,” on p. 4-69.
- To cancel all settings and return the machine to the Standard mode, press  (Reset).
- If the machine remains idle for more than two minutes, the display returns to the Main Menu screen (Auto Clear Time). You can change the value of time for the Auto Clear Time. For details, see “Setting Auto Clear Time,” on p. 1-23.
- If you want to make another copy when there is an ongoing job, press the right Any key to select <Done>. Then repeat from the step 1.

7 Press (Main Menu) to return to the Main Menu screen.

Canceling Copy Jobs

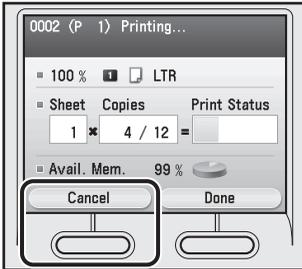
You can cancel scanning or ongoing jobs.



NOTE

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

- 1** Press the left Any key to select <Cancel>.



The display will return to the Copy top screen.



NOTE

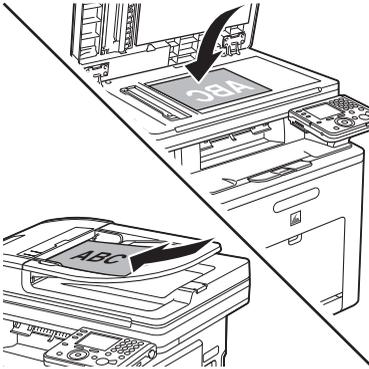
While the machine is scanning, printing, or waiting to print, you can cancel a copy job by pressing  (Stop).

- 2** Press  (Main Menu) to return to the Main Menu screen.

Selecting Color Mode

This section describes how to select the color mode (color/B&W).
The default setting is <Auto-color Select>.

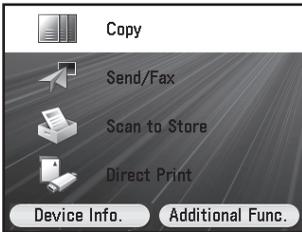
1 Set originals.



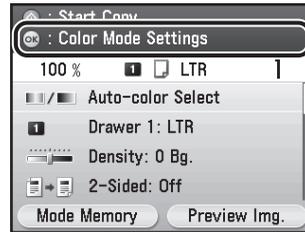
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

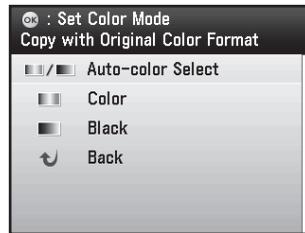
3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Copy>, then press [OK].



4 Use [**▼**], [**▲**] or  (Scroll Wheel) to display <Color Mode Settings>, then press [OK].

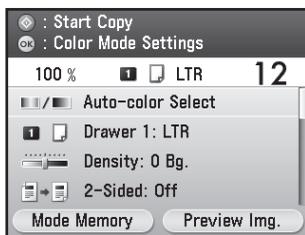


5 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the color mode, then press [OK].

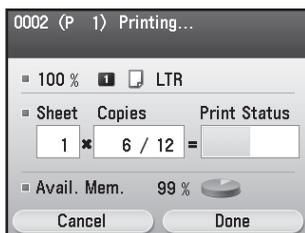


- <Auto-color Select>: For the automatic selection of color or B&W
- <Color>: For copies in full-color
- <Black>: For black and white copies

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



- 7** Press **Start** (Start).



If you want to copy multiple originals using the platen glass, set an original and press **Start** (Start) once for each page.

- 8** Press **Main Menu** (Main Menu) to return to the Main Menu screen.

Selecting Paper Source

**You can manually specify a paper source.
The default setting is <Drawer1: LTR>.**

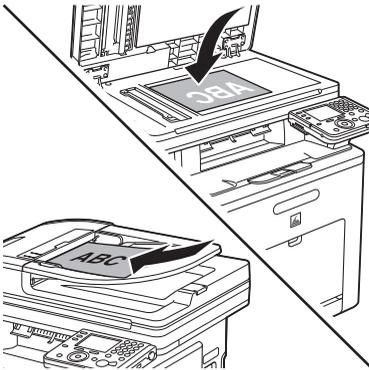
NOTE

- 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 details, see "Scanning Area," on p. 11-4.
- The suffix <R> (such as in STMTR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass tray horizontally.

Copying on Papers in Drawers

You can select paper drawer 1 or 2 (optional) for a copy. You need to set up the paper size and type for each drawer in advance. For details about configuring the paper size and type, see "Setting Paper Size and Type," on p. 2-20.

1 Set originals.



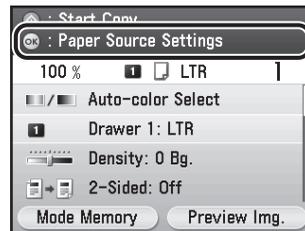
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

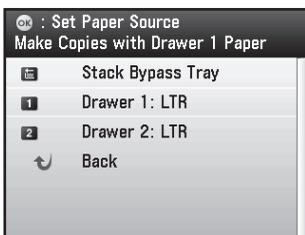
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



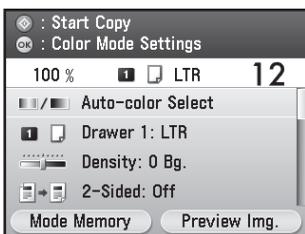
4 Use [▼], [▲] or (Scroll Wheel) to display <Paper Source Settings>, then press [OK].



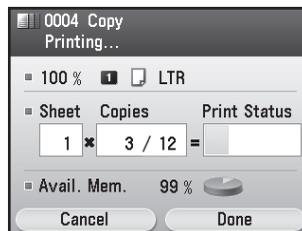
5 Use [▼], [▲] or  (Scroll Wheel) to select the desired paper source, then press [OK].



6 Use – (numeric keys) to enter the desired copy quantity (1 to 99).



7 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

8 Press  (Main Menu) to return to the Main Menu screen.

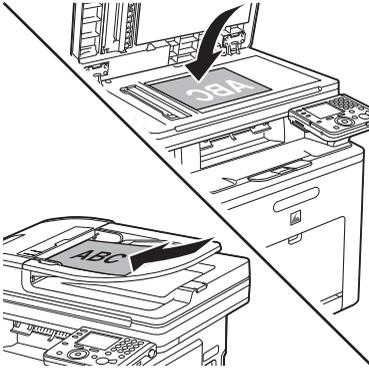
Using Stack Bypass Tray with Standard Paper Sizes

This section describes how to copy onto standard-sized paper using the stack bypass tray.

NOTE

If <Stack Bypass Paper> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load a paper in the stack bypass tray. 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. 2-20.)

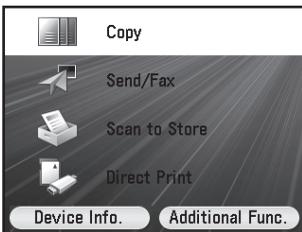
1 Set originals.



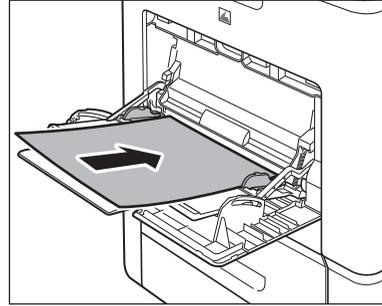
For details, see “Placing Originals,” on p. 2-4.

2 Press (Main Menu).

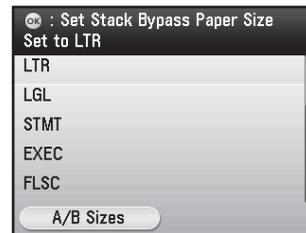
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



4 Load the paper into the stack bypass tray.



5 Use [▼], [▲] or (Scroll Wheel) to select the desired paper size, then press [OK].

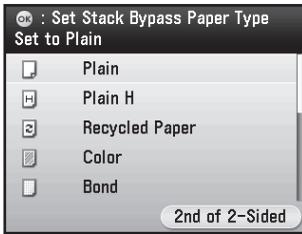


You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTR>, <G-LGL>. For details, see “Paper Requirements,” on p. 2-7.

NOTE

The available paper sizes will vary depending on the country where the unit was purchased.

6 Use [▼], [▲] or  (Scroll Wheel) to select the desired paper type, then press [OK].

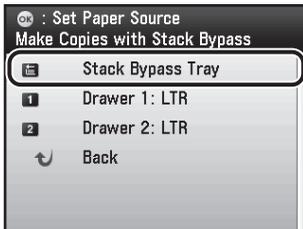


You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>, <Rough>
For details, see "Paper Requirements," on p. 2-7.

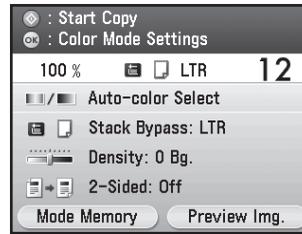
 **NOTE**

If you want to print the back side of the printed paper, press the right Any key to select <2nd of 2-Sided>.

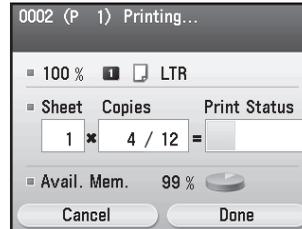
7 Press [OK] to select <Stack Bypass Tray>.



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



9 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

10 Press  (Main Menu) to return to the Main Menu screen.

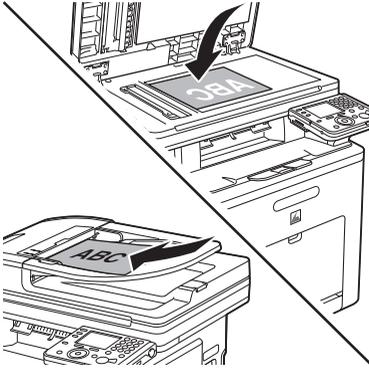
Using Stack Bypass Tray with Irregular Sizes of Paper

This section describes how to copy onto non-standard-sized paper using the stack bypass tray.

NOTE

- If <Stack Bypass Paper> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load a paper in the stack bypass tray. 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. 2-20.)
- If you set envelopes, transparencies, or labels in the stack bypass tray, the collate mode cannot be selected.

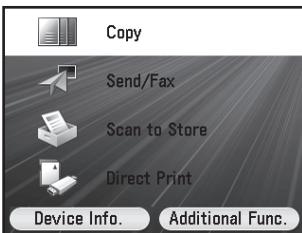
1 Set originals.



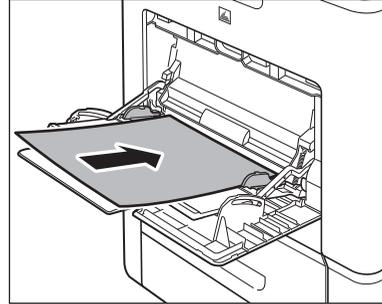
For details, see “Placing Originals,” on p. 2-4.

2 Press (Main Menu).

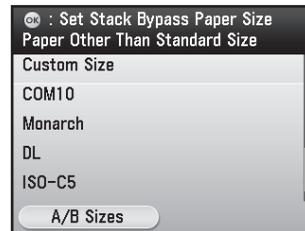
3 Use [, [, or (Scroll Wheel) to select <Copy>, then press [OK].



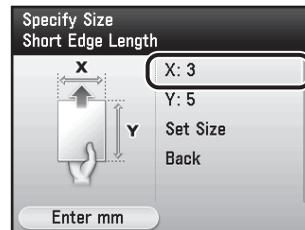
4 Load the paper into the stack bypass tray.



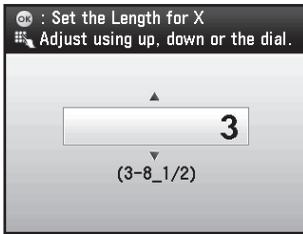
5 Use [, [, or (Scroll Wheel) to select <Custom Size>, then press [OK].



6 Press [OK] to select the horizontal length <X>.



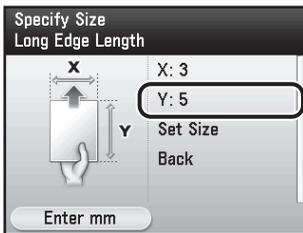
- 7** Use [▼], [▲] or ⌚ (Scroll Wheel) to specify the length of X, then press [OK].



NOTE

You can adjust values for <X> between 3" and 8 1/2".

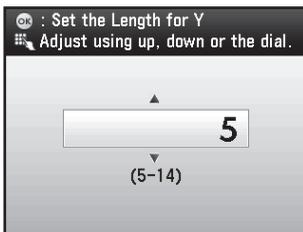
- 8** Use [▼] or ⌚ (Scroll Wheel) to select the vertical length <Y>, then press [OK].



NOTE

If you want to print the back side of the printed paper, press the right Any key to select <2nd of 2-Sided>.

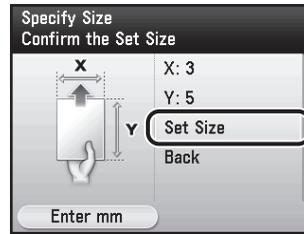
- 9** Use [▼], [▲] or ⌚ (Scroll Wheel) to specify the length of Y, then press [OK].



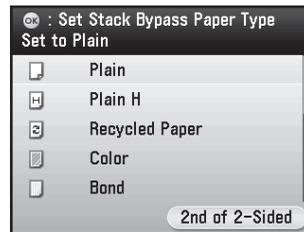
NOTE

You can adjust values for <Y> between 5" and 14".

- 10** Use [▼] or ⌚ (Scroll Wheel) to select <Set Size>, then press [OK].



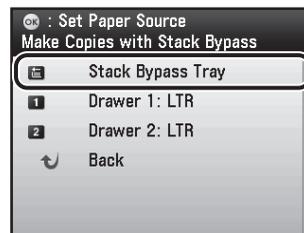
- 11** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired paper type, then press [OK].



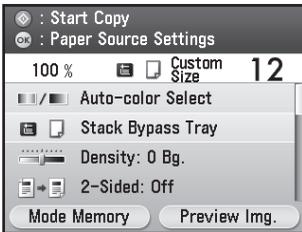
You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Rough>, <Heavy 1>, <Heavy 2>, <Labels>, <Envelope>

For details, see "Paper Requirements," on p. 2-7.

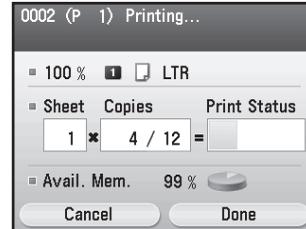
- 12** Press [OK] to select <Stack Bypass Tray>.



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



- 14** Press **Start**.



If you want to copy multiple originals using the platen glass, set an original and press **Start** once for each page.

- 15** Press **Main Menu** to return to the Main Menu screen.

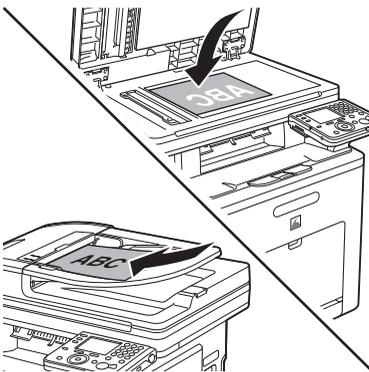
Using Stack Bypass Tray with Envelopes

This section describes how to copy onto envelopes using the stack bypass tray.

NOTE

If <Stack Bypass Paper> setting in <Paper Settings> from the Additional Functions screen is set to <Off>, the paper size/type setting screen appears when you load a paper in the stack bypass tray. 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. 2-20.)

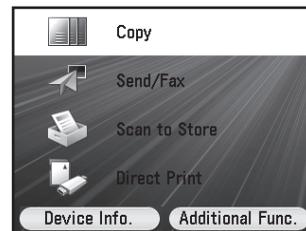
- 1** Set originals.



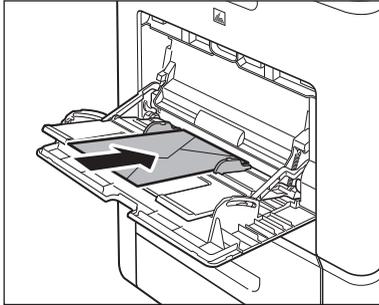
For details, see "Placing Originals," on p. 2-4.

- 2** Press **Main Menu**.

- 3** Use **Down Arrow**, **Up Arrow** or **Scroll Wheel** to select <Copy>, then press **OK**.

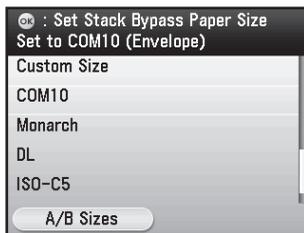


4 Load envelopes into the stack bypass.



For details, see "In the Stack Bypass Tray," on p. 2-15.

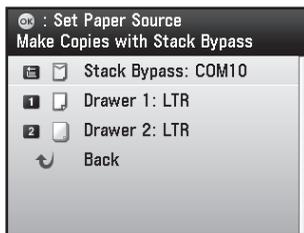
5 Use [▼], [▲] or (Scroll Wheel) to select the desired size of envelopes, then press [OK].



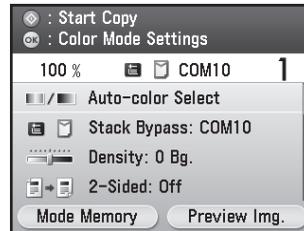
You can select from the following sizes of envelopes:
<COM10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>

For details, see "Paper Requirements," on p. 2-7.

6 Press [OK] to select <Stack Bypass Tray>.



7 Press (Start).

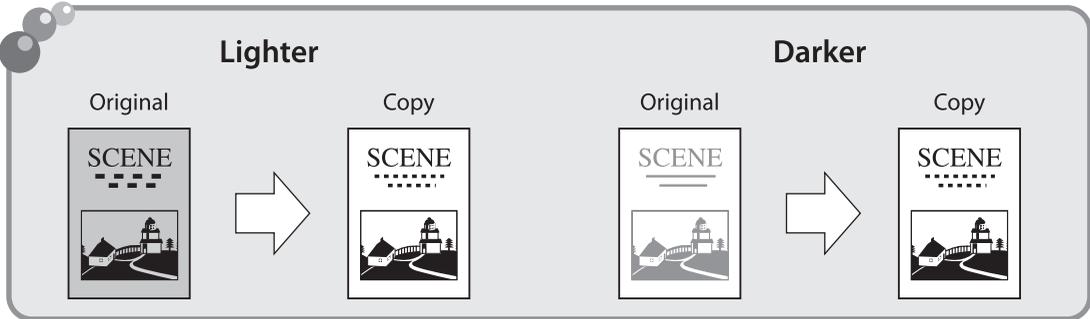


8 Press (Main Menu) to return to the Main Menu screen.

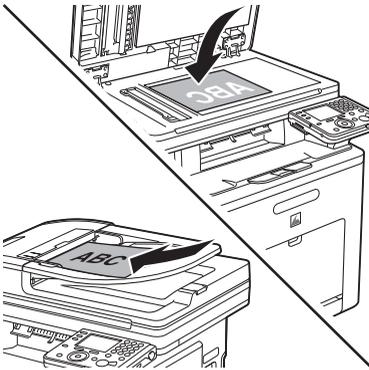
Adjusting Density

You can manually adjust the copy exposure to the most appropriate level for the original. The copy tone becomes lighter as the indicator moves to the left, and darker as it moves to the right.

The default setting is <0>.



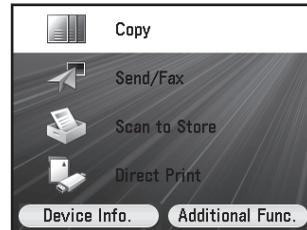
1 Set originals.



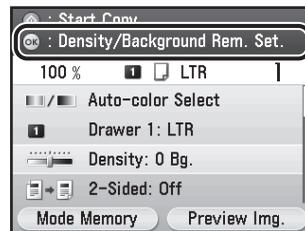
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

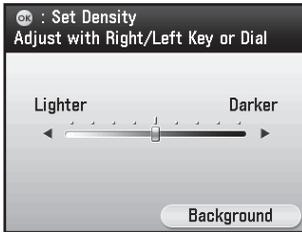
3 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].

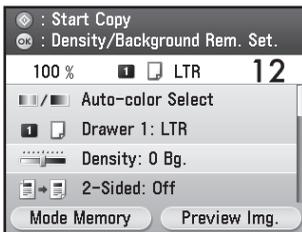


5 Use [▼], [▲], [◀], [▶], or  (Scroll Wheel) to adjust the copy density, then press [OK].

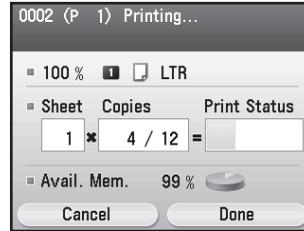


- To make dark originals lighter, move the density scale to the left.
- To make light originals darker, move the density scale to the right.

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



7 Press  (Start).



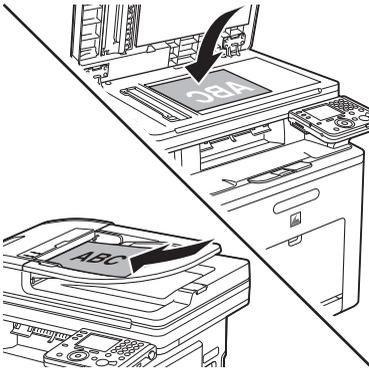
If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

8 Press  (Main Menu) to return to the Main Menu screen.

Adjusting Base Color

This mode enables you to adjust or remove the base color of the originals.
The default setting is <Off>.

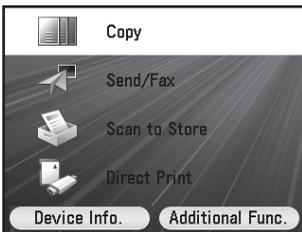
1 Set originals.



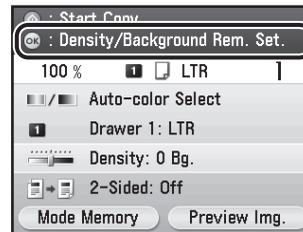
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

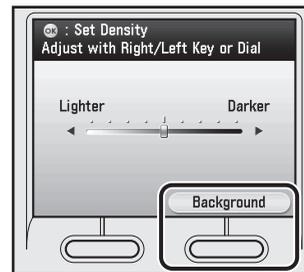
3 Use [, [, or (Scroll Wheel) to select <Copy>, then press [OK].



4 Use [, [, or (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].



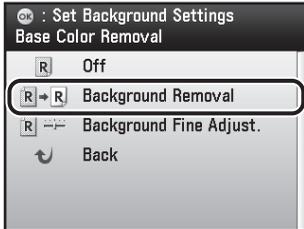
5 Press the right Any key to select <Background>.



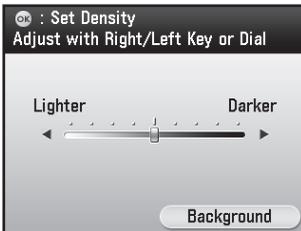
6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the background setting, then press [OK].

■ If you select <Background Removal>:

① Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Background Removal>, then press [OK].

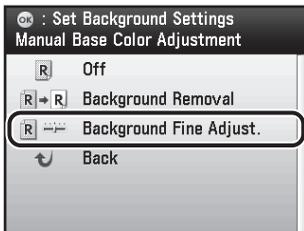


② Press [OK], then skip to step 7.



■ If you select <Background Fine Adjust.>:

① Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Background Fine Adjust.>, then press [OK].



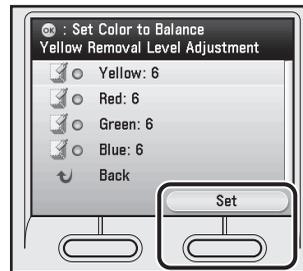
② Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired color, then press [OK].



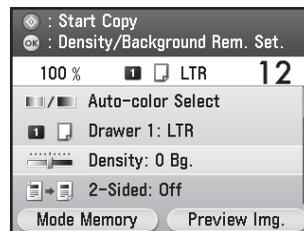
③ Use [▼], [▲], [◀], [▶] or ⌚ (Scroll Wheel) to adjust the strength of the color, then press [OK].



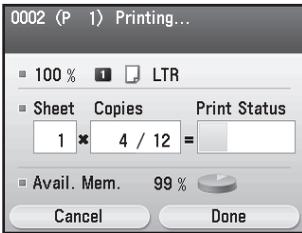
④ Press the right Any key to select <Set>, then press [OK].



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



8 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

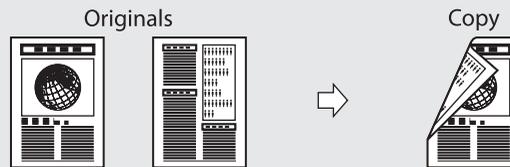
9 Press  (Main Menu) to return to the Main Menu screen.

2-Sided Copying

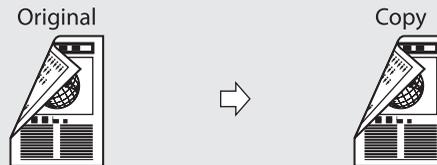
This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. This enables you to cut print costs in half when copying in large quantities.

The default setting is <Off>.

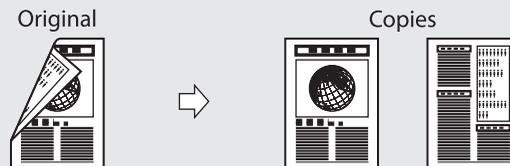
Making Two-Sided Copies from One-Sided Originals (1 ► 2-Sided)



Making Two-Sided Copies from Two-Sided Originals (2 ► 2-Sided)



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

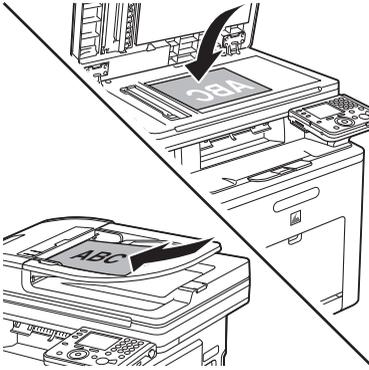


NOTE

- When you use the feeder to make two-sided copies from two-sided originals or one-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.
- For the paper size that can be used for the 2-sided copying, see the following:
e-Manual > "Print" > "Printer Settings from the Machine" > "Settings Menu" > "2-Sided"
(The same paper size can be used for the 2-sided copying and 2-sided printing.)

1 to 2-Sided Copying

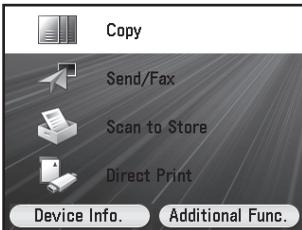
1 Set originals.



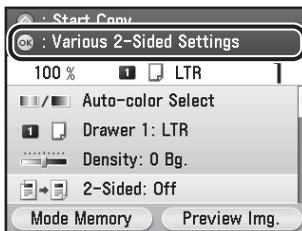
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

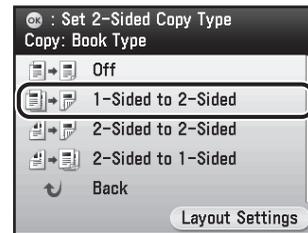
3 Use ,  or  (Scroll Wheel) to select <Copy>, then press [OK].



4 Use ,  or  (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].



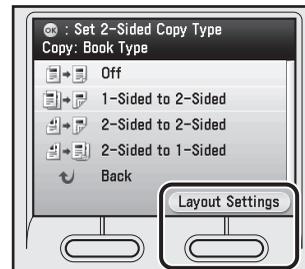
5 Use ,  or  (Scroll Wheel) to select <1-Sided to 2-Sided>.



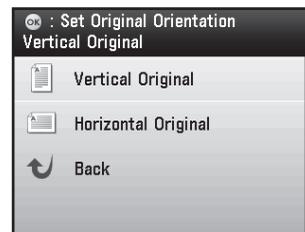
NOTE

If there are odd number of originals when the 1-Sided to 2-Sided mode is used, the back side of the last copy is left blank.

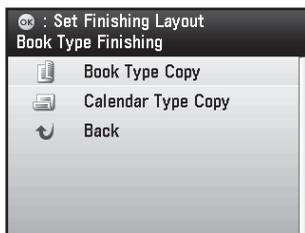
6 Press the right Any key to select <Layout Settings>.



7 Use ,  or  (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

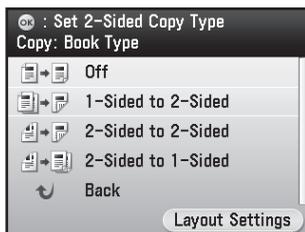


- 8** Use [▼], [▲] or (Scroll Wheel) to select <Book Type Copy> or <Calendar Type Copy>, then press [OK].

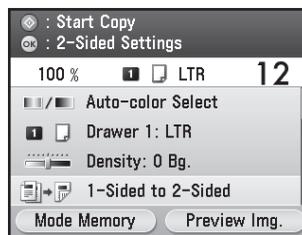


- <Book Type Copy>: The front and back sides of the copy will have the same top-bottom orientation.
- <Calendar Type Copy>: The front and back sides of the copy will have the opposite top-bottom orientation.

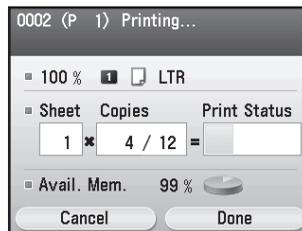
- 9** Press [OK].



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



- 11** Press (Start).



If you want to copy multiple originals using the platen glass, set an original and press (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

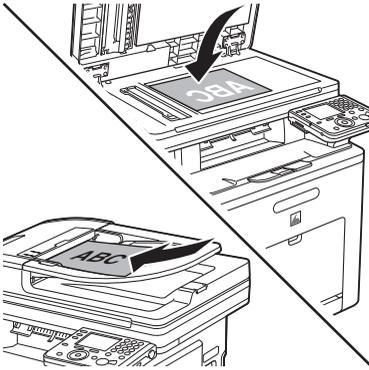
- 12** Press (Main Menu) to return to the Main Menu screen.

2 to 2-Sided Copying

NOTE

When you use the feeder to make two-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.

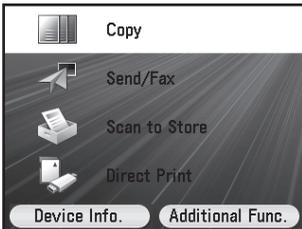
1 Set originals.



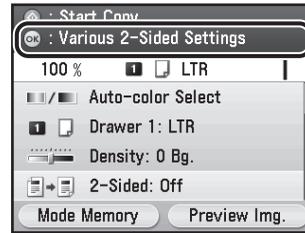
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

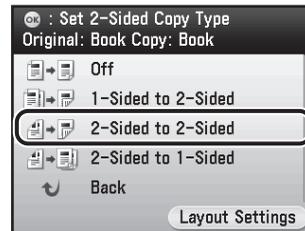
3 Use [, [, or (Scroll Wheel) to select <Copy>, then press [OK].



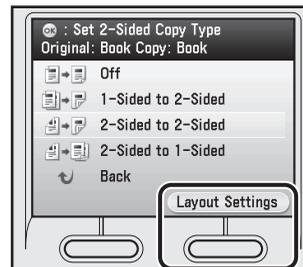
4 Use [, [, or (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].



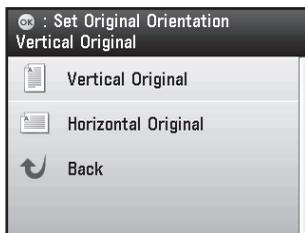
5 Use [, [, or (Scroll Wheel) to select <2-Sided to 2-Sided>, then press [OK].



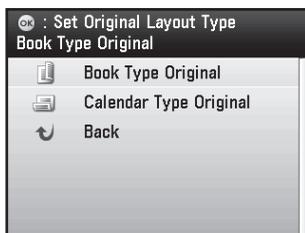
6 Press the right Any key to select <Layout Settings>.



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

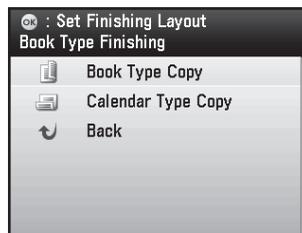


- 8** Use [▼], [▲] or  (Scroll Wheel) to select <Book Type Original> or <Calendar Type Original> for the original layout, then press [OK].



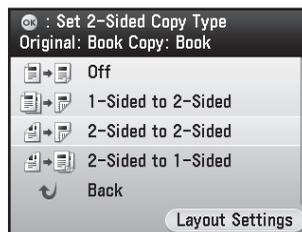
- <Book Type Original>: The front and back sides of the original will have the same top-bottom orientation.
- <Calendar Type Original>: The front and back sides of the original will have the opposite top-bottom orientation.

- 9** Use [▼], [▲] or  (Scroll Wheel) to select <Book Type Copy> or <Calendar Type Copy>, then press [OK].

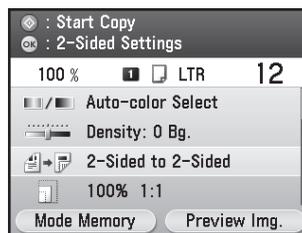


- <Book Type Copy>: The front and back sides of the copy will have the same top-bottom orientation.
- <Calendar Type Copy>: The front and back sides of the copy will have the opposite top-bottom orientation.

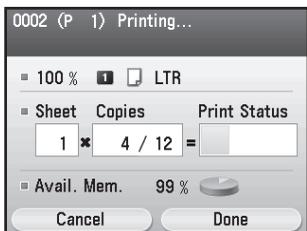
- 10** Press [OK].



- 11** Use – (numeric keys) to enter the desired copy quantity (1 to 99).



12 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

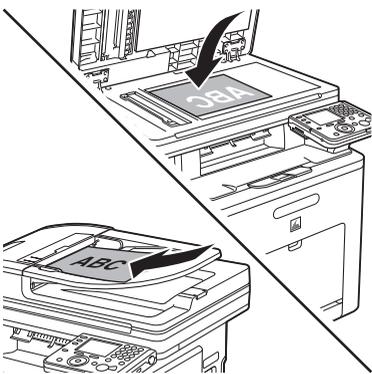
13 Press  (Main Menu) to return to the Main Menu screen.

2 to 1-Sided Copying

NOTE

When you use the feeder to make one-sided copies from two-sided originals, the original size must be LTR, LGL, FLSC, or A4.

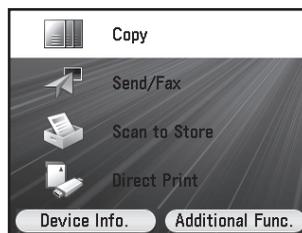
1 Set originals.



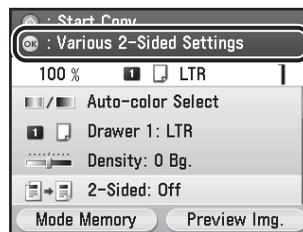
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

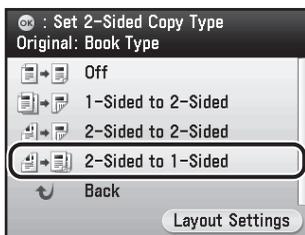
3 Use [, [] or  (Scroll Wheel) to select <Copy>, then press [OK].



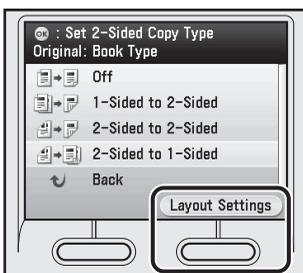
4 Use [, [] or  (Scroll Wheel) to display <Various 2-Sided Settings>, then press [OK].



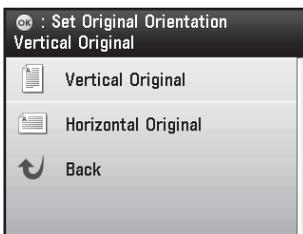
- 5** Use [▼], [▲] or  (Scroll Wheel) to select <2-Sided to 1-Sided>.



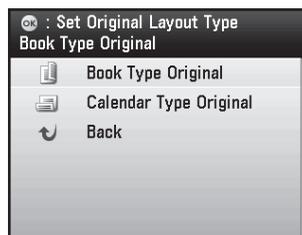
- 6** Press the right Any key to select <Layout Settings>.



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Vertical Original> or <Horizontal Original>, then press [OK].

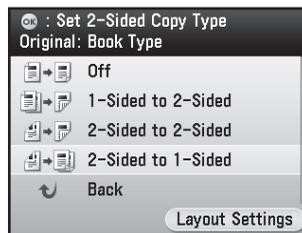


- 8** Use [▼], [▲] or  (Scroll Wheel) to select <Book Type Original> or <Calendar Type Original> for the original layout, then press [OK].

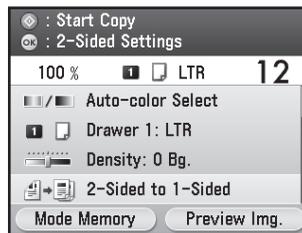


- <Book Type Original>: The front and back sides of the original will have the same top-bottom orientation.
- <Calendar Type Original>: The front and back sides of the original will have the opposite top-bottom orientation.

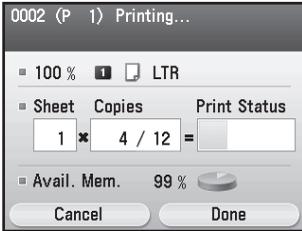
- 9** Press [OK].



- 10** Use – (numeric keys) to enter the desired copy quantity (1 to 99).



11 Press  (Start).



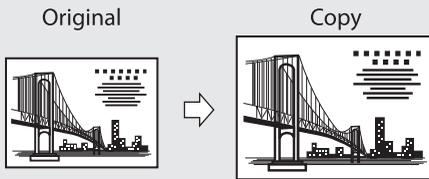
If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

12 Press  (Main Menu) to return to the Main Menu screen.

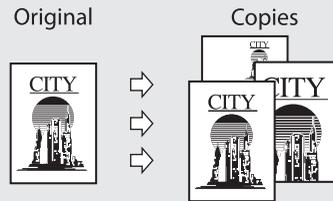
Enlarge/Reduce Images

You can convert a standard-sized original to a different standard-sized copy (preset zoom), or you can also enlarge or reduce images in 1% increments (custom copy ratio). The default setting is <100% 1:1>.

Preset Zoom



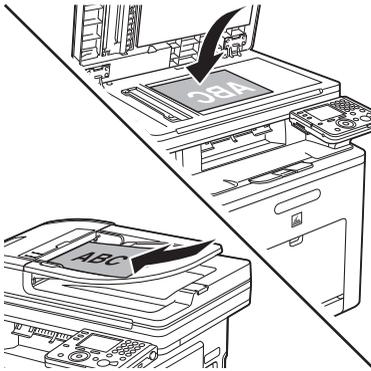
Zoom by Percentage



Preset Zoom

You can enlarge or reduce originals from one standard paper size to another.

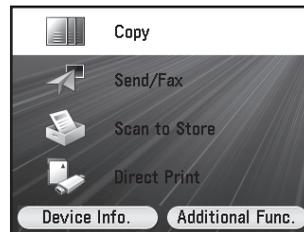
1 Set originals.



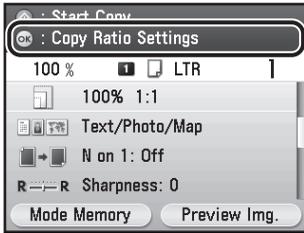
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

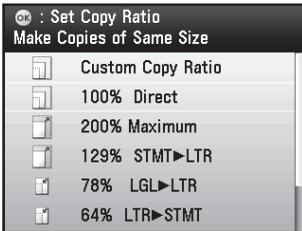
3 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Copy>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to display <Copy Ratio Settings>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select the zoom ratio, then press [OK].



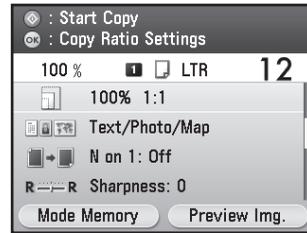
You can select the preset zoom from the following:

- <100% Direct>
- <200% Maximum>
- <129% STMT ▶LTR>
- <78% LGL ▶LTR>
- <64% LTR ▶STMT>
- <50% Minimum>

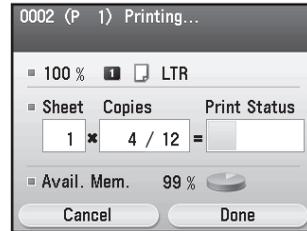
 **NOTE**

If you want to specify the other copy ratio, see "Custom Copy Ratio," on p. 4-32.

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



7 Press  (Start).



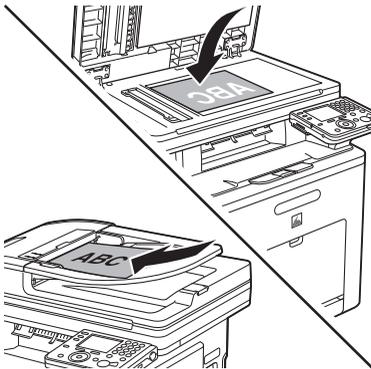
If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

8 Press  (Main Menu) to return to the Main Menu screen.

Custom Copy Ratio

You can reduce or enlarge images by any copy ratio in 1% increments. The available copy ratios are from 50% to 200%.

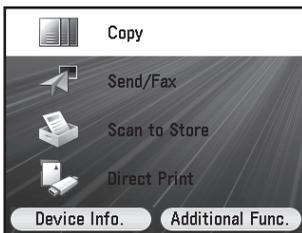
1 Set originals.



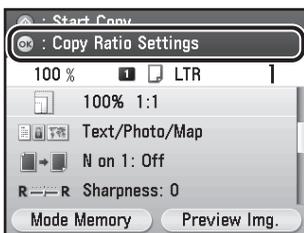
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

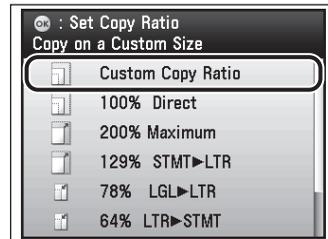
3 Use , or (Scroll Wheel) to select <Copy>, then press [OK].



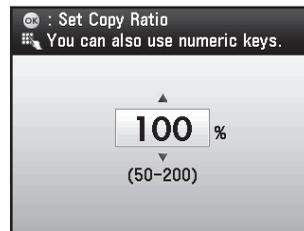
4 Use , or (Scroll Wheel) to display <Copy Ratio Settings>, then press [OK].



5 Use or (Scroll Wheel) to select <Custom Copy Ratio>, then press [OK].



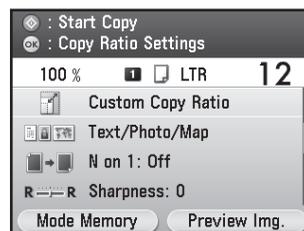
6 Use , or (Scroll Wheel) to adjust the zoom ratio in 1% increments, then press [OK].



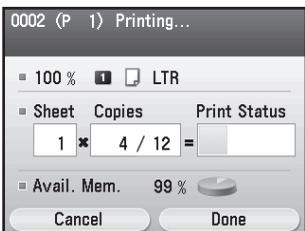
NOTE

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

7 Use – (numeric keys) to enter the desired copy quantity (1 to 99).



8 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

9 Press  (Main Menu) to return to the Main Menu screen.

Selecting Image Quality

You can adjust the image quality of copies according to the types of originals. A correct selection is necessary for the optimal reproduction of the colors of the original. The default setting is <Text/Photo/Map>.

Text/Photo/Map Mode



Printed Image Mode

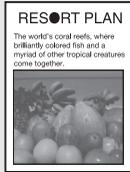
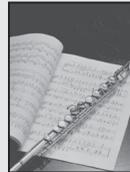


Photo Mode



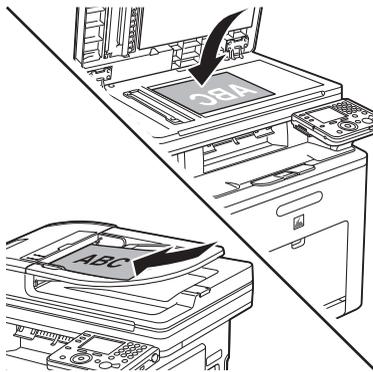
Text Mode



NOTE

- Combinations of these four modes (Text/Photo/Map, Printed Image, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If the original is a transparency, select the original type, then adjust the exposure to the most appropriate level for the original.

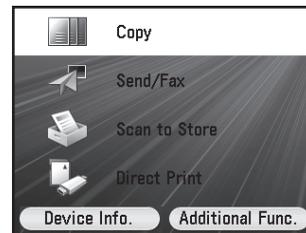
1 Set originals.



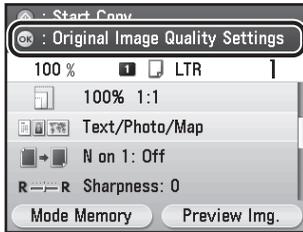
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



- 4 Use [▼], [▲] or  (Scroll Wheel) to display <Original Image Quality Settings>, then press [OK].



- 5 Use [▼], [▲] or  (Scroll Wheel) to select the image quality, then press [OK].



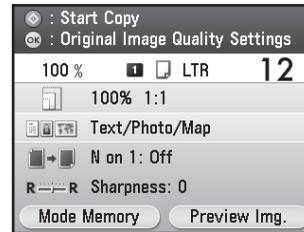
- <Text/Photo/Map>: For originals that contain text, photos, and maps

NOTE

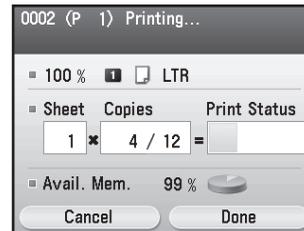
If you select <Text/Photo/Map>, you can set priority on <Text> or <Photo>. Press the right Any key to select <Priority Level>, then use [▼], [▲], [◀], [▶] or  (Scroll Wheel) to adjust the priority level.

- <Printed Image>: For originals that contain dot photos such as magazines
- <Photo>: For photo paper originals such as photos
- <Text>: For originals that contain only text

- 6 Use – (numeric keys) to enter the desired copy quantity (1 to 99).



- 7 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

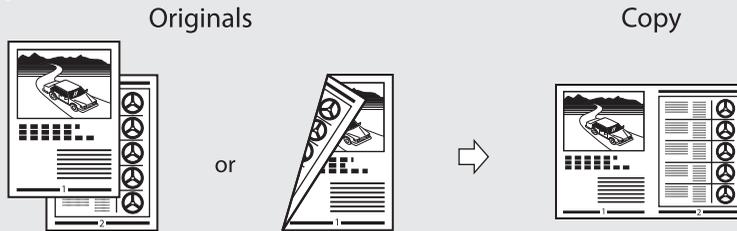
- 8 Press  (Main Menu) to return to the Main Menu screen.

Multiple Originals onto One Sheet (N on 1)

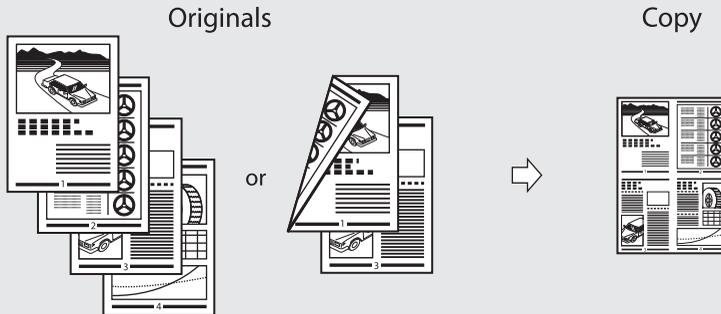
This mode enables you to reduce multiple originals to fit on one sheet of paper (one-sided/two-sided). You can make well-organized copies by copying multiple originals onto one sheet. This mode enables you to cut print costs by saving copy papers, and it is also useful for saving space.

The default setting is <Off>.

2 On 1



4 On 1

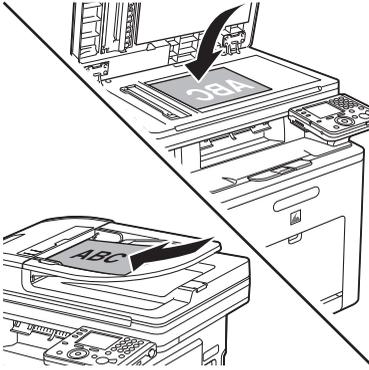


NOTE

- The N on 1 mode cannot be used with the Original Frame Erase mode, Book Frame Erase, or Binding Erase mode. For details about the erase mode, see “Erasing Shadows/Lines,” on p. 4-41.
- The reduction ratio is automatically set so that the originals fit onto the selected paper size.

1

Set originals.



For details, see "Placing Originals," on p. 2-4.

NOTE

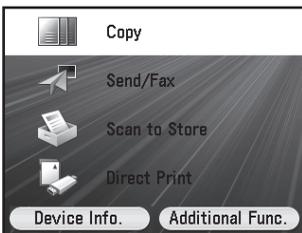
When placing horizontal (landscape) originals into the feeder in the 2 on 1 mode, place the originals bottom side up.

2

Press  (Main Menu).

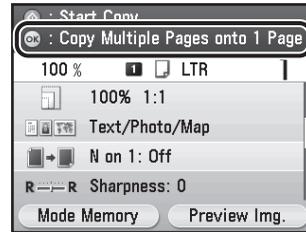
3

Use ,  or  (Scroll Wheel) to select <Copy>, then press [OK].



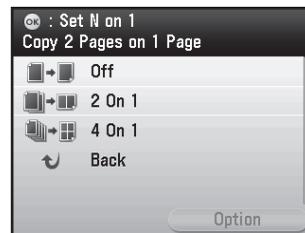
4

Use ,  or  (Scroll Wheel) to display <Copy Multiple Pages onto 1 Page>, then press [OK].



5

Use ,  or  (Scroll Wheel) to select the combination type, then press [OK].



- <2 On 1>: This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of the copy sheet.
- <4 On 1>: This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of the copy sheet.

If you select <4 On 1>, you can specify the copy layout. Press the right Any key to select <Option>, then select the desired layout type.

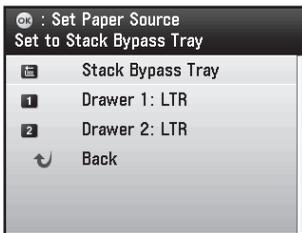
6 Use [▼], [▲] or  (Scroll Wheel) to select the original size, then press [OK].



NOTE

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.

7 Use [▼], [▲] or  (Scroll Wheel) to select the paper source, then press [OK].



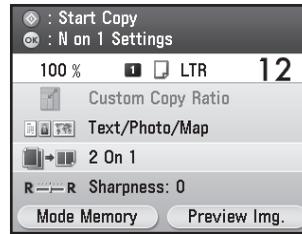
If you select <Stack Bypass Tray>, specify the paper size and type.



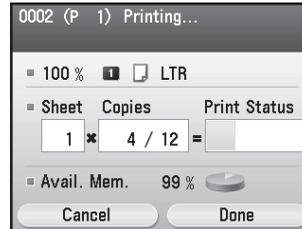
NOTE

- If you want to make two-sided copies of N on 1, see "2-Sided Copying," on p. 4-22.
- If you want to make N on 1 copies from two-sided originals, select <2-Sided to 1-Sided> in the two-sided settings. For details, see "2-Sided Copying," on p. 4-22.

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



9 Press  (Start).



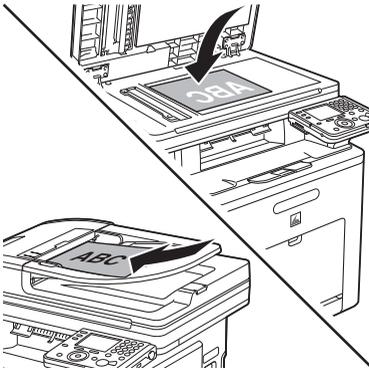
If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page. After scanning all originals, press the right Any key to select <Done>.

10 Press  (Main Menu) to return to the Main Menu screen.

Adjusting Sharpness

You can set the sharpness of the copied image. If you want to copy text and lines more clearly, move the sharpness scale to the right. If you want to copy a halftone original such as a picture, move the sharpness scale to the left. The default setting is <0>.

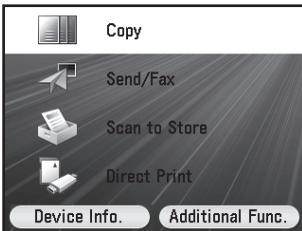
1 Set originals.



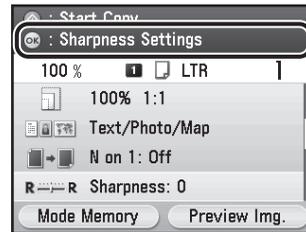
For details, see "Placing Originals," on p. 2-4.

2 Press  (Main Menu).

3 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Copy>, then press [OK].



4 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to display <Sharpness Settings>, then press [OK].

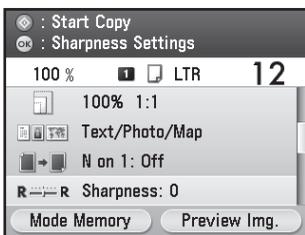


5 Use [\blacktriangledown], [\blacktriangle], [\blacktriangleleft], [\blacktriangleright] or  (Scroll Wheel) to adjust the sharpness, then press [OK].

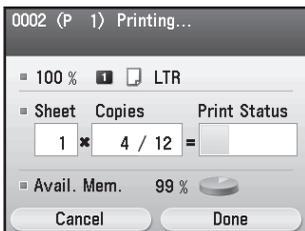


- To make copies of printed images or other halftones, move the sharpness scale to the left.
- To make copies of blueprints or faint pencil-drawn images, move the sharpness scale to the right.

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



- 7** Press **Start** (Start).



If you want to copy multiple originals using the platen glass, set an original and press **Start** (Start) once for each page.

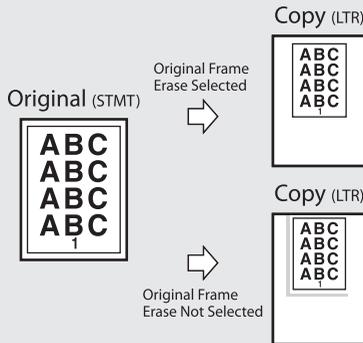
- 8** Press **Main Menu** (Main Menu) to return to the Main Menu screen.

Erasing Shadows/Lines

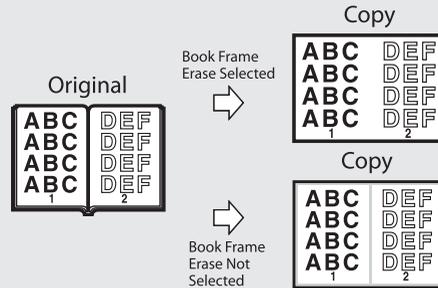
This mode enables you to erase shadows and lines that appear when using various types of originals. The following three Frame Erase modes are available: Original Frame Erase, Book Frame Erase, and Binding Erase.

The default setting is <Off>.

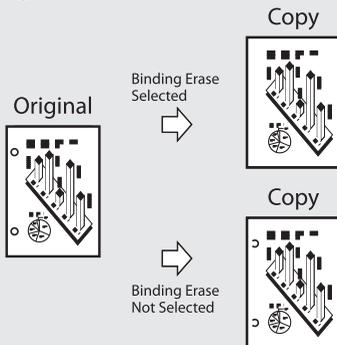
Original Frame Erase



Book Frame Erase



Binding Erase



NOTE

Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.

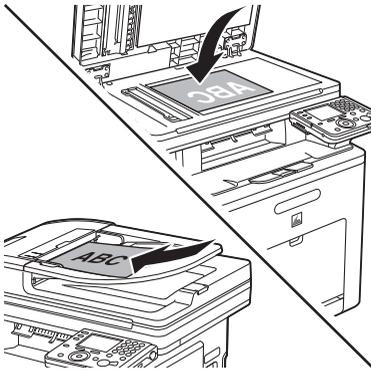
Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

NOTE

The Original Frame Erase mode cannot be used with the N on 1 mode.

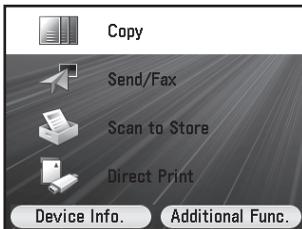
1 Set originals.



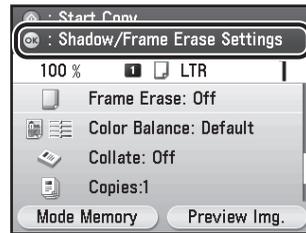
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

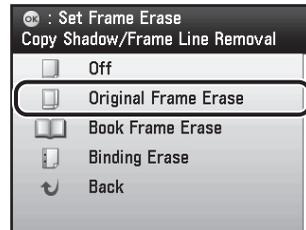
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



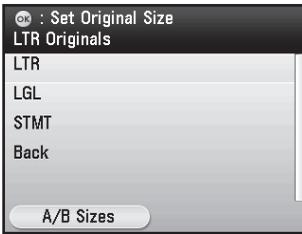
4 Use [▼], [▲] or (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].



5 Use [▼], [▲] or (Scroll Wheel) to select <Original Frame Erase>, then press [OK].



- 6 Use [▼], [▲] or  (Scroll Wheel) to select the original size, then press [OK].

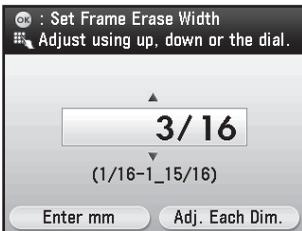


 **NOTE**

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.

- If you want to set the same width for all four borders:

- ① Use [▼], [▲] or  (Scroll Wheel) to enter a frame erase width value, then press [OK].

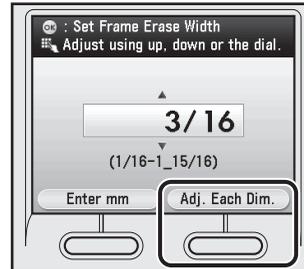


 **NOTE**

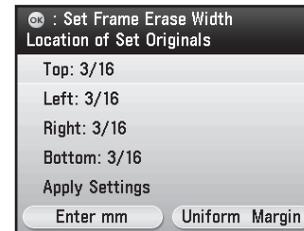
- The default setting is <3/16" (6 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
- To enter values in millimeters, press the left Any key to select <Enter mm>. When entering the value in millimeters, you can also use [▼], [▲], , and  (numeric keys).
- If you want to change the value, press  (Clear) before entering the new value.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

- If you want to set the top, left, right, and bottom widths independently:

- ① Press the right Any key to select <Adj. Each Dim.>.



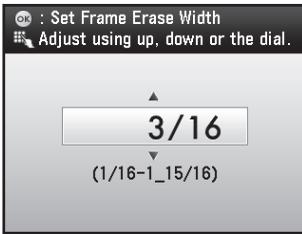
- ② Use [▼], [▲] or  (Scroll Wheel) to select the desired frame erase borders, then press [OK].



 **NOTE**

To enter values in millimeters, press the left Any key to select <Enter mm>. When entering the value in millimeters, you can also use [▼], [▲], , and  (numeric keys).

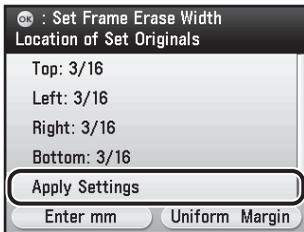
- ③ Use [▼], [▲] or Ⓒ (Scroll Wheel) to enter a frame erase width value, then press [OK].



NOTE

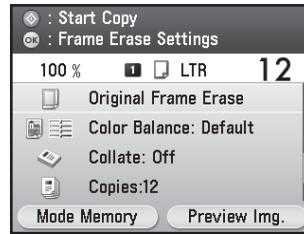
- The default setting is $3/16''$ (6 mm). The maximum original frame erase width that you can set is $1\ 15/16''$ (50 mm).
- If you want to change the value, press Ⓒ (Clear) before entering the new value.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

- ④ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Apply Settings>, then press [OK].

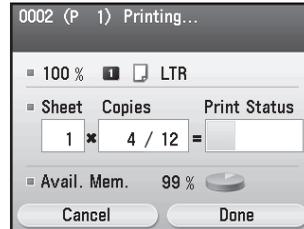


The display will return to the Copy top screen.

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



- 8 Press Ⓐ (Start).



If you want to copy multiple originals using the platen glass, set an original and press Ⓐ (Start) once for each page.

- 9 Press Ⓔ (Main Menu) to return to the Main Menu screen.

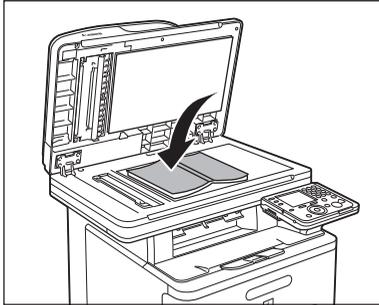
Book Frame Erase

This mode erases the dark borders and the center and contour lines that appear when you copy facing pages in a book or bound original onto a single sheet of paper.

NOTE

- The Book Frame Erase mode cannot be used with the N on 1.
- You must place an original on the platen glass when using this function.

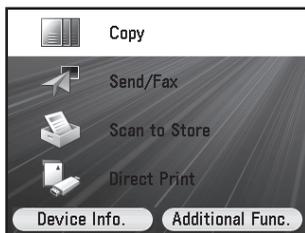
1 Set an original on the platen glass.



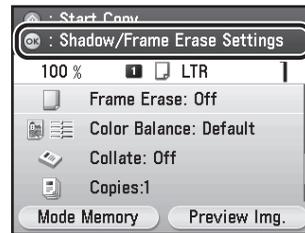
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

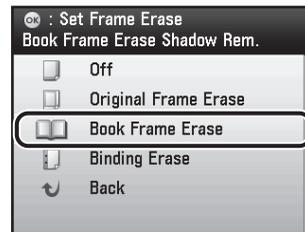
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



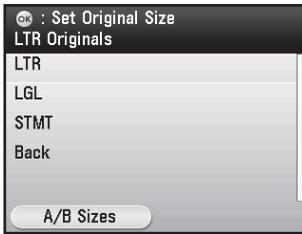
4 Use [▼], [▲] or (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].



5 Use [▼], [▲] or (Scroll Wheel) to select <Book Frame Erase>, then press [OK].



- 6** Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the original size, then press [OK].



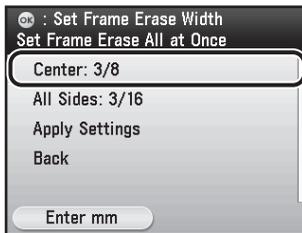
NOTE

To switch to the A/B Sizes, press the left Any key to select <A/B Sizes>.

- 7** Enter the each erase width value:

- If you want to specify the erase width value for center:

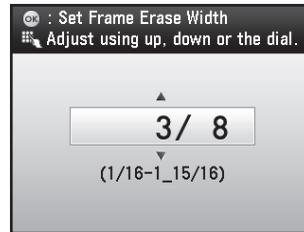
- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Center>, then press [OK].



NOTE

To enter values in millimeters, press the left Any key to select <Enter mm>.

- ② Use [▼], [▲] or Ⓒ (Scroll Wheel) to enter a frame erase width value, then press [OK].

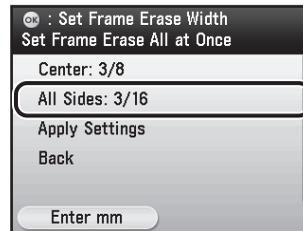


NOTE

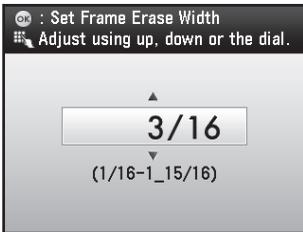
- The default setting is <3/8" (10 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.
- When entering the value in millimeters, you can also use [▼], [▲], Ⓒ (Scroll Wheel), or Ⓐ-Ⓓ (numeric keys).
- If you want to change the value, press Ⓒ (Clear) before entering the new value.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

- If you want to specify the erase width value for all sides:

- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <All Sides>, then press [OK].



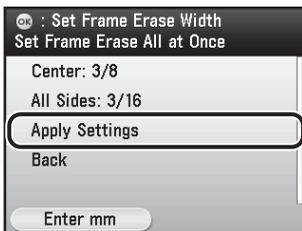
- 2 Use [▼], [▲] or Ⓒ (Scroll Wheel) to enter a frame erase width value, then press [OK].



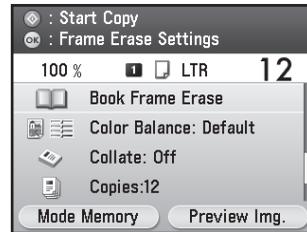
NOTE

The default setting is <3/16" (6 mm)>. The maximum original frame erase width that you can set is <1 15/16" (50 mm)>.

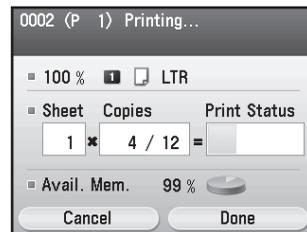
- 8 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Apply Settings>, then press [OK].



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



- 10 Press ⏻ (Start).



If you want to copy multiple originals using the platen glass, set an original and press ⏻ (Start) once for each page.

- 11 Press ⏪ (Main Menu) to return to the Main Menu screen.

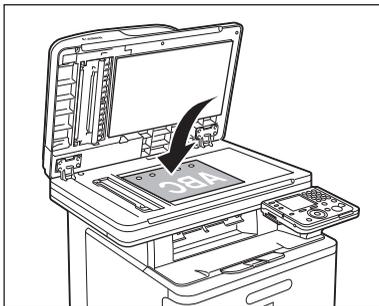
Binding Erase

This mode erases the shadows that appear on copies from binding holes on originals.

NOTE

- Do not place originals with binding holes into the feeder, as this may damage the originals.
- The borders you do not select are attenuated when using this function.
- You must place an original on the platen glass when using this function.

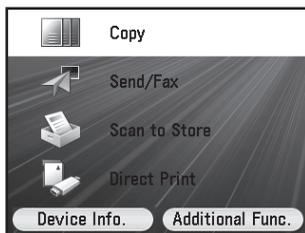
1 Set an original on the platen glass.



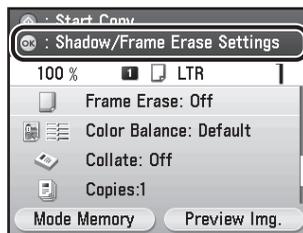
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

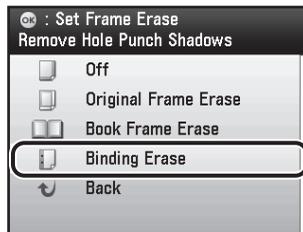
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



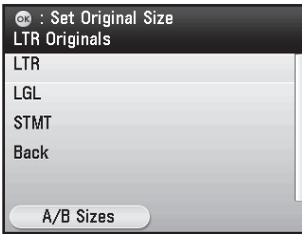
4 Use [▼], [▲] or (Scroll Wheel) to display <Shadow/Frame Erase Settings>, then press [OK].



5 Use [▼], [▲] or (Scroll Wheel) to select <Binding Erase>, then press [OK].



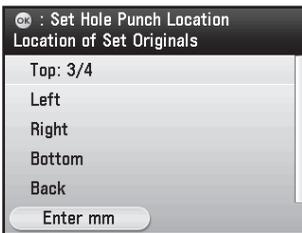
- 6 Use [▼], [▲] or  (Scroll Wheel) to select the original size, then press [OK].



 **NOTE**

To switch to the inch sizes, press the left Any key to select <A/B Sizes>.

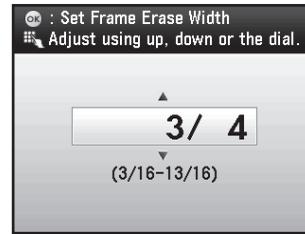
- 7 Use [▼], [▲] or  (Scroll Wheel) to select the hole punch location, then press [OK].



 **NOTE**

To enter values in millimeters, press the left Any key to select <Enter mm>.

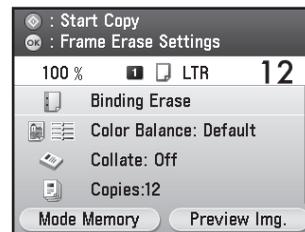
- 8 Use [▼], [▲] or  (Scroll Wheel) to select the frame erase width, then press [OK].



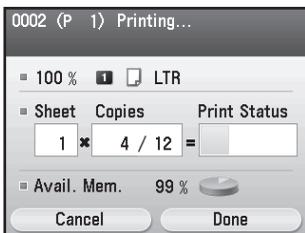
 **NOTE**

- The default setting is <3/4" (18 mm)>. The maximum original frame erase width that you can set is <13/16" (20 mm)>.
- If you want to change the value, press  (Clear) before entering the new value.
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- When entering the value in millimeters, you can also use [▼], [▲], , or  (numeric keys).

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



10 Press  (Start).



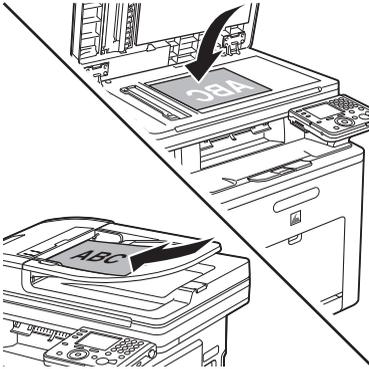
If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

11 Press  (Main Menu) to return to the Main Menu screen.

Adjusting Color Balance

This mode enables you to adjust the color balance depending on the color of the originals. The adjusted color balance can be stored and named so that you can use them repeatedly.

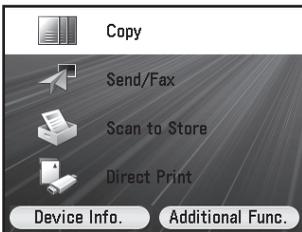
- 1** Set documents.



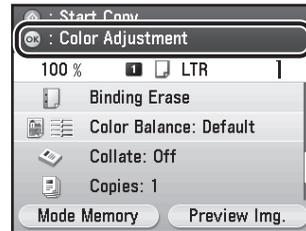
For details, see "Placing Originals," on p. 2-4.

- 2** Press  (Main Menu).

- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



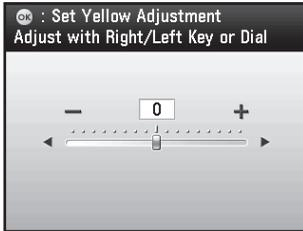
- 4** Use [▼], [▲] or  (Scroll Wheel) to display <Color Adjustment>, then press [OK].



- 5** Use [▼], [▲] or  (Scroll Wheel) to select the desired color, then press [OK].



6 Use [▼], [▲], [◀], [▶] or  (Scroll Wheel) to adjust the strength of each color then, press [OK].

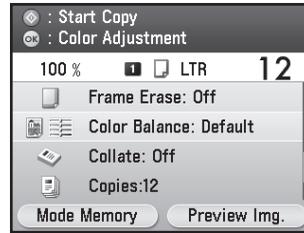


- To weaken the selected color, move the adjust scale to the left.
- To heighten the selected color, move the adjust scale to the right.

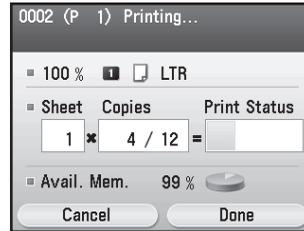
7 Press the left Any key to select <Set>.



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



9 Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

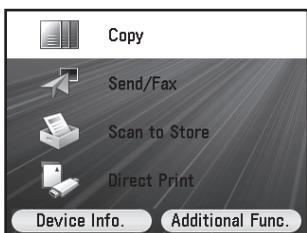
10 Press  (Main Menu) to return to the Main Menu screen.

Registering Color Balance

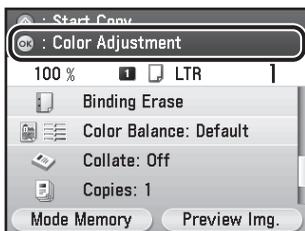
This section describes how to register the color balance setting. Up to four different settings can be stored.

1 Press  (Main Menu).

2 Use ,  or  (Scroll Wheel) to select <Copy>, then press [OK].



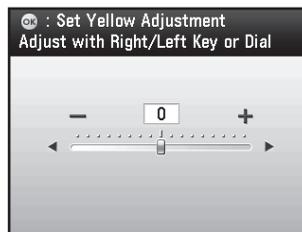
3 Use ,  or  (Scroll Wheel) to display <Color Adjustment>, then press [OK].



4 Use ,  or  (Scroll Wheel) to select the desired color, then press [OK].

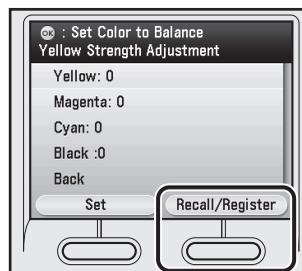


5 Use , , ,  or  (Scroll Wheel) to adjust the strength of each color, then press [OK].

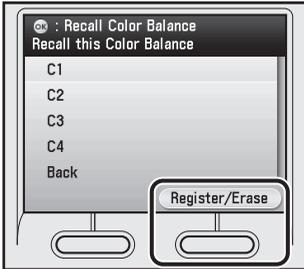


- To weaken the selected color, move the adjust scale to the left.
- To heighten the selected color, move the adjust scale to the right.

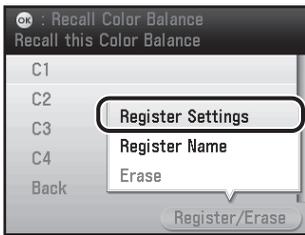
6 Press the right Any key to select <Recall/ Register>.



7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the memory key that you want to store the color balance setting under, then press the right Any key to select <Register/Erase>.

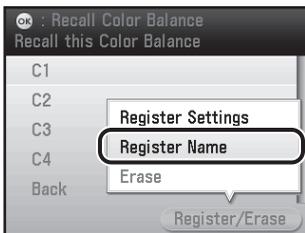


8 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register Settings>.

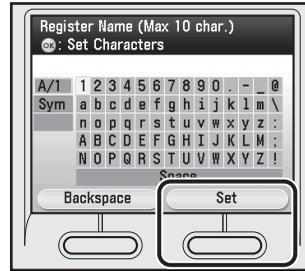


■ If you want to name the color balance setting:

① Use [▼] or ⌚ (Scroll Wheel) to select <Register Name>, then press [OK].

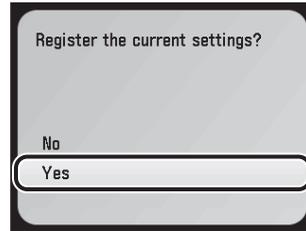


② Use the software keyboard to enter a name, then press the right Any key to select <Set>.



- You can enter up to 10 characters for the name.
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.

9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Yes>, then press [OK].



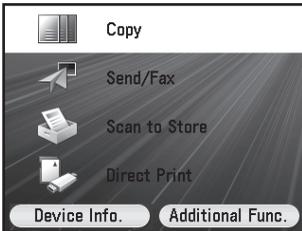
10 Press  (Main Menu) to return to the Main Menu screen.

Recalling Registered Color Balance

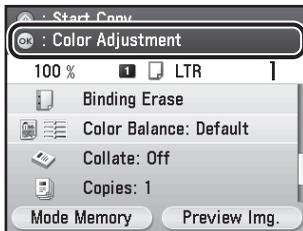
This section describes how to recall registered Color Balance.

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



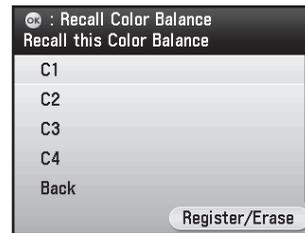
3 Use [▼], [▲] or  (Scroll Wheel) to display <Color Adjustment>, then press [OK].



4 Press the right Any key to select <Recall/ Register>.



5 Use [▼], [▲] or  (Scroll Wheel) to select the desired memory key, then press [OK].



6 Press the left Any key to select <Set>.



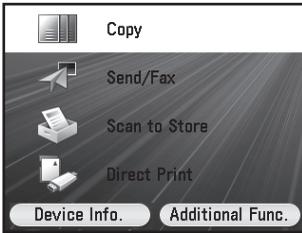
7 Press  (Main Menu) to return to the Main Menu screen.

Deleting Color Balance

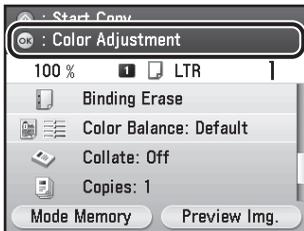
This section describes how to delete the color balance setting.

1 Press  (Main Menu).

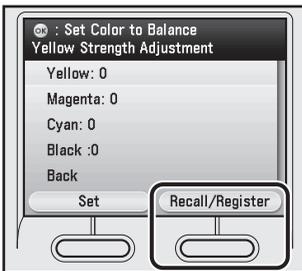
2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



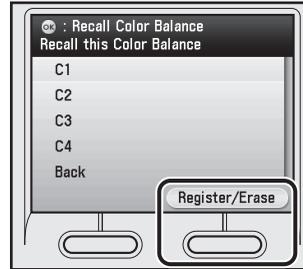
3 Use [▼], [▲] or  (Scroll Wheel) to display <Color Adjustment>, then press [OK].



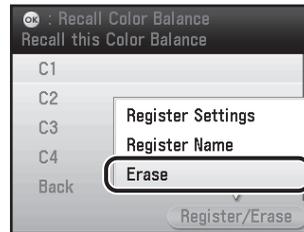
4 Press the right Any key to select <Recall/ Register>.



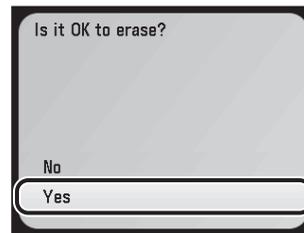
5 Use [▼], [▲] or  (Scroll Wheel) to select the memory key that you want to delete, then press the right Any key to select <Register/Erase>.



6 Use [▼] or  (Scroll Wheel) to select <Erase>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select <Yes>, then press [OK].



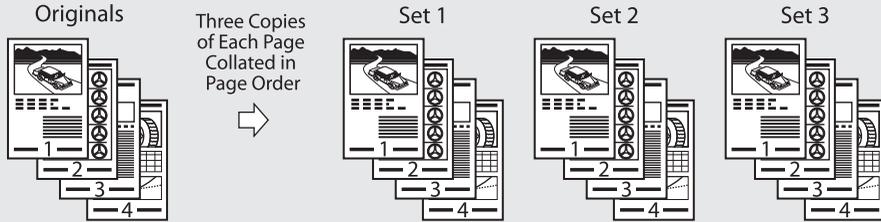
8 Press  (Main Menu) to return to the Main Menu screen.

Collating Copies

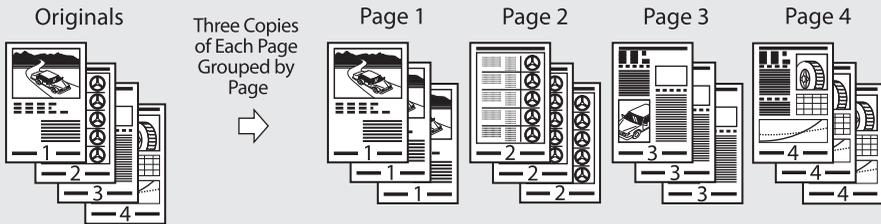
You can sort copies into sets arranged in page order. This function is useful when making handouts for meetings.

The default setting is <Off>.

Collate: On



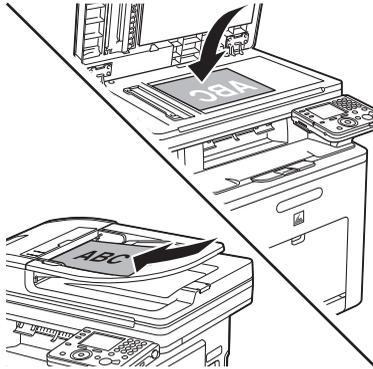
Collate: Off



NOTE

The Collate mode cannot be set if Envelope, Transparency, or Labels is selected as the paper type.

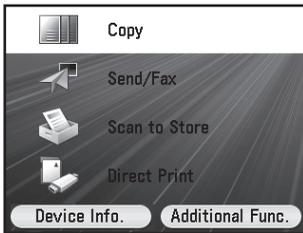
1 Set originals.



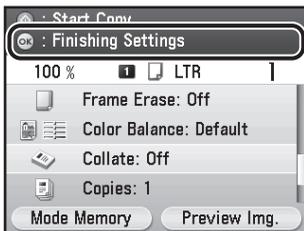
For details, see "Placing Originals," on p. 2-4.

2 Press (Main Menu).

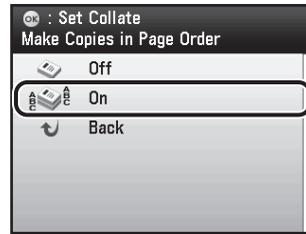
3 Use [▼], [▲] or (Scroll Wheel) to select <Copy>, then press [OK].



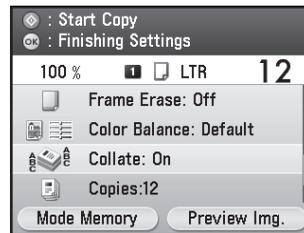
4 Use [▼], [▲] or (Scroll Wheel) to select display <Finishing Settings>, then press [OK].



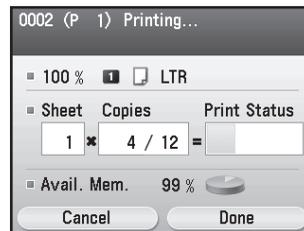
5 Use [▼], [▲] or (Scroll Wheel) to select <On>, then press [OK].



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



7 Press (Start).



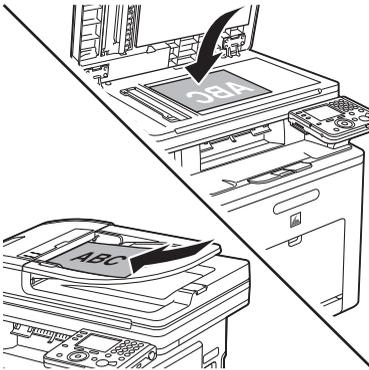
If you want to copy multiple originals using the platen glass, set an original and press (Start) once for each page.

8 Press (Main Menu) to return to the Main Menu screen.

Making Multiple Copies

This section describes how to make multiple copies.

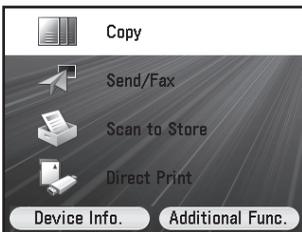
- 1** Set documents.



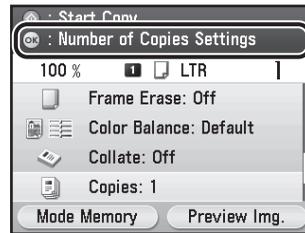
For details, see "Placing Originals," on p. 2-4.

- 2** Press  (Main Menu).

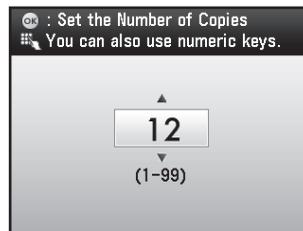
- 3** Use ,  or  (Scroll Wheel) to select <Copy>, then press [OK].



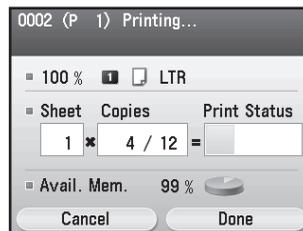
- 4** Use ,  or  (Scroll Wheel) to display <Number of Copies Settings>, then press [OK].



- 5** Use ,  (numeric keys), ,  or  (Scroll Wheel) to enter the desired copy quantity (1 to 99), then press [OK].



- 6** Press  (Start).



If you want to copy multiple originals using the platen glass, set an original and press  (Start) once for each page.

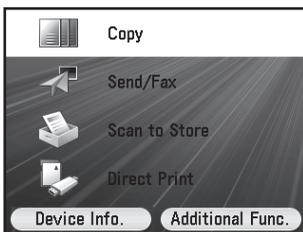
- 7** Press  (Main Menu) to return to the Main Menu screen.

Checking Current Settings

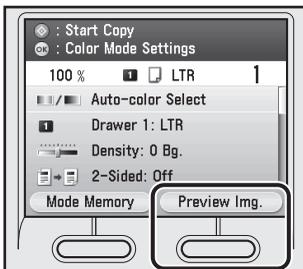
This section describes how to confirm the current settings.

1 Press  (Main Menu).

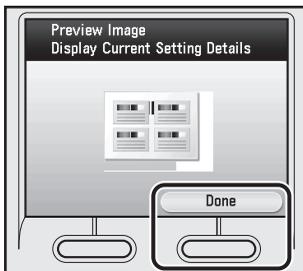
2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



3 Press the right Any key to select <Preview Img.>.



4 Check the current settings, then press the right any key to select <Done>.



5 Press  (Main Menu) to return to the Main Menu screen.

Frequently Used Settings (Mode Memory)

You can set any possible combination of copy modes and store them as a mode memory. There are four mode memories, and they can be assigned names for increased convenience. This feature is useful for storing frequently used copy settings.

NOTE

Even if the power is turned OFF, the copy settings stored in memory keys are not deleted.

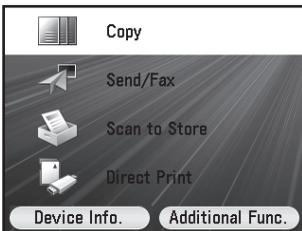
Registering Mode Memory

This section describes how to register the copy settings to a mode memory.

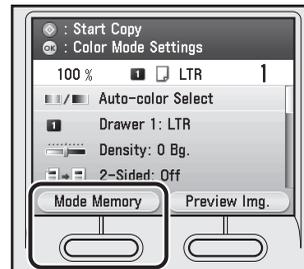
NOTE

Even if the power is turned OFF, the copy settings stored in memory keys are not deleted.

- 1 Press  (Main Menu).
- 2 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Copy>, then press [OK].



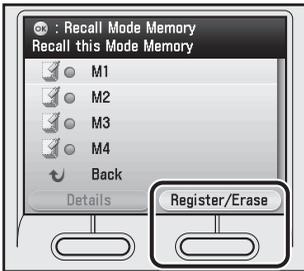
- 3 Press the left Any key to select <Mode Memory>.



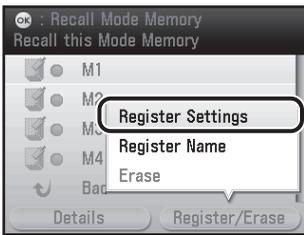
NOTE

The currently specified settings are registered for the mode memory.

- 4** Use [▼], [▲] or Ⓞ (Scroll Wheel) to select the mode memory key that you want to store the copy settings under, then press the right Any key to select <Register/ Erase>.

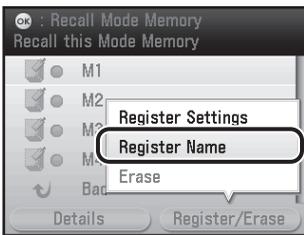


- 5** Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <Register Settings>.

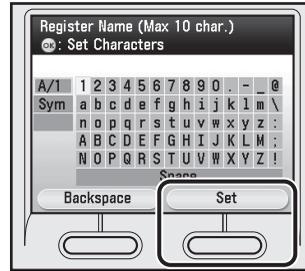


- If you want to name the mode memory setting:

- ① Use [▼] or Ⓞ (Scroll Wheel) to select <Register Name>, then press [OK].

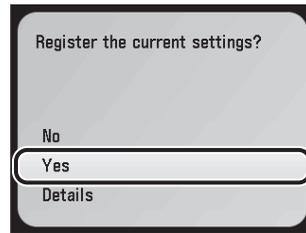


- ② Use the software keyboard to enter a name, then press the right Any key to select <Set>.

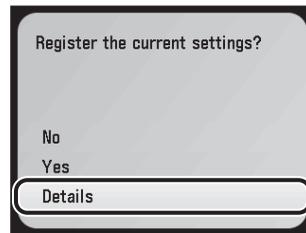


- You can enter up to 10 characters for the name.
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.

- 6** Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <Yes>, then press [OK].



If you want to check the details of the setting, use [▼] or Ⓞ (Scroll Wheel) to select <Details>, then press [OK].



- 7** Press  (Main Menu) to return to the Main Menu screen.

Recalling Mode Memory

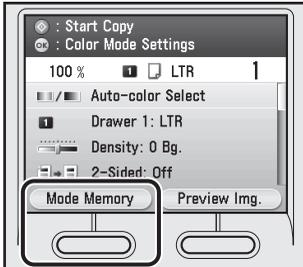
This section describes how to recall the registered mode memories.

1 Press  (Main Menu).

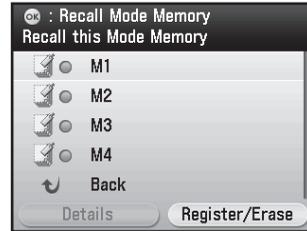
2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Copy>, then press [OK].



3 Press the left Any key to select <Mode Memory>.



4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the desired mode memory, then press [OK].



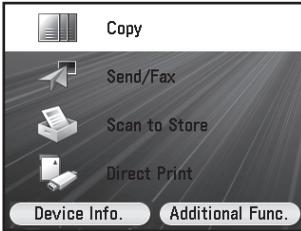
5 Press  (Main Menu) to return to the Main Menu screen.

Checking Mode Memory

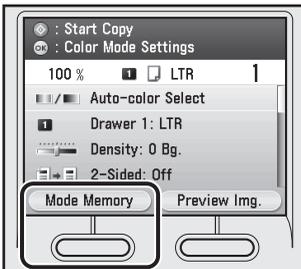
This section describes how to confirm the registered mode memories.

1 Press  (Main Menu).

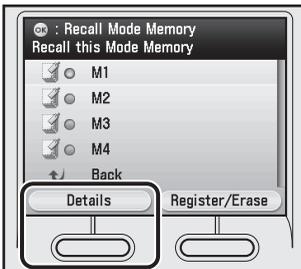
2 Use ,  or  (Scroll Wheel) to select <Copy>, then press [OK].



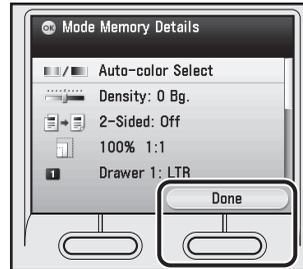
3 Press the left Any key to select <Mode Memory>.



4 Use ,  or  (Scroll Wheel) to select the desired mode memory, then press the left Any key to select <Details>.



5 Check the details of the mode memory, then press the right Any key to select <Done>.



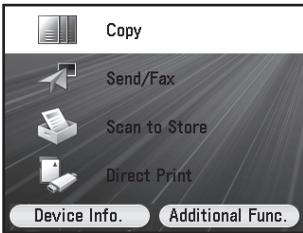
6 Press  (Main Menu) to return to the Main Menu screen.

Deleting Mode Memory

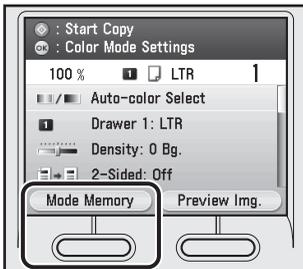
This section describes how to delete the copy settings from the mode memory list.

1 Press  (Main Menu).

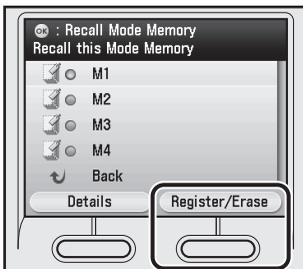
2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



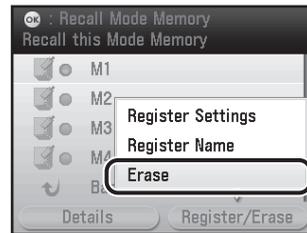
3 Press the left Any key to select <Mode Memory>.



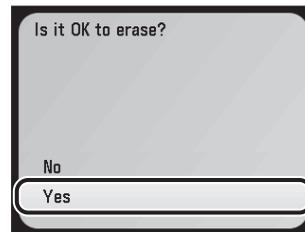
4 Use [▼], [▲] or  (Scroll Wheel) to select the mode memory key that you want to delete, then press the right Any key to select <Register/Erase>.



5 Use [▼] or  (Scroll Wheel) to select <Erase>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <Yes>, then press [OK].



7 Press  (Main Menu) to return to the Main Menu screen.

Changing Standard Mode

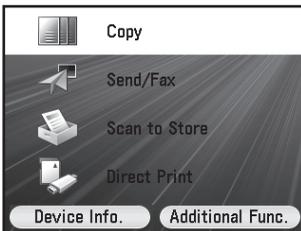
The Standard mode is the combination of copy modes that the machine automatically applies when the power is turned ON, or when  (Reset) is pressed. You can change the Standard mode to suit your needs.

The default settings are as follows:

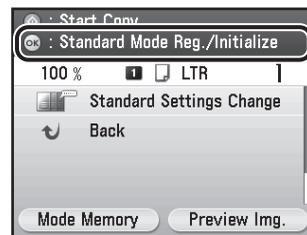
- <Color Mode Settings>: Auto-color Select
- <Density/Background Rem. Set.>: 0
- <Various 2-Sided Settings>: Off
- <Copy Ratio Settings>: 100%
- <Paper Source Settings>: Drawer 1: LTR
- <Original Image Quality Settings>: Text/Photo/Map
- <Copy Multiple Pages onto 1 Page>: Off
- <Sharpness Settings>: 0
- <Shadow/Frame Erase Settings>: Off
- <Color Adjustment>: Default
- <Finishing Settings>: Off
- <Number of Copies Settings>: 1

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



3 Use [▼], [▲] or  (Scroll Wheel) to display <Standard Mode Reg./Initialize>, then press [OK].



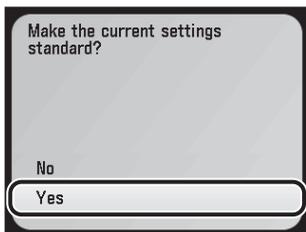
NOTE

The currently specified settings are registered as the standard mode.

4 Press [OK] to select <Register>.



5 Use [▼] or ⌂ (Scroll Wheel) to select <Yes>, then press [OK].



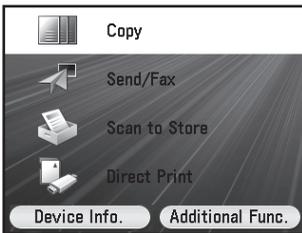
6 Press ⏪ (Main Menu) to return to the Main Menu screen.

Initializing Standard Mode

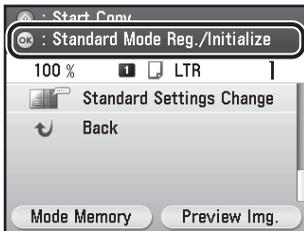
This section describes how to initialize the current standard mode.

1 Press  (Main Menu).

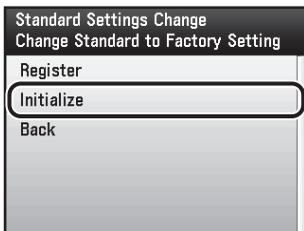
2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



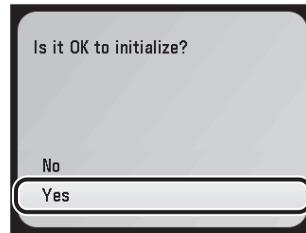
3 Use [▼], [▲] or  (Scroll Wheel) to display <Standard Mode Reg./Initialize>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select <Initialize>, then press [OK].



5 Use [▼] or  (Scroll Wheel) to select <Yes>, then press [OK].



6 Press  (Main Menu) to return to the Main Menu screen.

Checking and Canceling Copy Jobs/Checking Copy Logs

This section describes how to confirm copy jobs/logs, or cancel copy jobs.

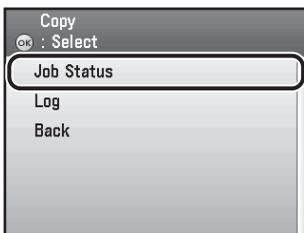
Checking Copy Jobs

You can check the status of a copy job while it is printing or waiting to be processed.

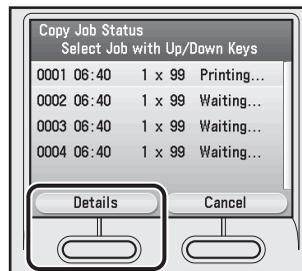
- 1 Press  (Status Monitor/Cancel).
- 2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Copy>, then press [OK].



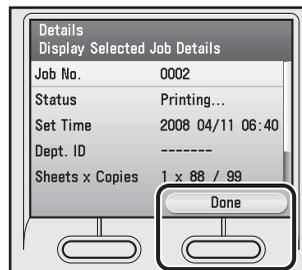
- 3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Job Status>, then press [OK].



- 4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.



- 5 Check the copy status, then press the right Any key to select <Done>.



- 6 Press  (Main Menu) to return to the Main Menu screen.

Canceling Copy Jobs

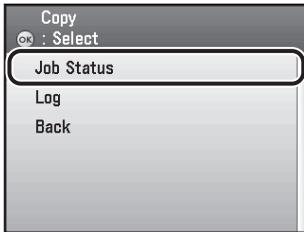
You can cancel a copy job while it is printing or waiting to be processed.

1 Press  (Status Monitor/Cancel).

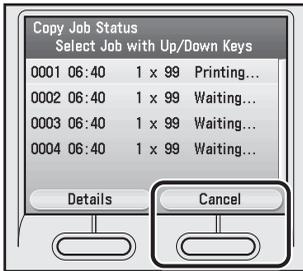
2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



3 Use [▼], [▲] or  (Scroll Wheel) to select <Job Status>, then press [OK].

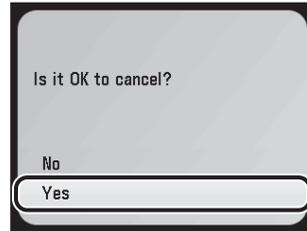


4 Use [▼], [▲] or  (Scroll Wheel) to select the desired job, then press the right Any key to select <Cancel>.



If you want to check the copy information, press the left Any key to select <Details>.

5 Use [▼] or  (Scroll Wheel) to select <Yes>, then press [OK].



6 Press  (Main Menu) to return to the Main Menu screen.

Checking Copy Logs

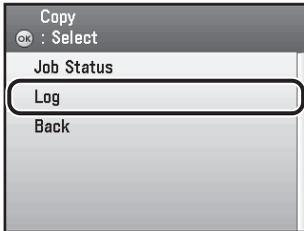
You can check copy logs that contain detailed information of finished copy jobs.

1 Press  (Status Monitor/Cancel).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Copy>, then press [OK].



3 Use [▼], [▲] or  (Scroll Wheel) to select <Log>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.



5 Check the copy log, then press the right Any key to select <Done>.



6 Press  (Main Menu) to return to the Main Menu screen.

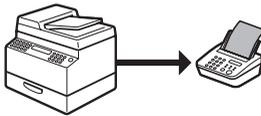
Overview of Fax Functions.....	5-2	Standard Send Settings	5-76
Introduction to Using Fax Functions.....	5-4	Storing the Standard Send Settings.....	5-76
Methods for Receiving Faxes	5-4	Restoring the Standard Send Settings to Their Default	5-78
Selecting the Receive Mode.....	5-9	Printing the TX Terminal ID	5-80
Setting the Current Date and Time.....	5-12	Adjusting Sharpness	5-83
Setting the Type of Telephone Line.....	5-13	Specifying What to Display on the Screen for a Send Operation..	5-85
Registering the Machine's Name	5-14	Restoring the Send Function Settings to Their Default.....	5-87
Registering Your Machine's Fax Number.....	5-16	Send Start Speed	5-89
«Sending Faxes»		«Receiving Faxes»	
Sending Fax Documents	5-17	Printing Received Documents on Both Sides of Paper.....	5-91
Basic Methods for Sending Faxes.....	5-17	Reducing a Received Document.....	5-93
Calling the Recipient before Sending Fax Documents (Manual Sending)	5-19	Printing Footer Information on a Received Document	5-96
Switching Temporarily to Tone Dialing.....	5-21	Specifying the Way of Printing When Toner Is Low	5-98
Dialing an Overseas Number (With Pauses)	5-22	ECM Reception	5-100
Basic Methods for Sending I-Faxes	5-25	Setting the Incoming Ring Tone	5-102
Basic Methods for Sending PC Faxes.....	5-27	Receiving Documents Manually with an External Telephone (Remote Reception)	5-104
Canceling Sending Fax Documents.....	5-29	Activating the Remote Reception.....	5-104
Specifying Destinations	5-30	Receiving Documents with the Remote Reception.....	5-105
Specifying a New Fax Number.....	5-30	Adjusting the Auto Switch Time for the Manual RX Mode	5-106
Using the Address Book.....	5-32	Rejecting Incoming Faxes from the Unidentified Senders.....	5-108
Using the One-Touch	5-34	Receive Start Speed.....	5-110
Using the Group Addresses.....	5-36	Receiving Documents in Memory without Printing Out (Memory Lock Reception)	5-112
Sending Originals to More Than One Location (Broadcasting)..	5-39	Printing All Documents Stored in the Memory Lock Reception Mode.....	5-115
Selecting Resolution	5-41	«Forwarding Received Faxes»	
Adjusting Density	5-42	Forwarding Received Fax Documents.....	5-117
Manual Exposure Adjustment	5-42	Specifying Forwarding Settings.....	5-117
Adjusting Base Color	5-43	Sending Documents in Memory to a Different Destination.....	5-129
Selecting Image Quality.....	5-45	Handling Documents with Forwarding Errors.....	5-131
2-Sided Original.....	5-47	Resending Documents with Forwarding Errors.....	5-133
Sending Originals at a Preset Time (Delayed Sending)	5-49	Checking/Changing the Status of Documents with Forwarding Errors.....	5-135
Direct Sending	5-52	Checking/Changing the Status of Fax Documents in Memory ...	5-138
Favorites.....	5-54	Checking/Deleting Fax Transmission Documents.....	5-138
Registering Favorites.....	5-54	Checking/Deleting Fax Reception Documents.....	5-140
Erasing Favorites.....	5-58	Checking/Printing the Fax Log.....	5-141
Using the Favorites	5-61		
Checking Settings for Recalled Favorites	5-62		
Job Recall	5-64		
ECM Transmission	5-67		
Adjusting the Pause Time	5-69		
Redialing Automatically When the Line Is Busy (Auto Redial)	5-71		
Checking the Dial Tone before Sending	5-74		

Overview of Fax Functions

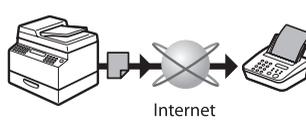
You can send faxes/I-faxes from your computer and use, including using the fax function that supports Super G3. You can also forward received fax/I-fax documents to specified destinations.

Available variety of faxes

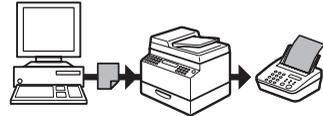
Fax (p. 5-17)



I-Fax (p. 5-25)



PC Fax (p. 5-27)



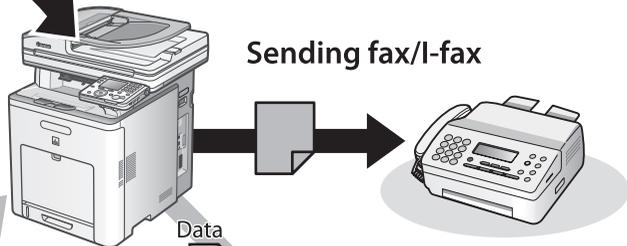
Originals or documents



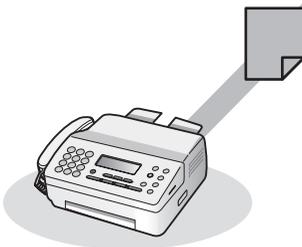
Scan settings

- Image quality (p. 5-45)
- Density (p. 5-42)
- Resolution (p. 5-41)

Sending fax/I-fax

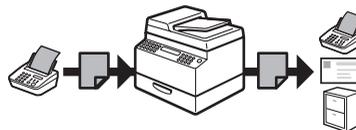


Receiving fax/I-fax



Forwarding received fax documents

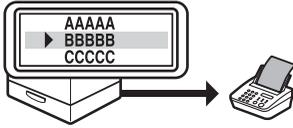
(p. 5-117)



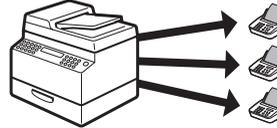
Various sending functions

Specifying destinations (p. 5-30)

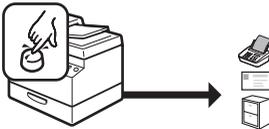
Using the address book



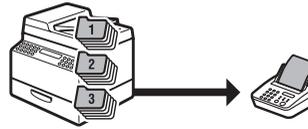
Broadcasting



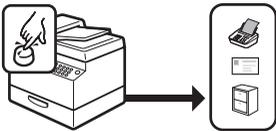
Using the one-touch



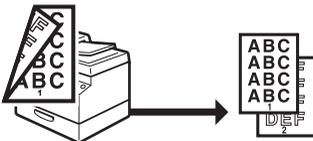
Job recall



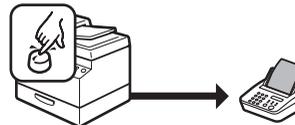
Using the group address



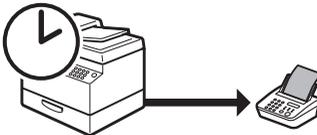
Sending 2-sided originals (p. 5-47)



Favorites (p. 5-54)

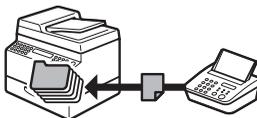


Delayed sending (p. 5-49)

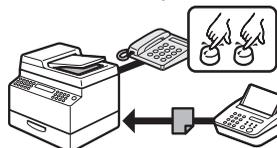


Various receiving functions

Memory lock reception (p. 5-112)



Remote reception (fax) (p. 5-104)



Introduction to Using Fax Functions

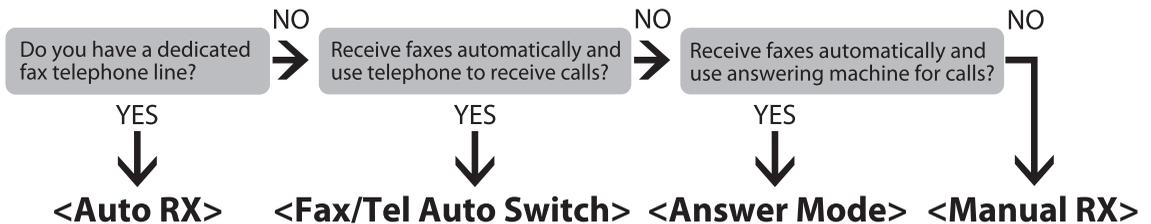
This section describes the things that you must do before using fax functions.

Be sure to set the following items first:

- Your fax number
Register your machine's fax number. (See "Registering Your Machine's Fax Number," on p. 5-16.)
- Your personal name or company name
Register your name or company name. (See "Registering the Machine's Name," on p. 5-14.)
- Time and date
Set the current time and date. (See "Setting the Current Date and Time," on p. 5-12.)
- Your telephone line type
Set the type of telephone line that is connected to the machine. (See "Setting the Type of Telephone Line," on p. 5-13.)
- Fax receiving mode
Set how the machine receives fax documents to suit your needs. (See "Methods for Receiving Faxes," on p. 5-4.)

Methods for Receiving Faxes

Your machine provides several methods for receiving fax documents. You can receive documents automatically or manually. Follow the chart below to choose the fax receive mode that best suits your needs. The default setting is <Auto RX>.



Auto RX Mode

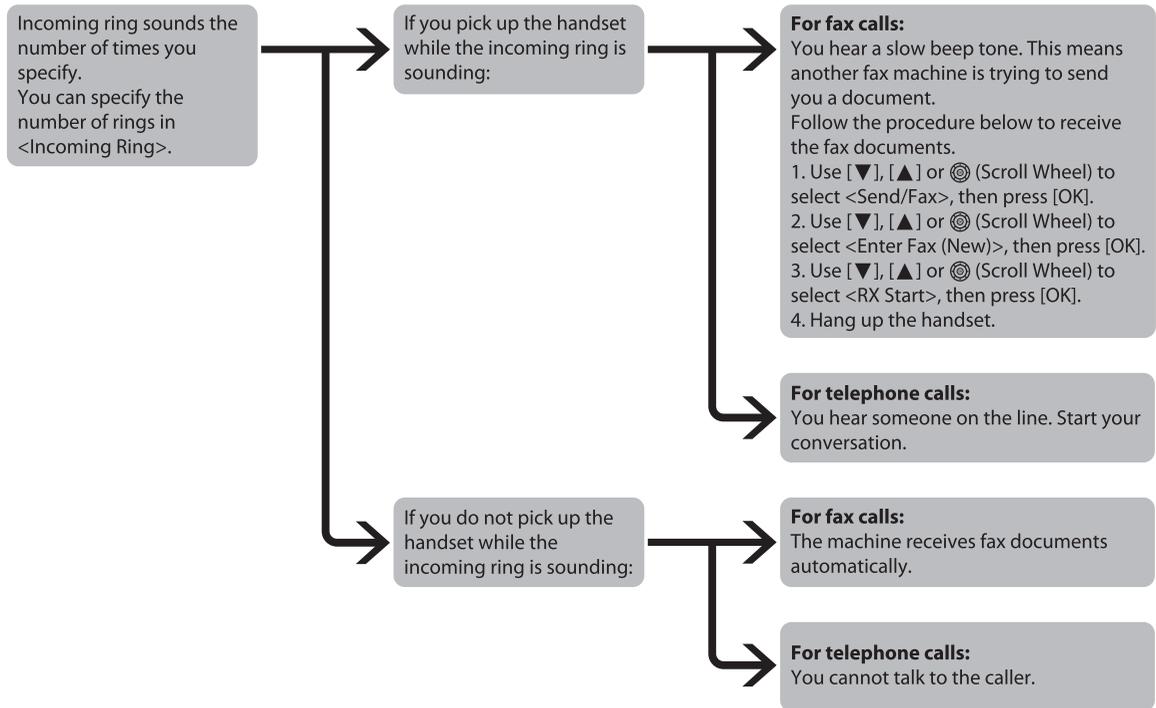
In this mode, the machine receives documents automatically. Select this mode if you use the machine for fax operations only, and not for voice communications using an external telephone.

● Before using this mode

Simply set the receive mode to <Auto RX>. (See “Selecting the Receive Mode,” on p. 5-9.)

● When an incoming call is received

- With no external telephone connected to the machine:
 - For fax calls, the machine receives fax documents automatically.
 - For telephone calls, you cannot talk to the caller.
- With external telephone connected to the machine:



NOTE

If you want to change <Incoming Ring>, see “Setting the Incoming Ring Tone,” on p. 5-102.

Fax/Tel Auto Switch Mode

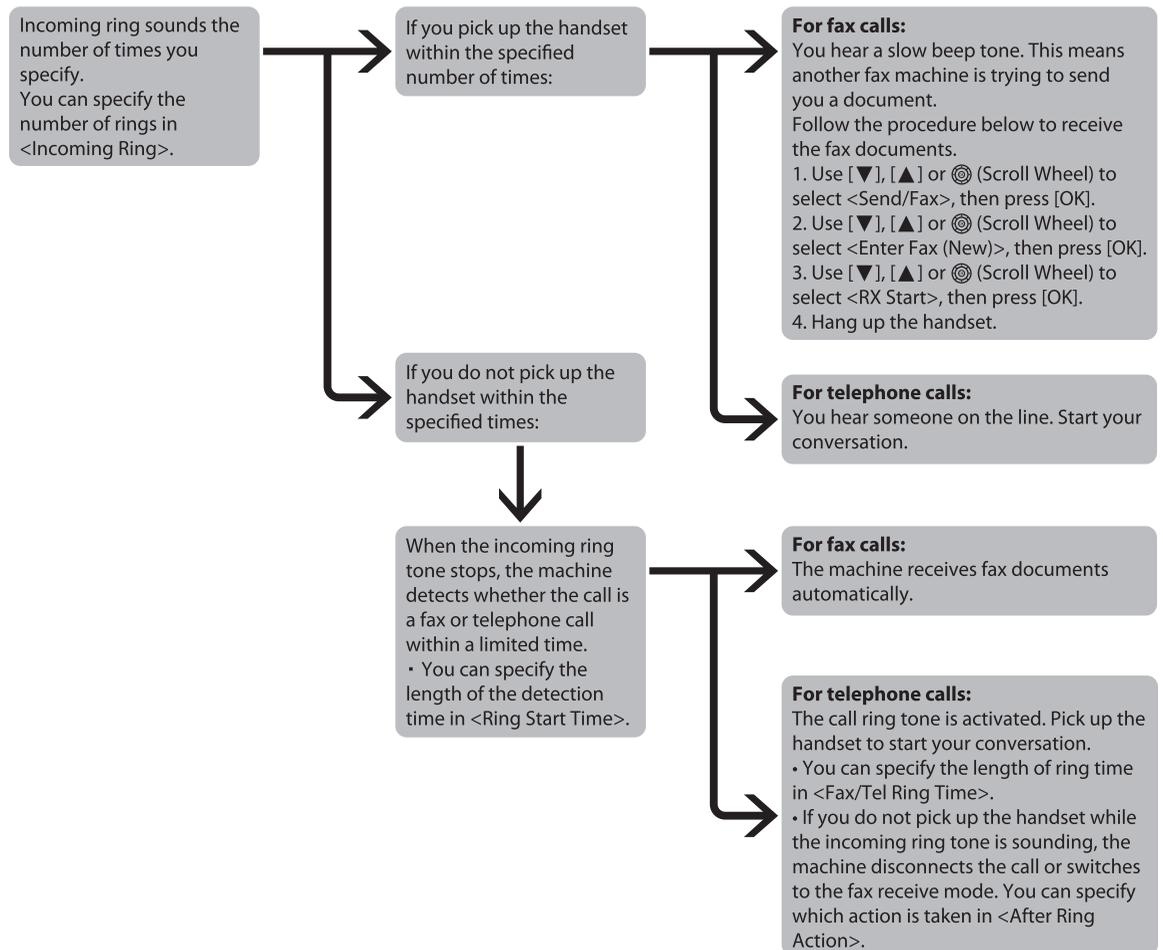
In this mode, the machine receives documents automatically for fax calls and the external telephone connected to the machine rings for telephone calls. (If <Incoming Ring> is set to <On>, the external telephone rings for both fax and telephone calls. To set the telephone to ring only when a telephone call is received, set <Incoming Ring> to <Off>.)

● Before using this mode

Make sure to do the following:

- Connect your external telephone to the machine. (See “Introduction of the Machine,” in the e-Manual.)
- Set the receive mode to <Auto/Tel Auto Switch>. (See “Selecting the Receive Mode,” on p. 5-9.)

● When an incoming call is received



NOTE

- If you want to change <Incoming Ring>, see “Setting the Incoming Ring Tone,” on p. 5-102.
- If you want to change <Ring Start Time>, <Fax/Tel Ring Time>, or <After Ring Action>, see “Selecting the Receive Mode,” on p. 5-9.

Answer Mode

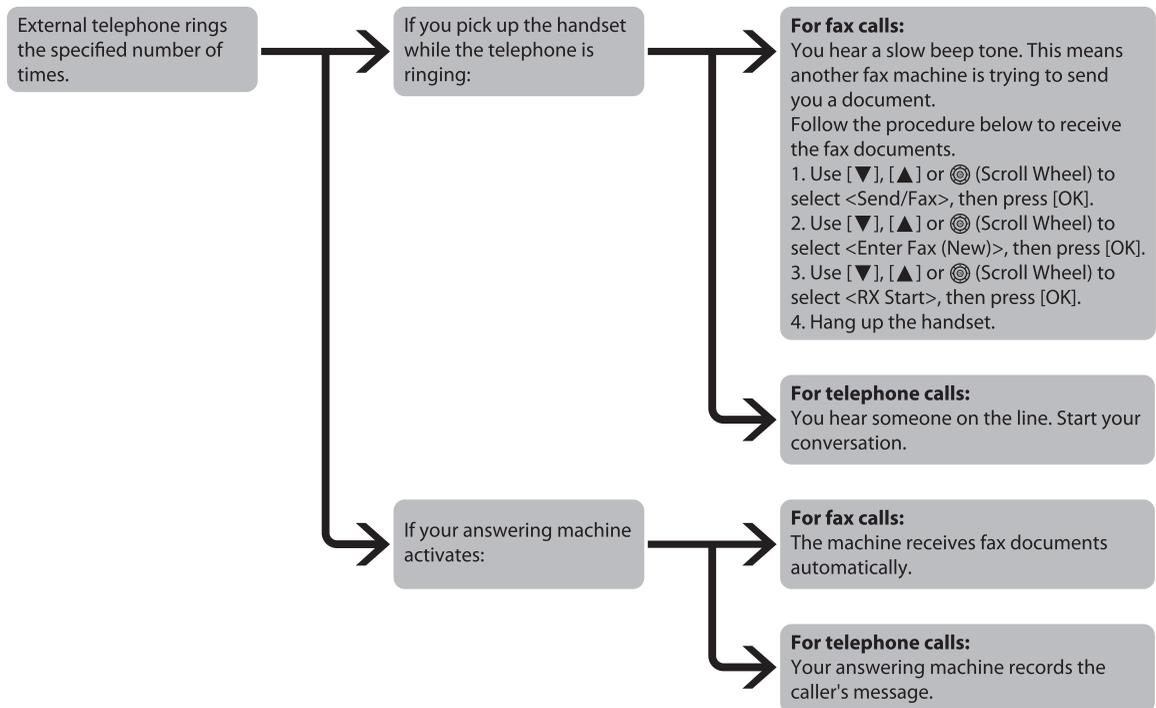
In this mode, the machine receives documents automatically for fax calls and your answering machine records a message for telephone calls.

● Before using this mode

Make sure to do the following:

- Connect your external telephone with built-in answering machine to the machine. (See “Introduction of the Machine,” in the e-Manual.)
- Set your answering machine to answer after 1 to 2 rings.
- Record a message on your answering machine. (When you record a message, we recommend you insert about 4 seconds of silence at the beginning of the message, or limit the message to 20 seconds.)
- Set the receive mode to <Answer Mode>. (See “Selecting the Receive Mode,” on p. 5-9.)

● When an incoming call is received



NOTE

- This mode does not support voice mail.
- Make sure to change the receive mode if you turn off your answering machine; otherwise, the machine cannot receive fax documents automatically.

Manual RX Mode

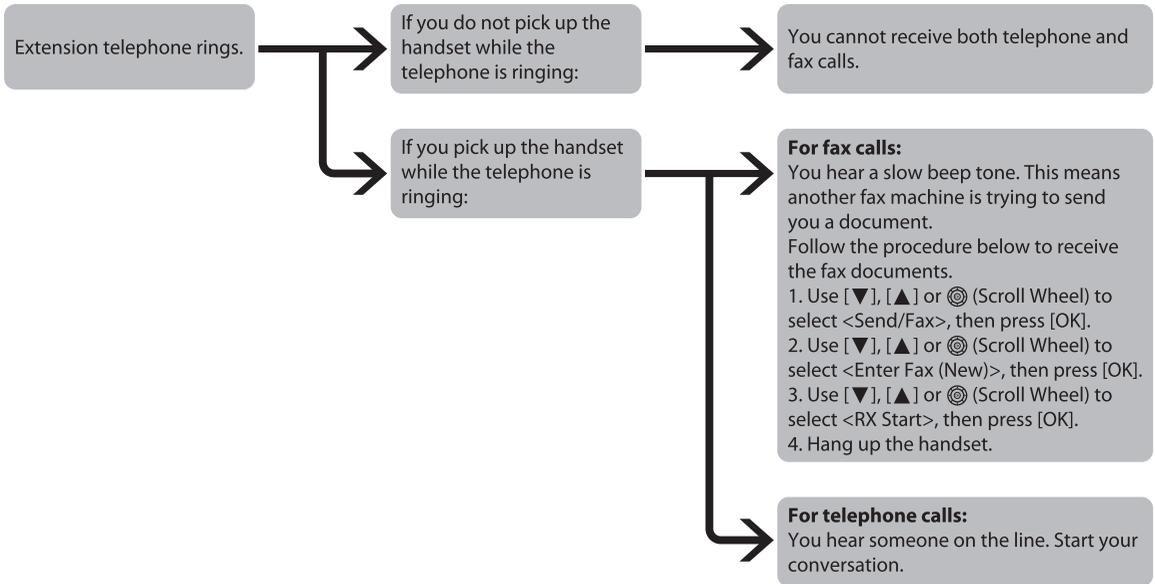
In this mode, you can monitor all incoming calls by picking up the handset each time your telephone rings. This mode is a suitable option if you expect to use the machine mainly as a telephone, and only occasionally receive fax documents.

● Before using this mode

Make sure to do the following:

- Connect your external telephone to the machine. (See “Introduction of the Machine,” in the e-Manual.)
- Set the receive mode to <Manual RX>. (See “Selecting the Receive Mode,” on p. 5-9.)

● When an incoming call is received



*If <Remote RX> is set to <On>, you can also start to receive fax documents by dialing from your telephone. (See “Receiving Documents Manually with an External Telephone (Remote Reception),” on p. 5-104.)

NOTE

If you do not pick up the handset, you receive neither telephone nor fax calls. However, setting <Manual/Auto Switch> to <On> enables you to receive fax documents automatically after the telephone rings for a specified length of time. (See “Adjusting the Auto Switch Time for the Manual RX Mode,” on p. 5-106.)

DRPD Mode

DRPD (Distinctive Ring Pattern Detection) service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line, allowing you to have both a fax number(s) and a telephone number(s) using only one telephone line. Your fax will automatically monitor incoming calls and based on the ring pattern, will let you know if the call is a fax or voice call. Set the fax ring pattern that matches the pattern assigned by your telephone company. Contact your telephone company for availability.

● Before using this mode

Make sure to do the following:

- Subscribe to a DRPD service. Contact your telephone company for availability.
- Connect your external telephone to the machine. (See “Introduction of the Machine,” in the e-Manual.)
- Set the receive mode to <DRPD>. (See “Selecting the Receive Mode,” on p. 5-9.)

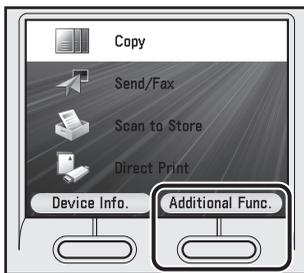
Selecting the Receive Mode

Select the fax receive mode to suite your needs.

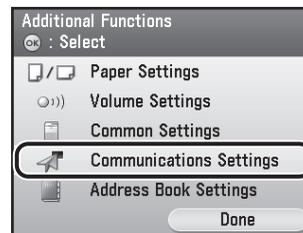
The default setting is <Auto RX>.

1 Press  (Main Menu).

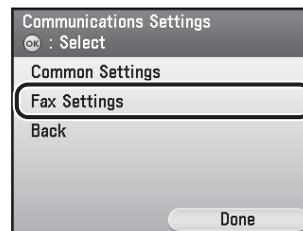
2 Press the right Any key to select <Additional Func.>.



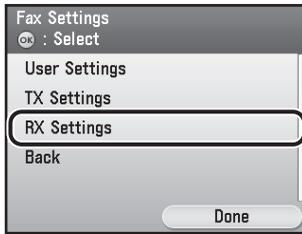
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



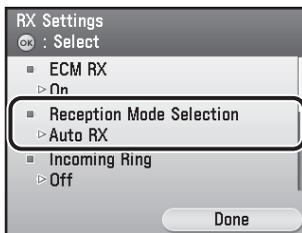
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



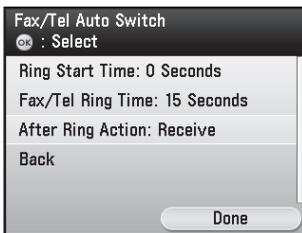
- 5** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <RX Settings>, then press [OK].



- 6** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Reception Mode Selection>, then press [OK].



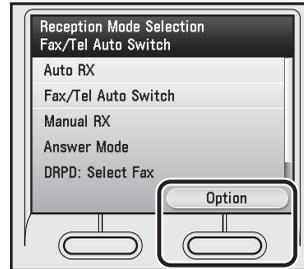
- 7** Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired receive mode, then press [OK].



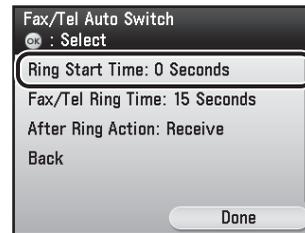
For <Fax/Tel Auto Switch> and <DRPD>, you can specify optional settings. If you want to specify the optional settings, press [OK] again.

- If you specify the optional settings for <Fax/Tel Auto Switch>:

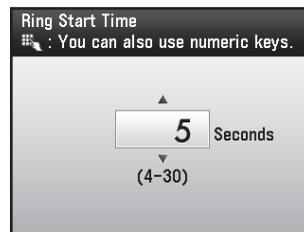
- ① Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Fax/Tel Auto Switch>, then press the right Any key to select <Option>.



- ② Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Ring Start Time>, then press [OK].

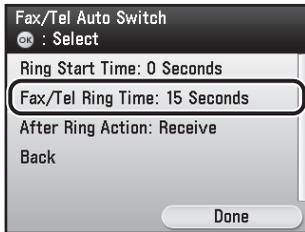


- ③ Use [▼], [▲] or ⌚ (Scroll Wheel) to specify the duration (4 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

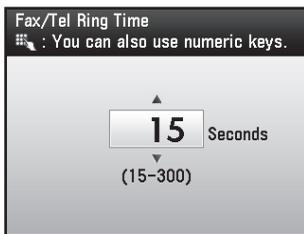


- You can also use ① - ⑨ (numeric keys) to specify the duration.
- If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.
- The default setting is <6 Seconds>.

- ④ Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <Fax/Tel Ring Time>, then press [OK].

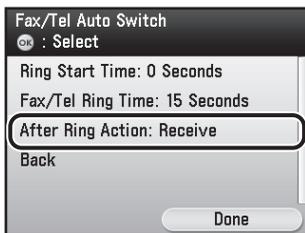


- ⑤ Use [▼], [▲] or Ⓞ (Scroll Wheel) to specify the duration (15 to 300 seconds) of ringing, then press [OK].

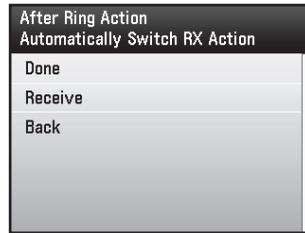


- You can also use ① – ⑨ (numeric keys) to specify the duration.
- The default setting is <15 Seconds>.

- ⑥ Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <After Ring Action>, then press [OK].



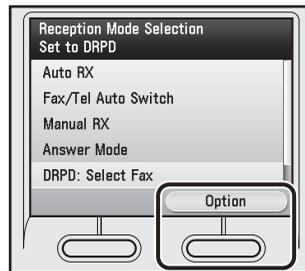
- ⑦ Use [▼], [▲] or Ⓞ (Scroll Wheel) to select the action the machine will take after the ringing ends, then press [OK].



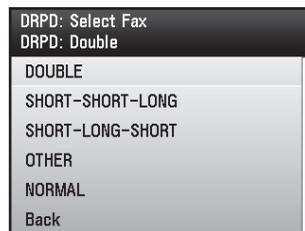
- <Done>: Disconnects the call.
- <Receive>: Receives a fax.

- If you specify the optional settings for <DRPD>:

- ① Use [▼], [▲] or Ⓞ (Scroll Wheel) to select <DRPD>, then press the right Any key to select <Option>.



- ② Use [▼], [▲] or Ⓞ (Scroll Wheel) to select a ring pattern, then press [OK].



- 8 Press  (Main Menu) to return to the Main Menu screen.

Setting the Current Date and Time

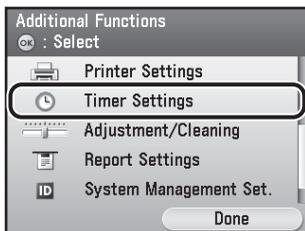
You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.



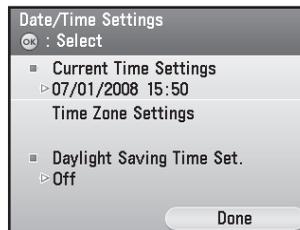
3 Use [▼], [▲] or  (Scroll Wheel) to select <Timer Settings>, then press [OK].



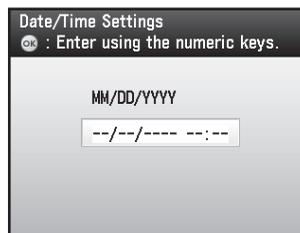
4 Use [▼], [▲] or  (Scroll Wheel) to select <Date/Time Settings>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select <Current Time Settings>, then press [OK].



6 Enter the current date and time using  –  (numeric keys), then press [OK].



7 Press  (Main Menu) to return to the Main Menu screen.

Setting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If this setting is incorrect, you will be unable to communicate with other machines. Be sure to check the type of telephone line that you are using, and make the correct setting.

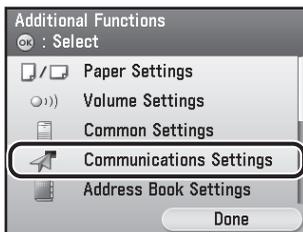
The default setting is <Tone>.

1 Press  (Main Menu).

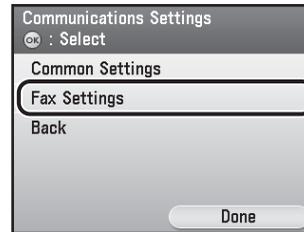
2 Press the right Any key to select <Additional Func.>.



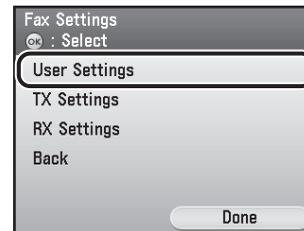
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



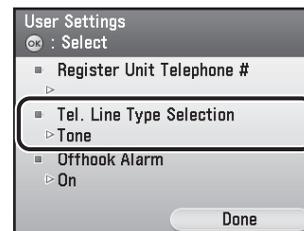
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



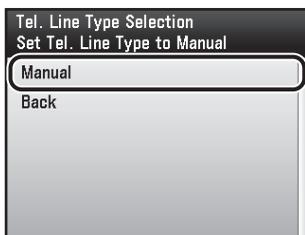
5 Use [▼], [▲] or  (Scroll Wheel) to select <User Settings>, then press [OK].



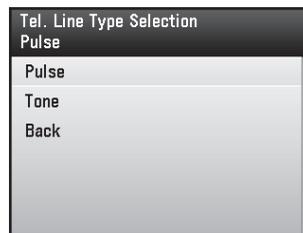
6 Use [▼], [▲] or  (Scroll Wheel) to select <Tel. Line Type Selection>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Manual>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to select the type of telephone line, then press [OK].



- <Pulse>: Pulse dialing
- <Tone>: Tone dialing
- If you do not know the telephone line type, call your telephone service provider for details.

- 9** Press  (Main Menu) to return to the Main Menu screen.

Registering the Machine's Name

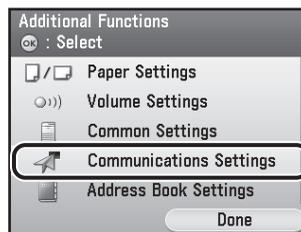
Your name or company's name must be registered as the machine's name.

When you send a document, the name that you registered is printed as the sender's name on the recipient's paper.

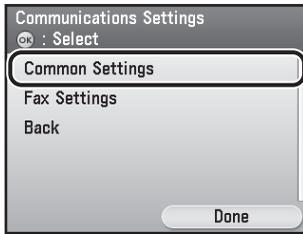
- 1** Press  (Main Menu).
- 2** Press the right Any key to select <Additional Func.>.



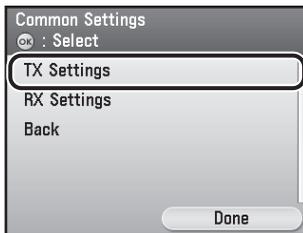
- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



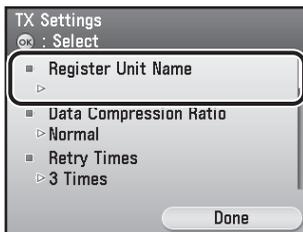
- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



- 5** Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Register Unit Name>, then press [OK].



- 7** Use the software keyboard to enter the machine's name, then press the right Any key to select <Set>.



For information on using the software keyboard, see "Entering Characters," on p. 1-19.

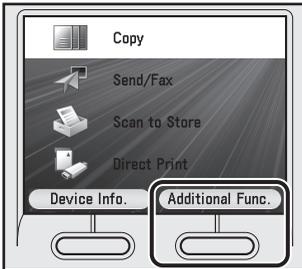
- 8** Press  (Main Menu) to return to the Main Menu screen.

Registering Your Machine's Fax Number

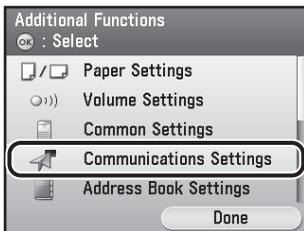
Your machine's fax number must be registered. When you send a document, the number that you registered is printed on the recipient's paper.

1 Press  (Main Menu).

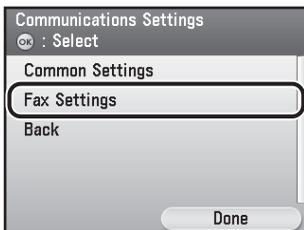
2 Press the right Any key to select <Additional Func.>.



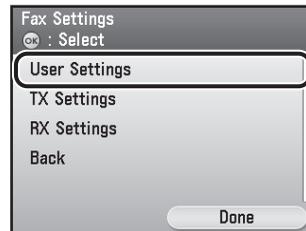
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



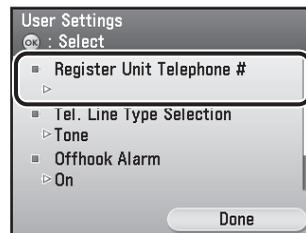
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



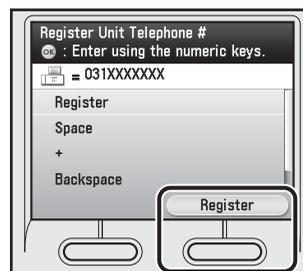
5 Use [▼], [▲] or  (Scroll Wheel) to select <User Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <Register Unit Telephone #>, then press [OK].



7 Enter the machine's fax number using  (numeric keys), then press the right Any key to select <Register>.



8 Press  (Main Menu) to return to the Main Menu screen.

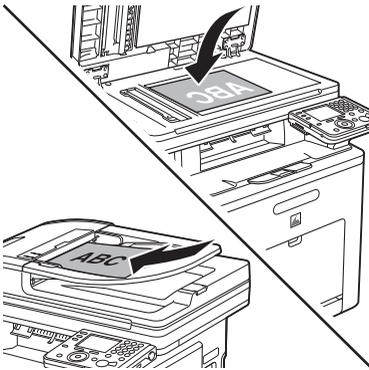
Sending Fax Documents

This section describes the settings and procedures for sending fax documents.

Basic Methods for Sending Faxes

This section describes the flow of sending faxes.

1 Place your originals.

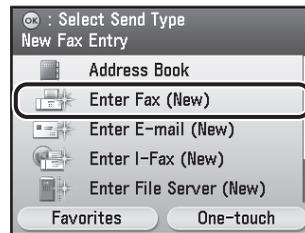


2 Press  (Main Menu).

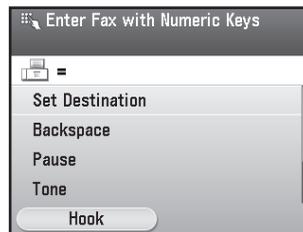
3 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].

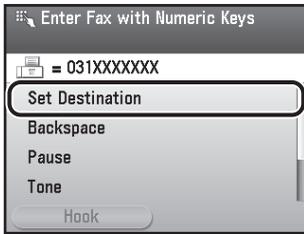


5 Enter the fax number using  – ,  and  (numeric keys).

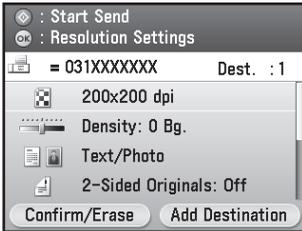


- You can enter up to 120 characters for the fax number.
- For details about how to specify destinations, see “Specifying Destinations,” on p. 5-30.

6 Use [▼], [▲] or (Scroll Wheel) to select <Set Destination>, then press [OK].



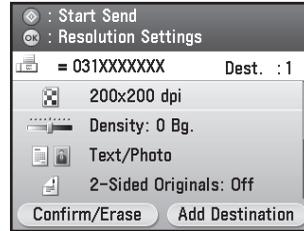
7 Make the scan settings you require.



You can specify the following settings:

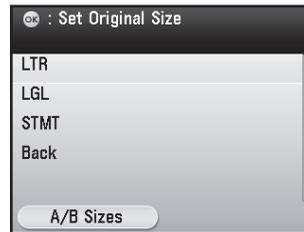
- <Resolution Settings>: Adjusts the resolution of originals. (See "Selecting Resolution," on p. 5-41.)
- <Density/Background Rem.Set.>: Adjusts the density and the background color of originals. (See "Adjusting Density," on p. 5-42.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Selecting Image Quality," on p. 5-45.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "2-Sided Original," on p. 5-47.)
- <Delayed TX Settings>: Sends scanned documents at a specified time. (See "Sending Originals at a Preset Time (Delayed Sending)," on p. 5-49.)
- <Direct Send Settings>: Sends each page of the document to the destination as it is scanned. (See "Direct Sending," on p. 5-52.)
- <Register Favorites>: Stores frequently used send settings for future use. (See "Favorites," on p. 5-54.)

8 Press (Start)

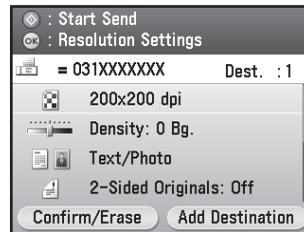


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press (Stop).

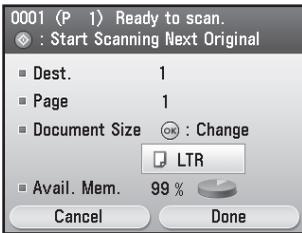
9 Use [▼], [▲] or (Scroll Wheel) to select the original size, then press [OK].



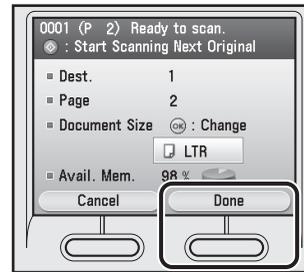
10 Press (Start).



- 11** Follow the instructions on the display, then press  (Start) once for each original.



- 12** When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

Calling the Recipient before Sending Fax Documents (Manual Sending)

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

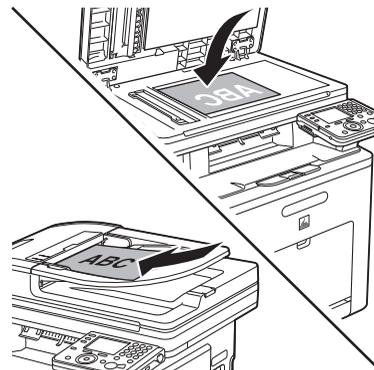
NOTE

You cannot use group addresses for manual sending.

- 1** Connect an external telephone to the machine if you want to talk to the recipient before sending a document.

For information on how to connect an external telephone to the machine, see "Introduction of the Machine," in the e-Manual.

- 2** Place your originals.



NOTE

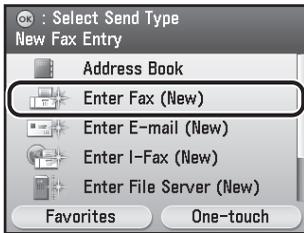
You can only send one page at a time when you place your original on the platen glass.

3 Press  (Main Menu).

4 Use ,  or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



5 Use ,  or  (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].



6 Press the left Any key to select <Hook> or pick up the handset of your external telephone.



7 Dial the recipient's fax number.

- You can enter up to 120 characters for the fax number.
- Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

8 Talk through the handset to the recipient.

- If you select <Hook> in step 6, you can pick up the handset when you hear the recipient's voice.
- If you hear a high-pitched signal instead of the recipient's voice, go to step 10.

9 Ask the recipient to set their fax machine to receive faxes.

10 When you hear a high-pitched signal, use ,  or  (Scroll Wheel) to select <RX Start>, then press [OK] before hanging up the handset.

- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel>.

Switching Temporarily to Tone Dialing

If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).

NOTE

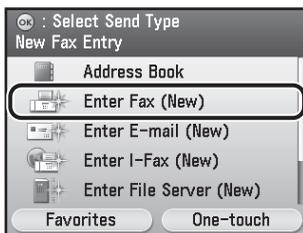
To talk to the other party, you will need to connect an external telephone to the machine.

1 Press  (Main Menu).

2 Use ,  or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



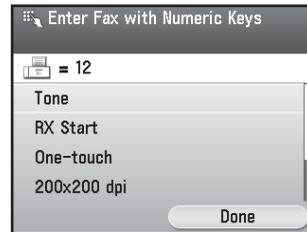
3 Use ,  or  (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].



4 Press the left Any key to select <Hook>.

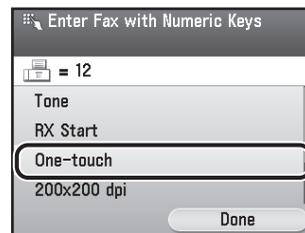


5 Enter the number of the fax information service using  –  (numeric keys).



■ If you are using one-touch:

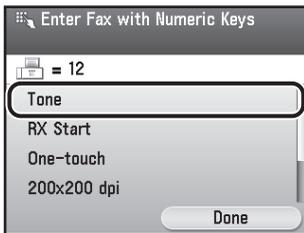
① Use ,  or  (Scroll Wheel) to select <One-touch>, then press [OK].



② Use ,  or  (Scroll Wheel) to select the desired one-touch, then press the right Any key to select <Set>.

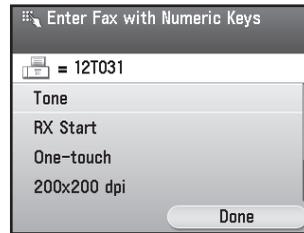


- 6** When the recorded message of the information service answers, use [▼], [▲] or  (Scroll Wheel) to select <Tone> to switch to tone dialing, then press [OK].

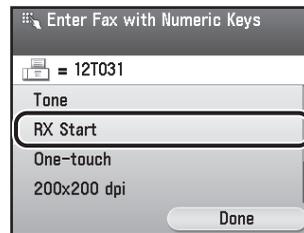


- If you are already using this machine with tone dialing, this step is not necessary.
- After you press <Tone>, <T> appears on the display.

- 7** Enter the numbers requested by the information service using  –  (numeric keys).



- 8** Use [▼], [▲] or  (Scroll Wheel) to select <RX Start>, then press [OK] if you require a faxed copy of the information.

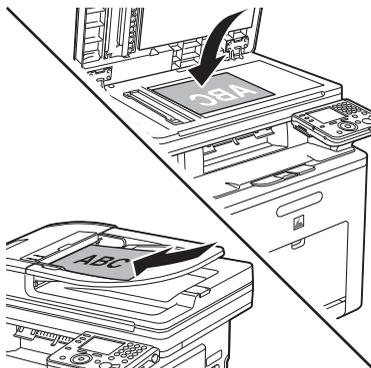


If you do not require a faxed copy of the information, press the right Any key to select <Done>.

Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

- 1** Place your originals.

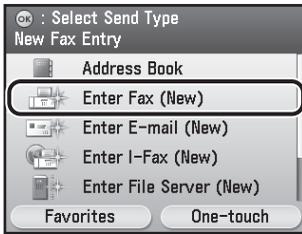


- 2** Press  (Main Menu).

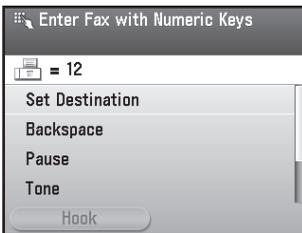
- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



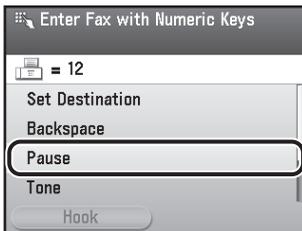
- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].



- 5** Enter the international access code using 0 – 9 (numeric keys).



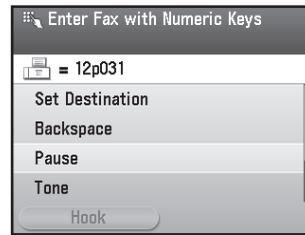
- 6** If necessary, use [▼], [▲] or  (Scroll Wheel) to select <Pause>, then press [OK].



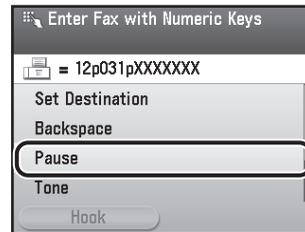
 **NOTE**

- You can enter successive pauses within the fax number to make the pause time longer.
- You can change the length of a pause inserted within the fax number in <Set Pause Time>. The default setting is two second. (See “Adjusting the Pause Time,” on p. 5-69.)

- 7** Enter the country code, the area code, and the fax number of the recipient.



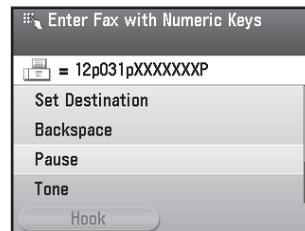
- 8** If necessary, use [▼], [▲] or  (Scroll Wheel) to select <Pause>, then press [OK].



 **NOTE**

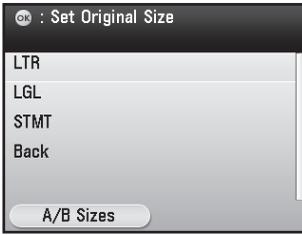
Pauses entered at the end of fax numbers are always 10 seconds long.

- 9** Press  (Start).

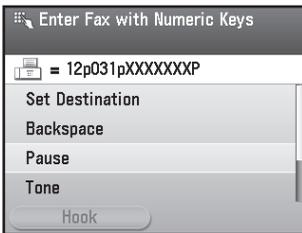


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel>.

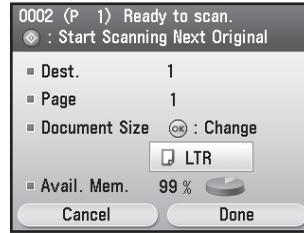
10 Use [▼], [▲] or (Scroll Wheel) to select the original size, then press [OK].



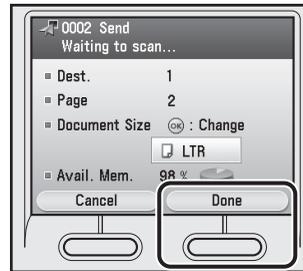
11 Press (Start).



12 Follow the instructions on the display, then press (Start) once for each original.



13 When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel>.

Basic Methods for Sending I-Faxes

This section describes the flow of sending I-faxes.

NOTE

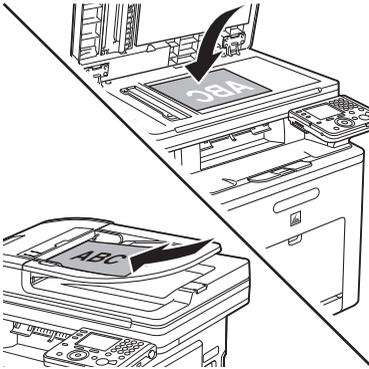
The following conditions are always selected:

- 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 × 100 dpi or B&W 200 × 200 dpi

1 Place your originals.

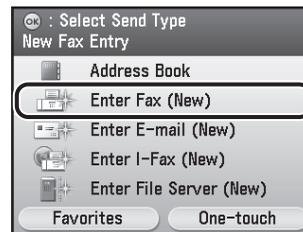


2 Press (Main Menu).

3 Use [▼], [▲] or (Scroll Wheel) to select <Send/FAX>, then press [OK].



4 Use [▼], [▲] or (Scroll Wheel) to select <Enter I-Fax (New)>, then press [OK].



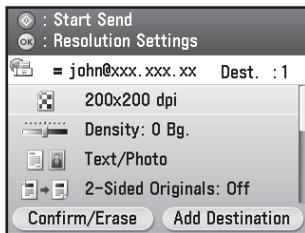
5 Use the software keyboard to enter the I-fax address, then press the right Any key to select <Set>.



- You can enter up to 120 characters for the I-fax address.
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.



6 Make the scan settings you require.



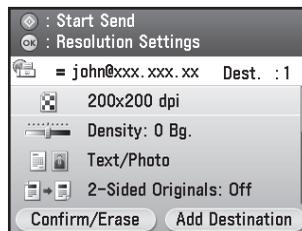
You can specify the following settings:

- <Color/File Format Settings>: Sets <B&W TIFF (Divide into Pages)> or <B&W TIFF (Do Not Divide into Pages)>.*
- <Resolution Settings>: Adjusts the resolution of originals. (See “Fax,” in the e-Manual.)
- <Density/Background Rem.Set.>: Adjusts the density and the background color of originals. (See “Fax,” in the e-Manual.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See “Fax,” in the e-Manual.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See “Fax,” in the e-Manual.)
- <Delayed TX Settings>: Sends scanned documents at a specified time. (See “Fax,” in the e-Manual.)
- <Send Document Name Settings>: Sets the document’s name. (See “Fax,” in the e-Manual.)
- <Subject/Message Settings>: Sets the subject line and message body text. (See “Fax,” in the e-Manual.)
- <Reply-to Settings>: Sets the reply-to address. (See “Fax,” in the e-Manual.)
- <Register Favorites>: Stores frequently used send settings for future use. (See “Fax,” in the e-Manual.)

* If you want to divide multiple images into single pages and send each page as a separate file, use [▼], [▲] or Ⓒ (Scroll Wheel) to select <B&W TIFF (Divide into Pages)>, then press [OK].

If you want to send multiple images as a single file without dividing them, use [▼], [▲] or Ⓒ (Scroll Wheel) to select <B&W TIFF (Do Not Divide into Pages)>, then press [OK].

7 Press Ⓒ (Start).

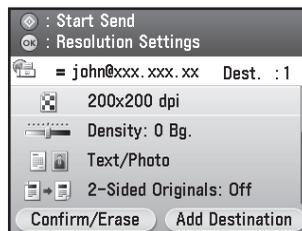


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press ⏹ (Stop).

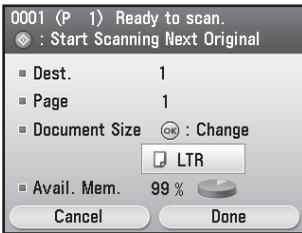
8 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the original size, then press [OK].



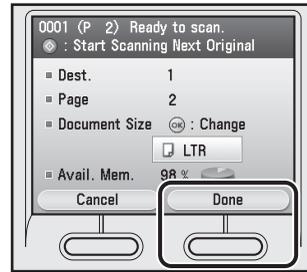
9 Press Ⓒ (Start).



- 10** Follow the instructions on the display, then press  (Start) once for each original.



- 11** When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

Basic Methods for Sending PC Faxes

This section describes the flow of sending PC faxes.

NOTE

Faxing methods may differ depending on the application you are using. For details, see the instruction manuals provided with the application software.

- 1** Open the document you want to fax from the application.

- 2** Select [Print] from the [File] menu.

NOTE

The procedure for displaying the [Print] dialog box may differ depending on the application you are using.

- 3** Select your fax from [Name], then click [Properties].

NOTE

- The fax name displayed in the fax driver screen is changed by settings in the [Printers] folder (or [Printers and Faxes]). (See “Fax,” in the e-Manual.)
- The procedure for displaying the fax driver screen may differ depending on the applications you are using.

- 4** Configure the required settings in the fax driver screen, then click [OK].

- 5** Click [OK].

6 Specify recipient name and fax number in the [Sending Settings] sheet → click [Add to Recipient List].



NOTE

- The number of recipients to which you can send simultaneously depends on the conditions of cover sheet attachment. For more information, click [Help] in the bottom right-hand corner of the fax driver window to view the online help.
- You can select a recipient from the address book by clicking [Address Book]. (See “Fax,” in the e-Manual.)
- For Windows 2000/XP/Server 2003/Vista, you can use or edit the address book only if you are permitted access to the folder where the address book file is saved (by default, Power Users and higher have access to the folder). If you are not permitted access to the folder, log on as a user who has access to the folder, or click [Specify a Folder] in the [Edit Address Book] sheet, and save the address book file in a folder, such as the [My Documents] folder, where you have write permission. (See “Fax,” in the e-Manual.)

7 If you want to attach a cover sheet, select [Cover Sheet] sheet → specify a format for the cover sheet.

See “Fax,” in the e-Manual for cover sheet attachment.

8 Click [OK].

Canceling Sending Fax Documents

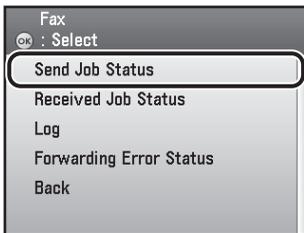
Follow this procedure to cancel a transmission in progress.

1 Press  (Status Monitor/Cancel) during transmission.

2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Fax>, then press [OK].



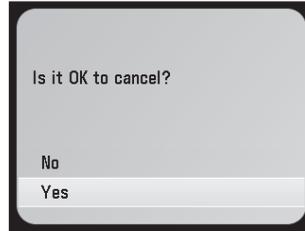
3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Send Job Status>, then press [OK].



4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the job you want to cancel, then press the right Any key to select <Cancel>.



5 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <No> or <Yes>, then press [OK].



6 Press  (Main Menu) to return to the Main Menu screen.

Specifying Destinations

This section describes how to specify a fax destination. You can select a destination stored in the Address Book or a one-touch, or specify a new destination.

NOTE

- If <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, you can only specify a destination using <Address Book> or <Log>. If you select <Log>, you can select only settings stored. (See “Security,” in the e-Manual.)
- 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 “Registering Fax Numbers in the Address Book,” on p. 3-2.)
- You can specify only one destination at a time in <Enter Fax (New)>.

Specifying a New Fax Number

You can specify a new fax number using 0 – 9, *, and # (numeric keys).

NOTE

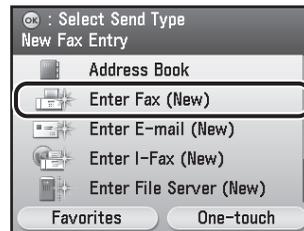
For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

1 Press  (Main Menu).

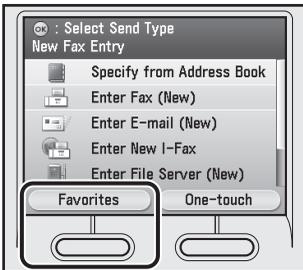
2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Use [▼], [▲] or  (Scroll Wheel) to select <Enter Fax (New)>, then press [OK].



4 Enter a fax number using 0 – 9, *, and # (numeric keys).



You can enter up to 120 characters for the fax number.

Details of each item are shown below.

- <Set Destination>: Set the desired destination.
- <Backspace>: Delete the last number entered.
- <Pause>: 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.

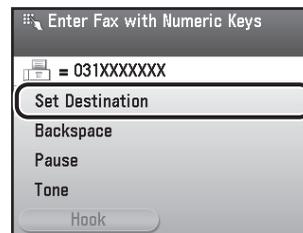
When dialing an overseas number, insert a pause after the country code and at the end of the fax number. (See “Dialing an Overseas Number (With Pauses),” on p. 5-22.)

- <Tone>: Select 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 select <Tone> and press [OK], the letter <T> appears.
- <Direct Send>: Send documents directly to the recipient. Select <On>, then press [OK]. If you do not select direct sending mode, memory sending mode is used. (See “Direct Sending,” on p. 5-52.)
- <Hook>: Send a fax document manually or use tone dialing. (See “Calling the Recipient before Sending Fax Documents (Manual Sending),” on p. 5-19, or “Switching Temporarily to Tone Dialing,” on p. 5-21.)

NOTE

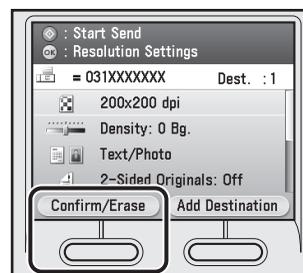
- You cannot insert a pause at the beginning of a number.
- If you enter a pause at the end of the number, the pause is always 10 seconds long.
- You can press (Clear) to clear your entry.
- If <Confirm Entered Fax No.> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, you should enter the fax number again for confirmation. Enter the fax number you entered in step 4, then press [OK]. (See “Security,” in the e-Manual.)

5 Use , , or (Scroll Wheel) to select <Set Destination>, then press [OK].



- If you want to clear the specified destination:

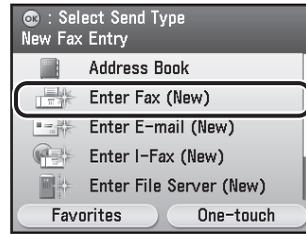
- ① Press the left Any key to select <Confirm/ Erase>.



- ② Check the destination you want to clear is selected, then press the left Any key to select <Erase>.



- ③ Specify a destination again.



Using the Address Book

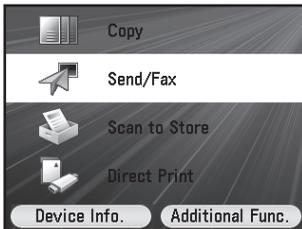
You must specify the destination to send documents. A maximum of 300 (200 for the Color imageCLASS MF8450c) destinations (including 200 one-touch destinations) can be stored. If you store addresses in the Address Book, you can easily select them.

NOTE

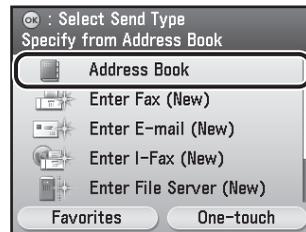
- To use this feature, you must first register destinations in the Address Book. (See "Registering Fax Numbers in the Address Book," on p. 3-2.)
- If you use the Color imageCLASS MF8450c, you can register only one-touch destinations in the Address Book.
- Address Books can be saved, imported, and transferred using the Remote User Interface. (See "Settings from a PC," in the e-Manual.)
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press (Main Menu).

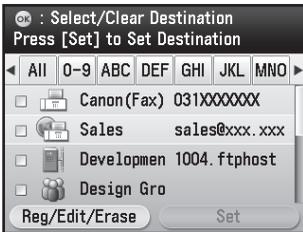
2 Use [▼], [▲] or (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Use [▼], [▲] or (Scroll Wheel) to select <Address Book>, then press [OK].



- 4** Use [▼], [▲] or  (Scroll Wheel) to select the desired destination, then press [OK].



The icons displayed on the Address Book are:

-  : Fax
-  : E-mail
-  : I-Fax
-  : File Server
-  : Group

You can select multiple destinations at a time.

 **NOTE**

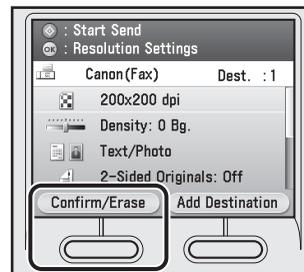
- You can use [◀], [▶] to restrict the displayed range of destinations.
- If the register name is longer than 10 characters, the first 10 characters are displayed in the name column in the Address Book.
- If the registered destination name is longer than 13 characters, the first 13 characters are displayed in the destination column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.

- 5** Press the right Any key to select <Set>.



- If you want to clear the specified destination:

- ① Press the left Any key to select <Confirm/Erase>.

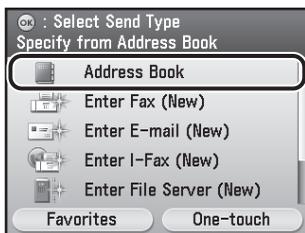


- ② Check the destination you want to clear is selected, then press the left Any key to select <Erase>.



If multiple destinations are specified, clear the other destinations as necessary.

③ Specify a destination again.



Using the One-Touch

You can specify up to 200 destinations in one-touch.

Follow the procedure below to start a transmission and send a document using one-touch.

NOTE

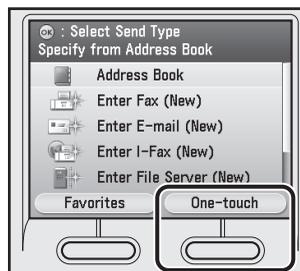
- To use this feature, you must first register destinations in one-touch. (See "Registering Fax Numbers in One-Touch," on p. 3-26.)
- If you use the Color imageCLASS MF8450c, you can register only one-touch destinations in the Address Book.
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press  (Main Menu).

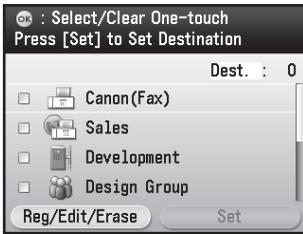
2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Press the right Any key to select <One-touch>.



- 4** Use [▼], [▲] or  (Scroll Wheel) to select the desired destination, then press [OK].



You can select multiple destinations at a time.

 **NOTE**

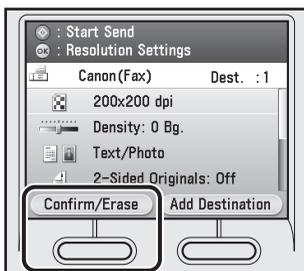
To cancel a selected destination, select the destination again to clear the check mark.

- 5** Press the right Any key to select <Set>.



- If you want to clear the specified destination:

- ① Press the left Any key to select <Confirm/Erase>.

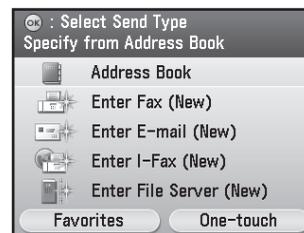


- ② Check the destination you want to clear is selected, then press the left Any key to select <Erase>.



If multiple destinations are specified, clear the other destinations as necessary.

- ③ Specify a destination again.



Using the Group Addresses

Group address enables you to specify a group of registered destinations in the Address Book or one-touch. This is useful if you want to send the same document to several destinations. You can register up to 299 (199 for the Color imageCLASS MF8450c) destinations in one group. You can use the group address from the Address Book or from the one-touch.

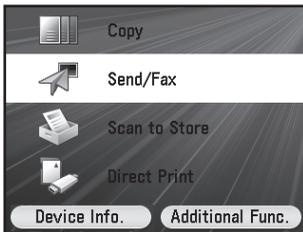
NOTE

For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

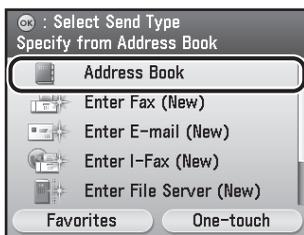
Specifying a Group from the Address Book

1 Press (Main Menu).

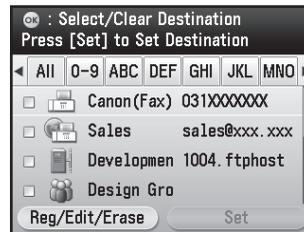
2 Use [▼], [▲] or (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Use [▼], [▲] or (Scroll Wheel) to select <Address Book>, then press [OK].



4 Use [▼], [▲] or (Scroll Wheel) to select the desired group which is made up of several destinations, then press [OK].



You can select multiple destinations at a time.

NOTE

- You can use [◀] or [▶] to restrict the displayed range of destinations.
- To cancel a selected destination, select the destination again to clear the check mark.

5 Press the right Any key to select <Set>.



- If you want to clear the specified destination:

- ① Press the left Any key to select <Confirm/Erase>.

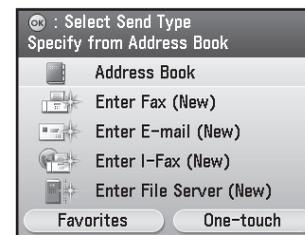


- ② Check the destination you want to clear is selected, then press the left Any key to select <Erase>.



If multiple destinations are specified, clear the other destinations as necessary.

- ③ Specify a destination again.



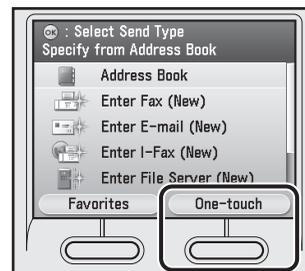
Fax

Specifying a Group from the One-Touch

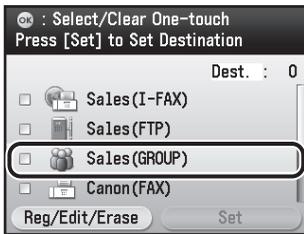
- 1 Press  (Main Menu).
- 2 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



- 3 Press the right Any key to select <One-touch>.



- 4** Use [▼], [▲] or (Scroll Wheel) to select the desired group which is made up of several destinations, then press [OK].



You can select multiple destinations at a time.



NOTE

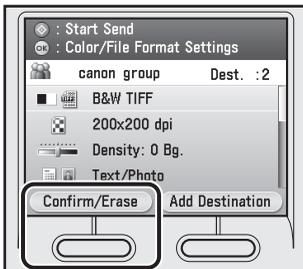
To cancel a selected destination, select the destination again to clear the check mark.

- 5** Press the right Any key to select <Set>.



■ If you want to clear the specified destination:

- ① Press the left Any key to select <Confirm/ Erase>.

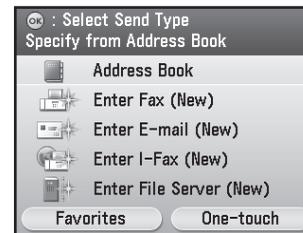


- ② Check the destination you want to clear is selected, then press the left Any key to select <Erase>.



If multiple destinations are specified, clear the other destinations as necessary.

- ③ Specify a destination again.



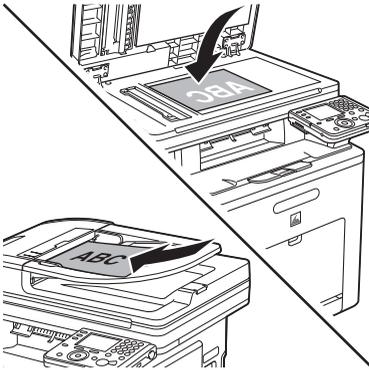
Sending Originals to More Than One Location (Broadcasting)

Broadcasting enables you to send the same document to multiple recipients.

NOTE

- A maximum of 301 (201 for the Color imageCLASS MF8450c) destinations can be specified at the same time. (Out of the 301 or 201 destinations, one new destination can be specified.) If you specify a group of several destinations, each destination is counted as a separate address.
- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.
- When <Restrict Seq. Broadcast> is set to <Prohibit Broadcast>, you cannot send the documents to multiple recipients. (See “Security,” in the e-Manual.)
- You cannot cancel to send only one destination out of the multiple destinations.
- If you specify e-mail or file server addresses as destinations, <Color/File Format Settings> appears on the Send Settings screen. However, this setting is disabled when sending faxes.

1 Place your originals.

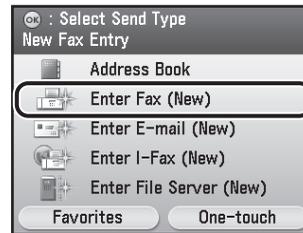


2 Press (Main Menu).

3 Use [**▼**], [**▲**] or (Scroll Wheel) to select <Send/FAX>, then press [OK].



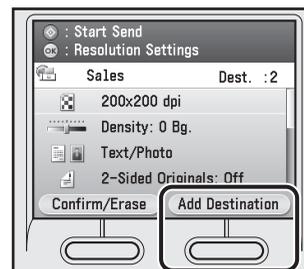
4 Specify a destination.



NOTE

For details about how to specify destinations, see “Specifying Destinations,” on p. 5-30.

5 Press the right Any key to select <Add Destination>.

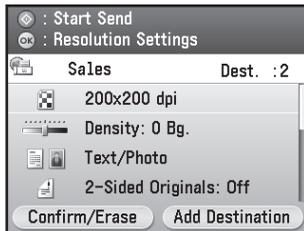


6 Repeat step 4 and 5 until all the destinations are set.

NOTE

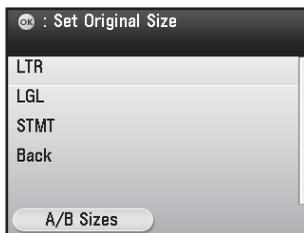
- Only one new destination can be specified. If you add destinations, specify them from Address Book.
- You cannot specify the detail settings for each destination.

7 Press **(Start)**.

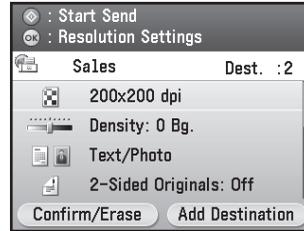


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press **(Stop)**.

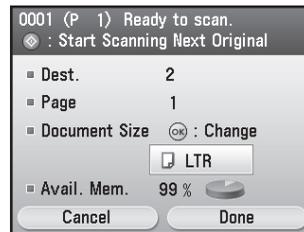
8 Use **[▼]**, **[▲]** or **(Scroll Wheel)** to select the original size, then press **[OK]**.



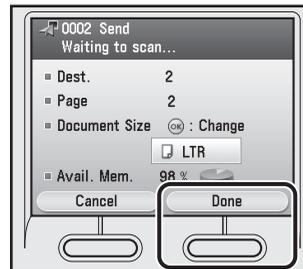
9 Press **(Start)**.



10 Follow the instructions on the display, then press **(Start)** once for each original.



11 When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press **(Stop)**.

Selecting Resolution

You can specify the resolution before scanning the original.
The default setting is <200 × 200 dpi (Fine)>.

NOTE

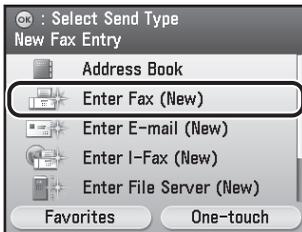
- The maximum size of an image that you can send at a resolution of 400 x 400 dpi is LGL.
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



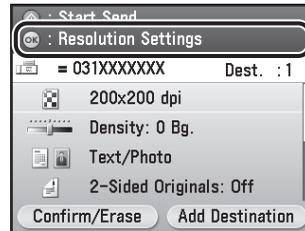
3 Specify a destination.



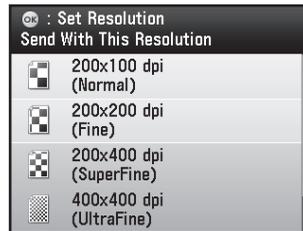
NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or  (Scroll Wheel) to display <Resolution Settings>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select the desired resolution, then press [OK].



Adjusting Density

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

Manual Exposure Adjustment

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

NOTE

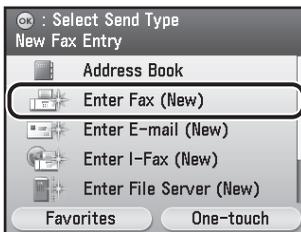
For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



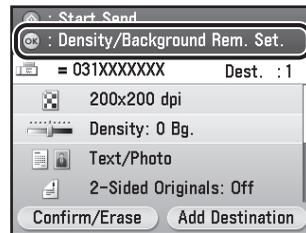
3 Specify a destination.



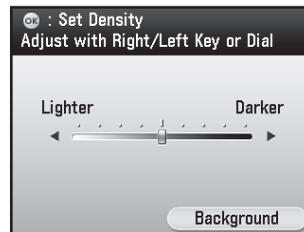
NOTE

For details about how to specify destinations, see “Specifying Destinations,” on p. 5-30.

4 Use [▼], [▲] or  (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].



5 Use [◀], [▶] or (Scroll Wheel) to adjust the density, then press [OK].



Move the indicator to the left to make the exposure lighter or move it to the right to make the exposure darker.

Adjusting Base Color

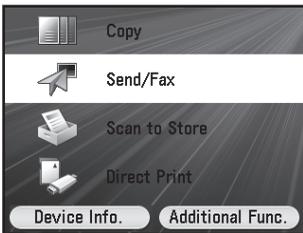
This mode enables you to erase the background color of the original when scanning. This mode is especially useful for scanning originals such as catalogs and paper, that have turned yellow from age.

NOTE

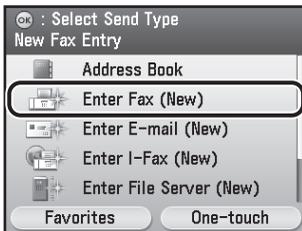
For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



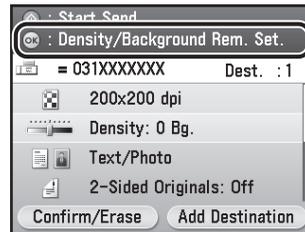
3 Specify a destination.



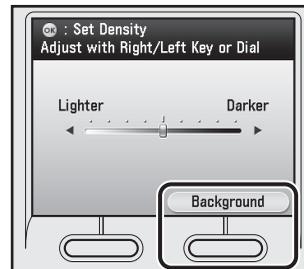
NOTE

For details about how to specify destinations, see “Specifying Destinations,” on p. 5-30.

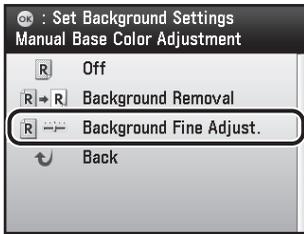
4 Use [▼], [▲] or  (Scroll Wheel) to display <Density/Background Rem. Set.>, then press [OK].



5 Press the right Any key to select <Background>.

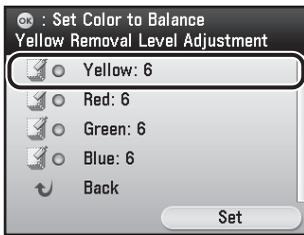


6 Use [▼], [▲] or  (Scroll Wheel) to select background setting, then press [OK].

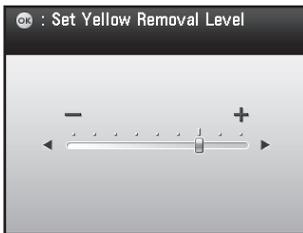


- <Off>: Does not erase the background color of the original.
- <Background Removal>: If you want to erase the background color of the original, following step is not necessary.
- <Background Fine Adjust.>: If you want to make fine adjustments to the density of the background color, go to the next step.

7 Use [▼], [▲] or  (Scroll Wheel) to select the desired color, then press [OK].

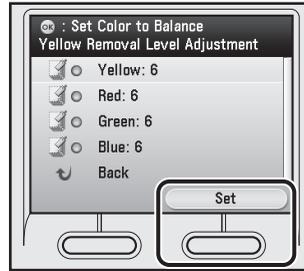


8 Use [◀], [▶] or  (Scroll Wheel) to adjust the strength of the color, then press [OK].



If you adjust the strength of <Yellow>, the levels of <Red> and <Green> adjust automatically to the same level as <Yellow>. If you adjust the strength of <Red> or <Green>, the <Yellow> level returns to its default level.

9 Press the right Any key to select <Set>.



Selecting Image Quality

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

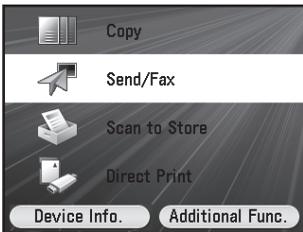
The default setting is <Text/Photo>.

NOTE

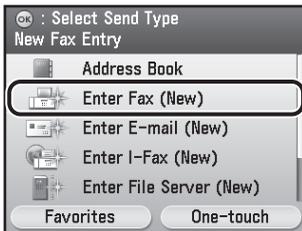
- Combinations of these three modes (Text/Photo, Photo, and Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you scan an original containing halftones, such as a printed image, using the <Photo> mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by using the sharpness mode. (See “Adjusting Sharpness,” on p. 5-83.)
- If the original is a transparency, select the original type and adjust the exposure to the most appropriate level for the original.
- For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

1 Press  (Main Menu).

2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



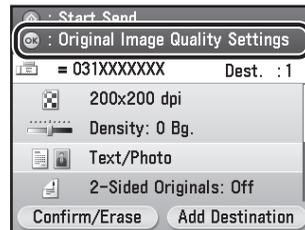
3 Specify a destination.



NOTE

For details about how to specify destinations, see “Specifying Destinations,” on p. 5-30.

4 Use [**▼**], [**▲**] or  (Scroll Wheel) to display <Original Image Quality Settings>, then press [OK].



5 Use [▼], [▲] or (Scroll Wheel) to select the image quality, then press [OK].



- <Text/Photo>: This mode is best suited for scanning originals containing both text and photos such as magazines or catalogs.
- <Text>: This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.
- <Photo>: This mode is best suited for scanning photos printed on photographic paper or photo originals containing halftones (e.g. printed photos).

2-Sided Original

You can set the machine to automatically turn over 2-sided originals that are placed in the feeder, and scan each side separately.

The default setting is <Off>.

NOTE

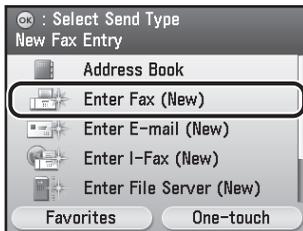
- The 2-sided original mode cannot be used when sending a fax document in the direct sending or manual sending mode.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR, make sure to place them horizontally into the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

1 Press  (Main Menu).

2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



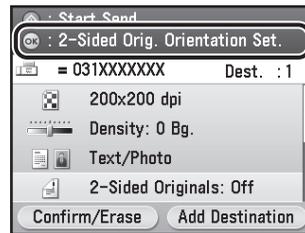
3 Specify a destination.



NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

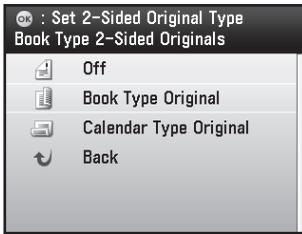
4 Use [**▼**], [**▲**] or  (Scroll Wheel) to display <2-Sided Orig. Orientation Set.>, then press [OK].



NOTE

If <Book Type Original> or <Calendar Type Original> has been selected, <2-Sided Originals Settings> is displayed.

5 Use [▼], [▲] or (Scroll Wheel) to select the type of original, then press [OK].



- <Off>: 1-sided originals are scanned.
- <Book Type Original>: The front and back sides of the original have the same top-bottom orientation.
- <Calendar Type Original>: The front and back sides of the original have opposite top-bottom orientations.

Sending Originals at a Preset Time (Delayed Sending)

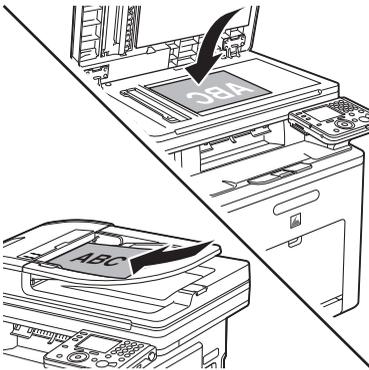
The delayed sending mode enables you to store a send job in memory, and have it sent at a later time.

The default setting is <Off>.

NOTE

- You can reserve up to 70 jobs for the delayed sending. However, the actual number of jobs that can be reserved may be less than 70, depending on the following conditions:
 - If multiple documents are being sent at the same time.
 - If large documents are being sent.
 - If there are jobs other than delayed sending.
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Checking/Deleting Fax Transmission Documents," on p. 5-138.)

1 Place your originals.

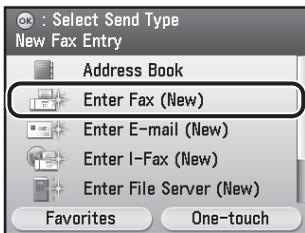


2 Press (Main Menu).

3 Use [, [, or (Scroll Wheel) to select <Send/FAX>, then press [OK].



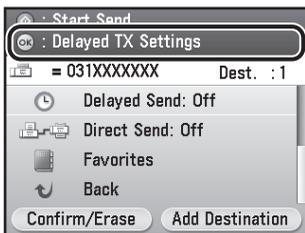
4 Specify a destination.



NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

5 Use [▼], [▲] or (Scroll Wheel) to display <Delayed TX Settings>, then press [OK].



6 Enter the send time using 0 - 9 (numeric keys), then press [OK].

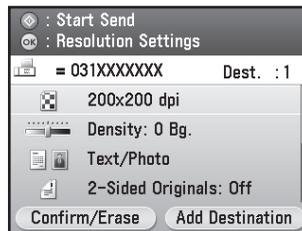


- Enter all four digits of the time (including zeros), using 24-hour notation.
Examples:
3:50 p.m.→1550
- To cancel to enter the time, press the left Any key to select <Cancel> to return to the previous screen.

NOTE

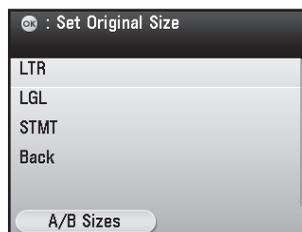
- If you set a time earlier than the current time, the document will be sent at that time on the next day.
- If you make a mistake when entering the send time, press (Clear) to clear your entry, then enter another four-digit number.

7 Press (Start).

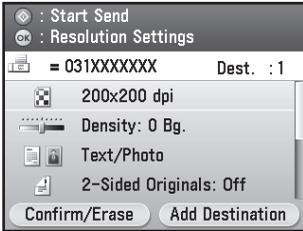


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press (Stop).

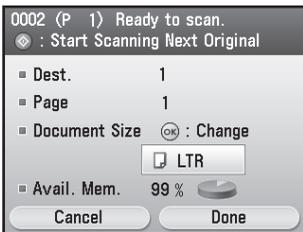
8 Use [▼], [▲] or (Scroll Wheel) to select the original size, then press [OK].



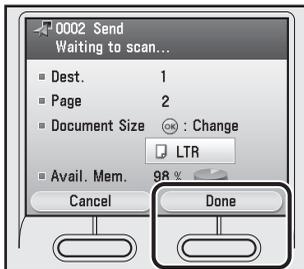
9 Press  (Start).



10 Follow the instructions on the display, then press  (Start) once for each original.



11 When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

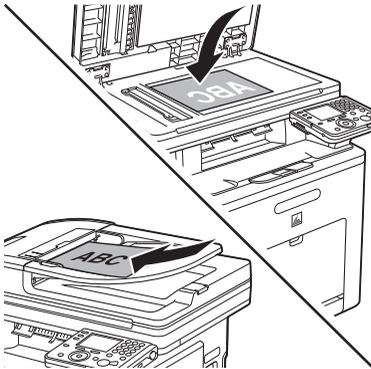
Direct Sending

**The machine sends each page of the document to the destination as it is scanned.
The default setting is <Off>.**

NOTE

- If you do not select direct sending mode, memory sending mode is used.
- With direct sending mode, 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 mode.
- Memory sending is automatically set when using delayed sending 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> for fax on the System Monitor screen.

1 Place your originals.

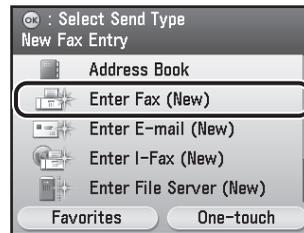


2 Press (Main Menu).

3 Use [▼], [▲] or (Scroll Wheel) to select <Send/FAX>, then press [OK].



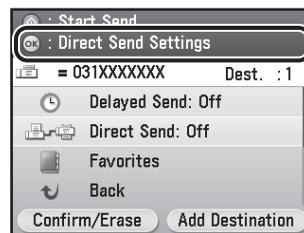
4 Specify a destination.



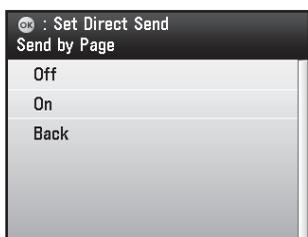
NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

5 Use [▼], [▲] or (Scroll Wheel) to display <Direct Send Settings>, then press [OK].

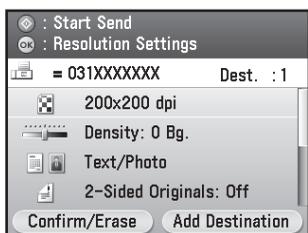


- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- <Off>: Send after all pages are scanned.
- <On>: Send each page as it is scanned.

- 7** Press  (Start).

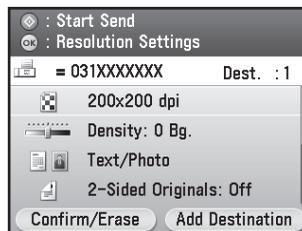


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

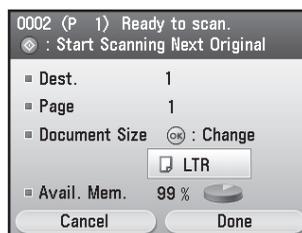
- 8** Use [▼], [▲] or  (Scroll Wheel) to select the original size, then press [OK].



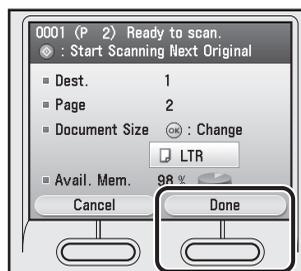
- 9** Press  (Start).



- 10** Follow the instructions on the display, then press  (Start) once for each original.



- 11** When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

Favorites

You can set any possible combination of send settings and register them as favorites in memory. You can register up to 4 favorites. This feature is useful for registering frequently used send settings.

NOTE

- The send settings registered as favorites in memory are not erased, even if the power is turned OFF.
- If an address included in a favorites is deleted from the Address Book, it is also deleted from the settings registered in the favorites.
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

Registering Favorites

You can register names for favorites from the Select Send Type Screen or register settings for favorites from the Send Settings screen.

NOTE

The currently specified settings are registered for the favorites.

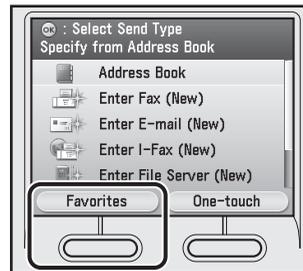
● Registering Names for Favorites from the Select Send Type Screen

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Press the left Any key to select <Favorites>.



- 4** Use [▼], [▲] or  (Scroll Wheel) to select the favorites you want to register, then press the right Any key to select <Register/Erase>.



Keys registered as favorites are displayed with icons.

 **NOTE**

You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

- 5** Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



- 6** Use the software keyboard to enter a name for favorites, then press the right Any key to select <Set>.



- You can enter up to 16 characters for the name.
- If you press <Set> without entering any characters, the key name reverts to its current name (default: M1 to M4).
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.

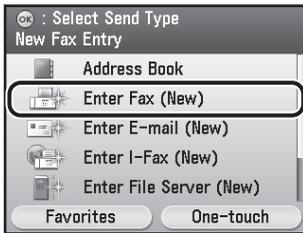
● Registering Favorites from the Send Settings Screen

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



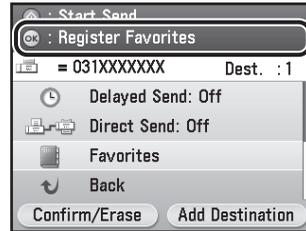
3 Specify a destination.



 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

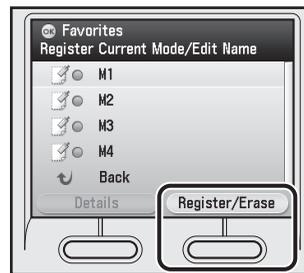
4 Use [▼], [▲] or  (Scroll Wheel) to display <Register Favorites>, then press [OK].



 **NOTE**

The currently specified settings are registered for the favorites.

5 Use [▼], [▲] or  (Scroll Wheel) to select the favorites you want to register, then press the right Any key to select <Register/Erase>.

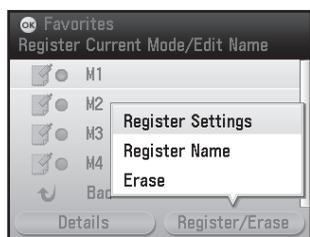


Keys registered as favorites are displayed with icons.

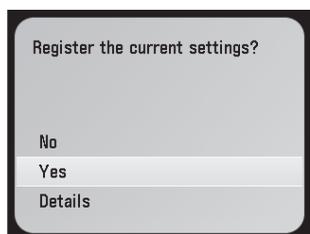
 **NOTE**

You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

6 Use [▼], [▲] or  (Scroll Wheel) to select <Register Settings>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select <No> or <Yes> or <Details>, then press [OK].



To store the current settings, select <Yes>. To cancel storing the settings, select <No>. If you select a key that has settings stored, select <Yes> to overwrite the previous settings. You can check detail settings to select <Details>.

8 Press the right Any key to select <Register/Erase>.



9 Use [▼], [▲] or  (Scroll Wheel) to select <Register Name>, then press [OK].



10 Use the software keyboard to enter a name for favorites, then press the right Any key to select <Set>.



- You can enter up to 16 characters for the name.
- If you press <Set> without entering any characters, the key name reverts to its current name (default: M1 to M4).
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.

Erasing Favorites

You can erase the settings from the Select Send Type screen or from the Send Settings screen.

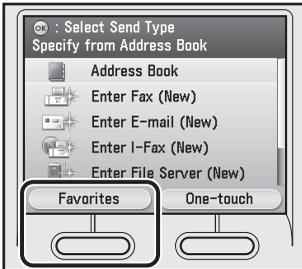
Erasing Favorites from the Select Send Type Screen

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Press the left Any key to select <Favorites>.



4 Use [▼], [▲] or  (Scroll Wheel) to select the favorites you want to erase, then press the right Any key to select <Register/Erase>.



Keys registered as favorites are displayed with icons.

NOTE

- You can only erase a key that has settings stored in the favorites.
- You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

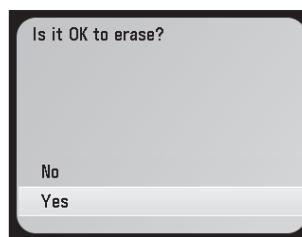
- 5** Use [▼], [▲] or  (Scroll Wheel) to select <Erase>, then press [OK].



 **NOTE**

Make sure to check the settings first before erasing them.

- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Yes>, then press [OK].



 **NOTE**

Key names are not erased. You can change the name in <Register Name>.

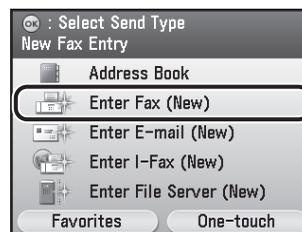
Erasing Favorites from the Send Settings Screen

- 1** Press  (Main Menu).

- 2** Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



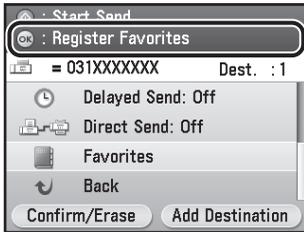
- 3** Specify a destination.



 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or ⌚ (Scroll Wheel) to display <Register Favorites>, then press [OK].



5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the favorites you want to erase, then press the right Any key to select <Register/Erase>.



Keys registered as favorites are displayed with icons.



NOTE

- You can only erase a key with settings stored in the favorites.
- You can also check the settings stored in the favorites by pressing the left Any key to select <Details>. Press the right Any key to select <Done> to return to the previous screen.

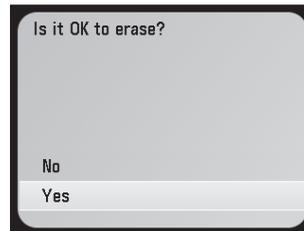
6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Erase>, then press [OK].



NOTE

Make sure to check the settings first before erasing them.

7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Yes>, then press [OK].



NOTE

Key names are not erased. You can change the name in <Register Name>.

Using the Favorites

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

You can recall the settings from the Select Send Type screen.

NOTE

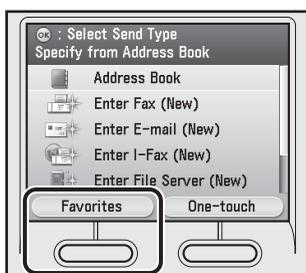
- To use this feature, you must first register the desired settings in favorites. (See “Registering Favorites,” on p. 5-54.)
- For details on how to send the documents, see “Basic Methods for Sending Faxes,” on p. 5-17.

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Press the left Any key to select <Favorites>.



4 Use [▼], [▲] or  (Scroll Wheel) to select the favorites you want to recall, then press [OK].



- If you select favorites that already has specified destinations, the Send Settings screen appears. You can change the send settings or add destinations at this time.

NOTE

You can also check the settings stored in the favorites by pressing the left Any key to select <Details>.

- If you select favorites that has no specified destinations, the Select Send Type screen appears. You can specify destinations.

NOTE

To cancel all settings and return to the Select Send Type screen, press  (Reset).

Checking Settings for Recalled Favorites

This mode enables you to check detail settings for favorites.

You can check the settings from the Select Send Type screen or from the Send Settings screen.

NOTE

- To use this feature, you must first register the desired document settings and destinations in favorites. (See "Registering Favorites," on p. 5-54.)
- For details on how to send the documents, see "Basic Methods for Sending Faxes," on p. 5-17.

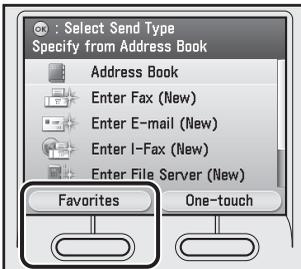
Checking Favorites from the Select Send Type Screen

1 Press  (Main Menu).

2 Use ,  or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



3 Press the left Any key to select <Favorites>.



4 Use ,  or  (Scroll Wheel) to select the favorites you want to check, then press the left Any key to select <Details>.



You can check detail settings. Press the right Any key to select <Done> to return to the previous screen.

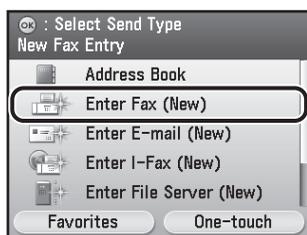
● Checking Favorites from the Send Settings Screen

1 Press  (Main Menu).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



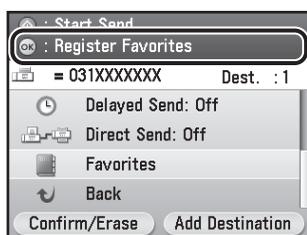
3 Specify a destination.



 **NOTE**

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

4 Use [▼], [▲] or  (Scroll Wheel) to display <Register Favorites >, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select the favorites you want to check, then press the left Any key to select <Details>.



You can check detail settings. Press the right Any key to select <Done> to return to the previous screen.

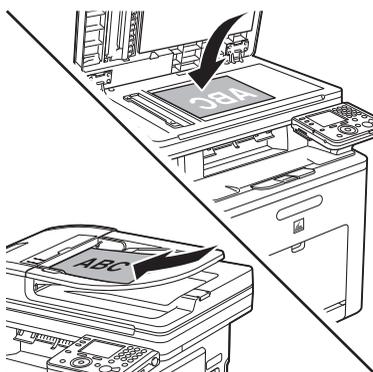
Job Recall

You can recall the last three addresses, scan settings, and send settings which have been set in the <Log>, and then send your documents.

NOTE

- The settings such as destinations, scan settings and send settings are stored in a log. The actions below after you change settings are not recorded in a log:
 - Pressing the  (Start) or  (Reset) or  (Main Menu).
 - Activation of the Auto Clear mode.
 - Turning OFF the machine.
- Identical send settings are stored only once in recall memory.
- If <Restrict New Addresses> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, the addresses specified from the Address Book are only recalled.
- The settings that were stored in memory are not erased even when the main power is turned OFF.
- If <Restrict Sending From Log> in <Restrict the Send Function> in <System Management Set.> under <Additional Func.> is set to <On>, you cannot specify a destination using the <Log>. (See "Security," in the e-Manual.)

1 Place your originals.

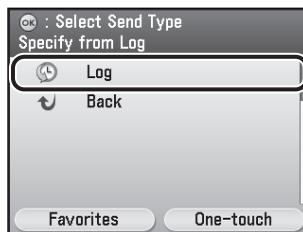


2 Press (Main Menu).

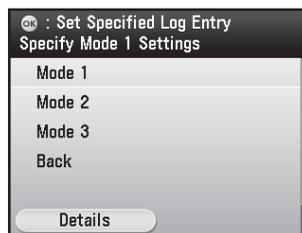
3 Use , or (Scroll Wheel) to select <Send/FAX>, then press [OK].



4 Use , or (Scroll Wheel) to select <Log>, then press [OK].



5 Use , or (Scroll Wheel) to select <Mode 1>, <Mode 2> or <Mode 3>, then press [OK].

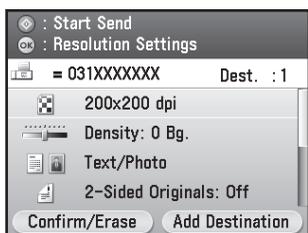


You can check the recall settings by pressing the left Any key to select <Details>.

- If you select a log in which a destination is stored:

The Send Settings screen appears.

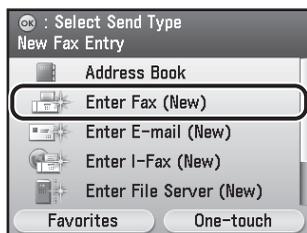
- ① Confirm the settings.



- If you select a log in which a destination is not stored:

The Select Send Type screen appears.

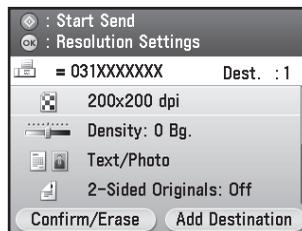
- ① Specify a destination.



NOTE

For details about how to specify destinations, see "Specifying Destinations," on p. 5-30.

- 6 Press  (Start).

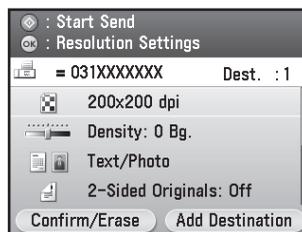


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

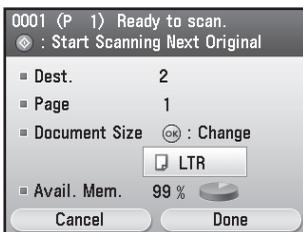
- 7 Use ,  or  (Scroll Wheel) to select the original size, then press [OK].



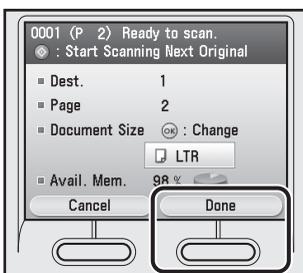
- 8 Press  (Start).



- 9** Follow the instructions on the display, then press  (Start) once for each original.



- 10** When scanning is complete, press the right Any key to select <Done>.



- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

ECM Transmission

ECM (Error Correction Mode) is a mode that automatically detects and corrects fax transmission errors resulting from telephone line noise. ECM reduces errors when sending faxes in a poor telephone line condition. The default setting is <On>.

NOTE

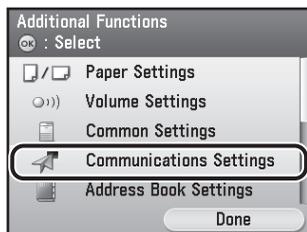
- To communicate using ECM, make sure this mode is activated in both the sending and receiving machines. ECM transmissions are possible only when this mode is activated in both machines.
- Even when ECM is activated, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.

1 Press  (Main Menu).

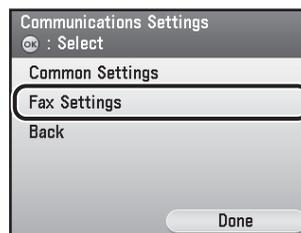
2 Press the right Any key to select <Additional Func.>.



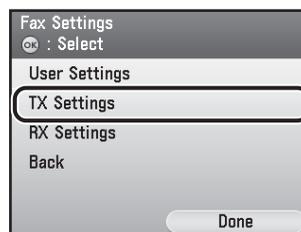
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



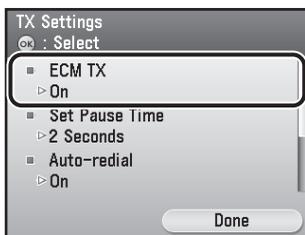
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



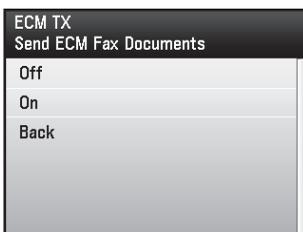
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <ECM TX>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- <Off>: Does not use ECM.
- <On>: Uses ECM.

- 8** Press  (Main Menu) to return to the Main Menu screen.

Adjusting the Pause Time

Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. When the machine dials the number, it will pause where the pause was inserted in the number.

This helps to improve the connection.

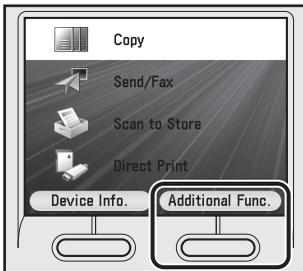
The default setting is <2 Seconds>.

NOTE

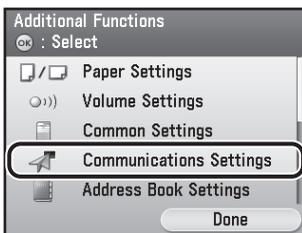
- You can insert a pause on the screen where you specify the fax number. (See "Dialing an Overseas Number (With Pauses)," on p. 5-22.)
- Pauses entered at the end of dialed fax numbers are always 10 seconds long.

1 Press  (Main Menu).

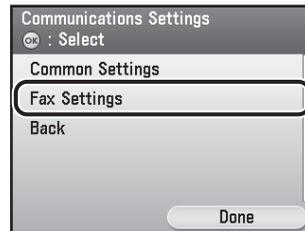
2 Press the right Any key to select <Additional Func.>.



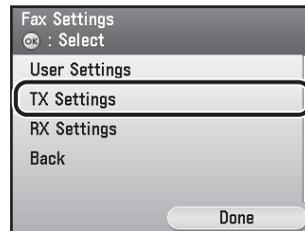
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



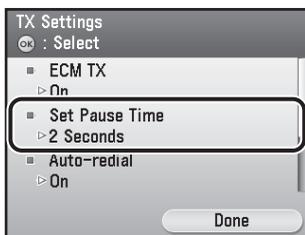
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



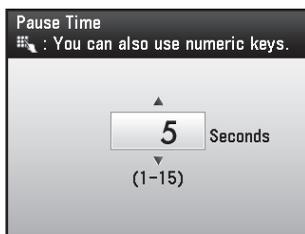
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



- 6** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Set Pause Time>, then press [OK].



- 7** Use [▼], [▲] or ⌚ (Scroll Wheel) to set the pause time, then press [OK].



You can also use 0 – 9 (numeric keys) to set the pause time.

- 8** Press ⌂ (Main Menu) to return to the Main Menu screen.

Redialing Automatically When the Line Is Busy (Auto Redial)

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs.

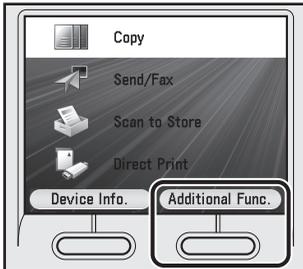
Auto Redial can be turned on or off. If you set **Auto Redial** to on, you can set how many times the machine redials, the redial interval, and whether the document should be resent due to an error.

The default settings are as follows:

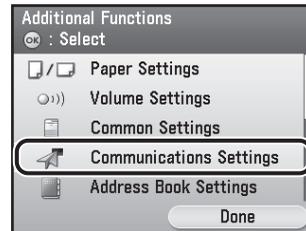
- <Auto-redial>: On
- <Redial Times>: 2 Times
- <Redial Time>: 2 Minutes
- <TX Error Redial>: On

1 Press  (Main Menu).

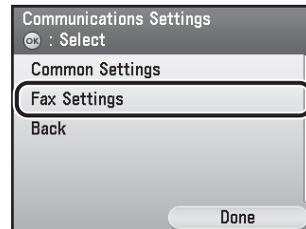
2 Press the right Any key to select <Additional Func.>.



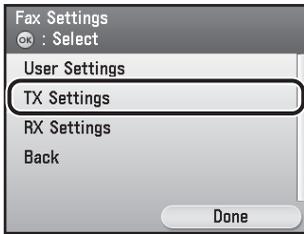
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



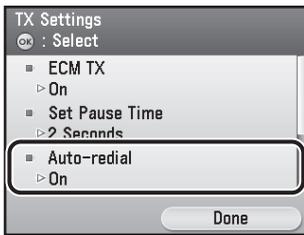
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <TX Settings>, then press [OK].



6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Auto-redial>, then press [OK].

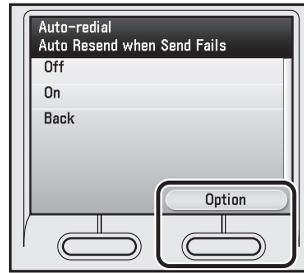


7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Off> or <On>, then press [OK].

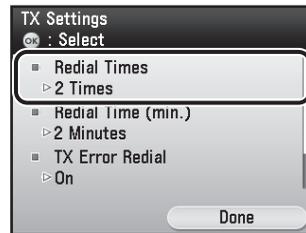


- <Off>: Does not redial automatically when a transmission fails. If you select <Off> and press [OK], go to step 15.
- <On>: Redials automatically when a transmission fails. If you select <On> and press [OK], press [OK] again, then go to the next step.

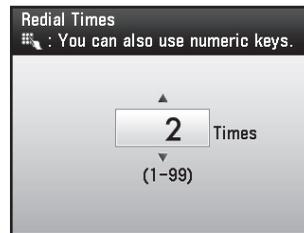
8 Press the right Any key to select <Option>.



9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Redial Times>, then press [OK].

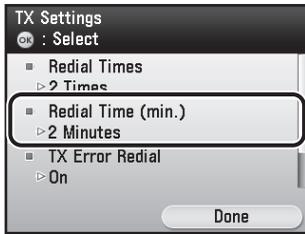


10 Use [▼], [▲] or ⌚ (Scroll Wheel) to set the number of redial times, then press [OK].

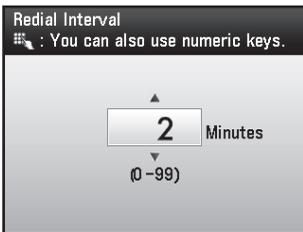


You can also use 0 – 9 (numeric keys) to set the number of redial times.

- 11** Use [▼], [▲] or  (Scroll Wheel) to select <Redial Time>, then press [OK].

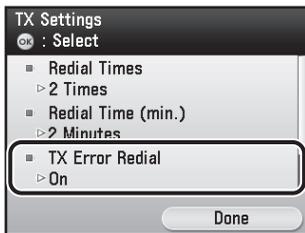


- 12** Use [▼], [▲] or  (Scroll Wheel) to set the redial interval, then press [OK].

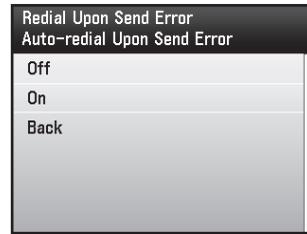


You can also use  –  (numeric keys) to set the redial interval.

- 13** Use [▼], [▲] or  (Scroll Wheel) to select <TX Error Redial>, then press [OK].



- 14** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- <Off>: Redialing does not take place if a sending error occurs.
- <On>: Auto Redial takes place if a sending error occurs.

- 15** Press  (Main Menu) to return to the Main Menu screen.

Checking the Dial Tone before Sending

The following redirection problem may happen with certain kinds of fax machines on the market made by companies other than Canon. The Check Tone Before Sending mode prevents this rare occurrence from happening.

If you are sending a fax document from your machine at the same time another fax machine (made by a company other than Canon) is trying to send you a fax, your fax document may end up being redirected to that fax machine, instead of the original destination you had intended.

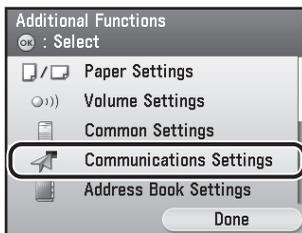
Setting <Check Tone Before Sending> to <On> enables you to avoid such sending problems. The default setting is <On>.

1 Press  (Main Menu).

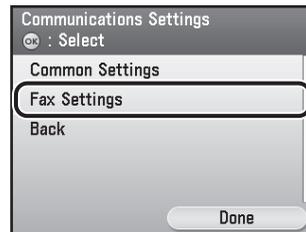
2 Press the right Any key to select <Additional Func.>.



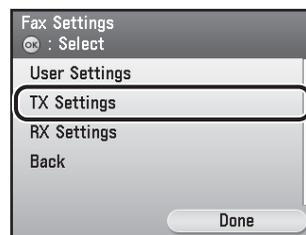
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



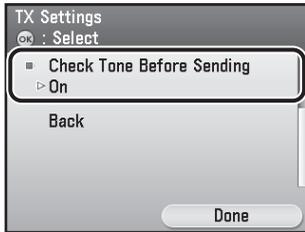
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



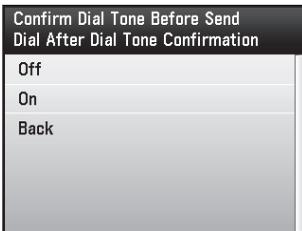
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Check Tone Before Sending>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

Standard Send Settings

This mode enables you to change the standard settings for the send function.

Storing the Standard Send Settings

You can store the standard send settings.

The default settings are as follows:

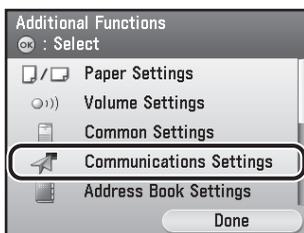
- <Resolution Settings>: 200 × 200 dpi
- <Density/Background Removal>: 0
- <Original Type>: Text
- <2-Sided Originals Settings>: Off

1 Press  (Main Menu).

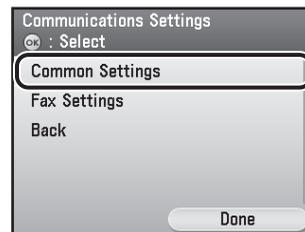
2 Press the right Any key to select <Additional Func.>.



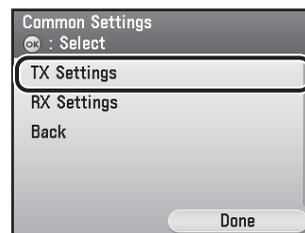
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



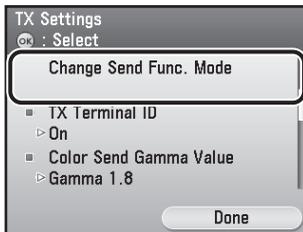
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



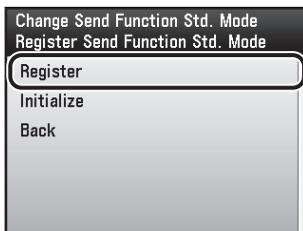
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



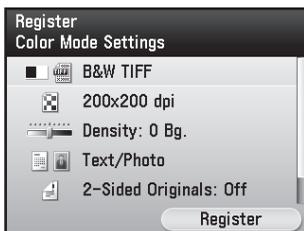
- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Change Send Func. Mode>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Register>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to select the desired setting item, then press [OK].



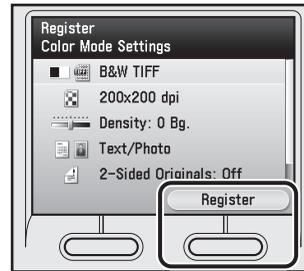
You can specify the following settings:

- <Resolution Settings>: Adjusts the resolution of originals. (See “Selecting Resolution,” on p. 5-41.)
- <Density/Background Removal>: Adjusts the density and the background color of originals. (See “Adjusting Density,” on p. 5-42.)
- <Original Type>: Adjusts the image quality of originals. (See “Selecting Image Quality,” on p. 5-45.)
- <2-Sided Originals Settings>: Scans two-sided originals for sending. (See “2-Sided Original,” on p. 5-47.)

 **NOTE**

You do not need to specify <Color/File Format Settings>. This setting is disabled when sending faxes.

- 9** Press the right Any key to select <Register>.



- 10** Press  (Main Menu) to return to the Main Menu screen.

Restoring the Standard Send Settings to Their Default

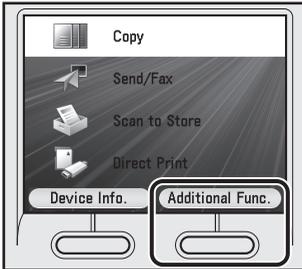
You can restore the standard send settings to their default settings.

NOTE

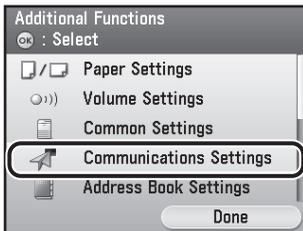
All settings including <Color/File Format Settings> are restored to their default settings.

1 Press  (Main Menu).

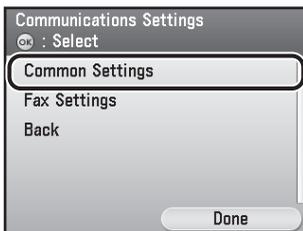
2 Press the right Any key to select <Additional Func.>.



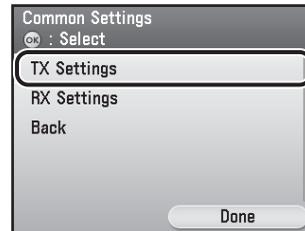
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



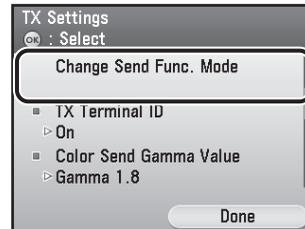
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



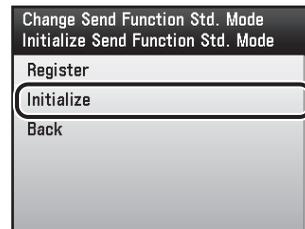
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



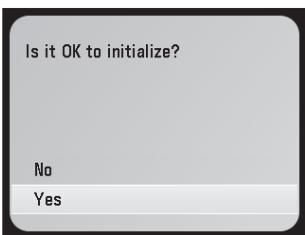
6 Use [▼], [▲] or  (Scroll Wheel) to select <Change Send Func. Mode>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select <Initialize>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to select <No> or <Yes>, then press [OK].



- 9** Press  (Main Menu) to return to the Main Menu screen.

Printing the TX Terminal ID

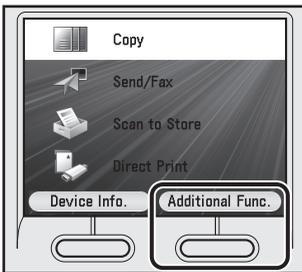
The TX Terminal ID setting enables you to specify whether the Terminal ID information is printed at the top of every document that you send via fax. Information such as your fax number and name is printed, enabling the recipient to know who sent the document.

The default settings are as follows:

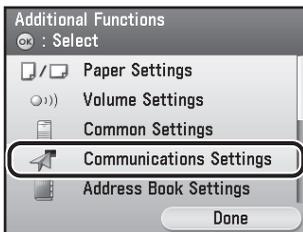
- <TX Terminal ID>: On
- <Printing Position>: Outside
- <Tel. Number Mark>: Fax

1 Press  (Main Menu).

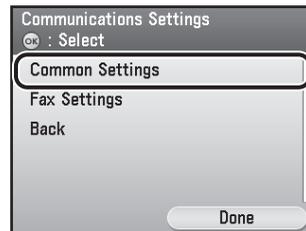
2 Press the right Any key to select <Additional Func.>.



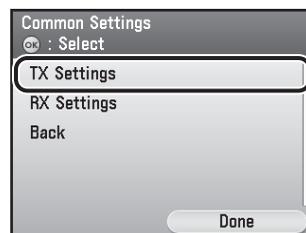
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



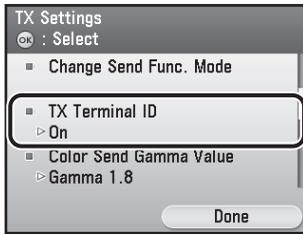
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



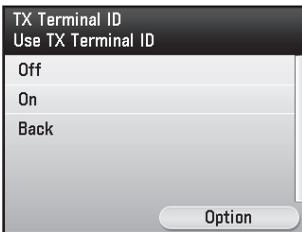
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <TX Terminal ID>, then press [OK].

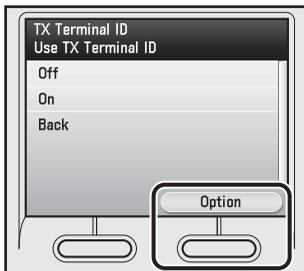


7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Off> or <On>, then press [OK].

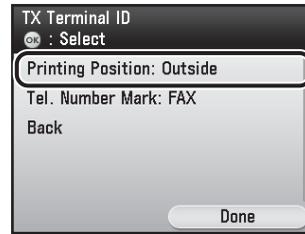


- <Off>: Does not print the Terminal ID information. If you select <Off> and press [OK], go to step 13.
- <On>: Prints the Terminal ID information. If you select <On> and press [OK], press [OK] again, then go to the next step.

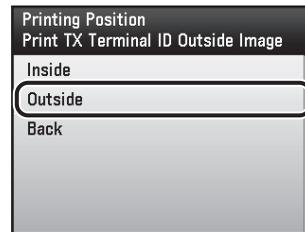
8 Press the right Any key to select <Option>.



9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Printing Position>, then press [OK].

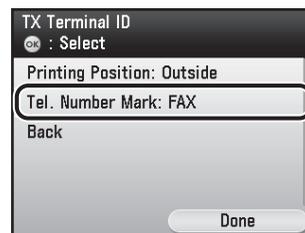


10 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Inside> or <Outside>, then press [OK].

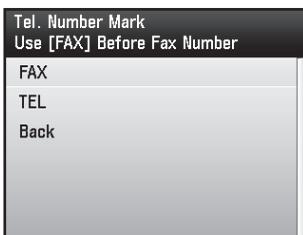


- <Inside>: The Terminal ID information is printed inside the image area on the recipient's paper.
- <Outside>: The Terminal ID information is printed outside the image area on the recipient's paper.

11 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Tel. Number Mark>, then press [OK].



- 12** Use [▼], [▲] or  (Scroll Wheel) to select <FAX> or <TEL>, then press [OK].



- <FAX>: "FAX" is printed before the fax number.
- <TEL>: "TEL" is printed before the telephone number.

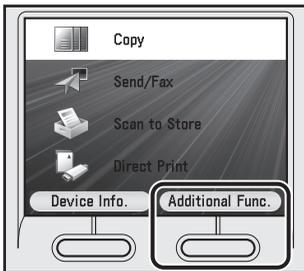
- 13** Press  (Main Menu) to return to the Main Menu screen.

Adjusting Sharpness

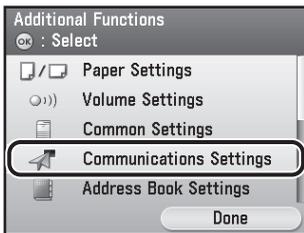
This mode enables you to scan original images with a sharper or softer contrast.
The default setting is <0>.

1 Press  (Main Menu).

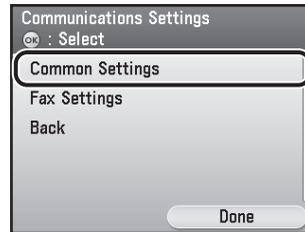
2 Press the right Any key to select <Additional Func.>.



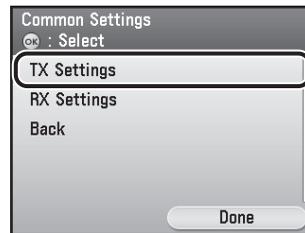
3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



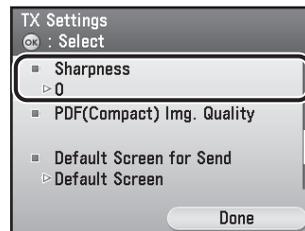
4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



5 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



6 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Sharpness>, then press [OK].



- 7** Use [◀], [▶] or  (Scroll Wheel) to slide the indicator towards <Low> or <High>, then press [OK].



- <Low>: To scan originals containing printed images or other halftones, the setting should be towards <Low>. This setting lessens the moiré effect (a shimmering, wavy pattern).
- <High>: To scan text or lines clearly, the setting should be towards <High>. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

- 8** Press  (Main Menu) to return to the Main Menu screen.

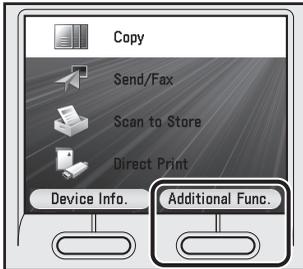
Specifying What to Display on the Screen for a Send Operation

This mode enables you to specify what screen is displayed for a send operation. When you select <Send/FAX> on the Main Menu screen and press [OK], the screen specified here is displayed for a send operation.

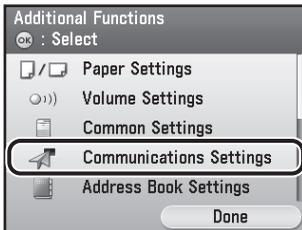
The default setting is <Default Screen>.

1 Press  (Main Menu).

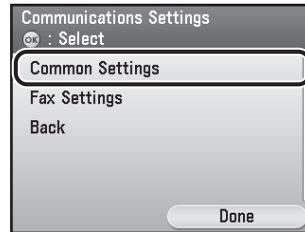
2 Press the right Any key to select <Additional Func.>.



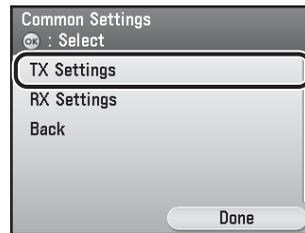
3 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



4 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



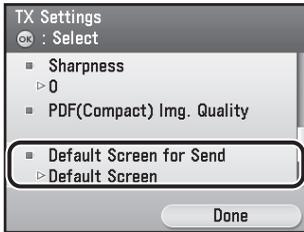
5 Use [\blacktriangledown], [\blacktriangle] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



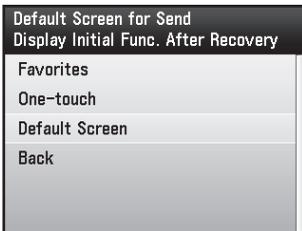
Fax



- 6** Use [▼], [▲] or (Scroll Wheel) to select <Default Screen for Send>, then press [OK].



- 7** Use [▼], [▲] or (Scroll Wheel) to select the initial screen, then press [OK].



- <Favorites>: The Set Favorites screen is displayed on the initial Send screen.
- <One-touch>: The One-touch Selection/Clear screen is displayed on the initial Send screen.
- <Default Screen>: The Select Send Type screen is displayed on the initial Send screen.

- 8** Press (Main Menu) to return to the Main Menu screen.

Restoring the Send Function Settings to Their Default

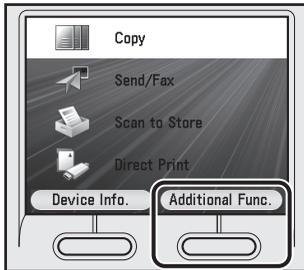
You can restore almost all of the Send Function Settings to their default settings.

NOTE

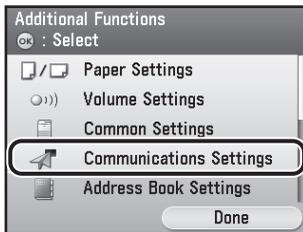
You cannot initialize <Register Unit Name> and <Retry Times>. (<Retry Times> is disabled for the fax functions.)

1 Press  (Main Menu).

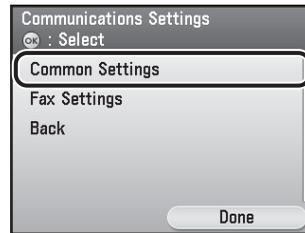
2 Press the right Any key to select <Additional Func.>.



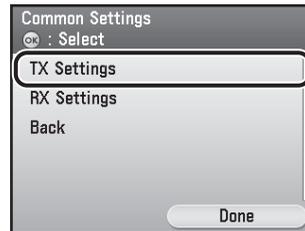
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



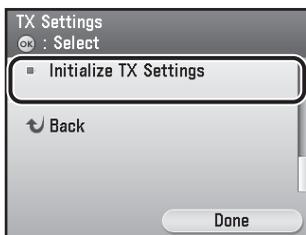
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



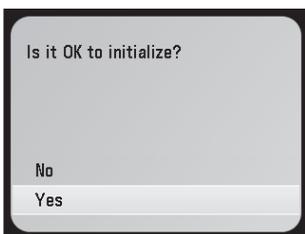
5 Use [▼], [▲] or  (Scroll Wheel) to select <TX Settings>, then press [OK].



- 6** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Initialize TX Settings>, then press [OK].



- 7** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].



- 8** Press ⌂ (Main Menu) to return to the Main Menu screen.

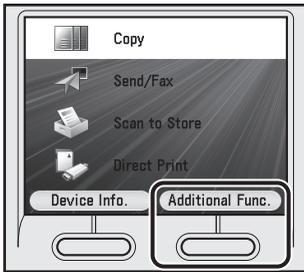
Send Start Speed

This function enables you to change the send start speeds, which is useful when there is difficulty initiating the sending of a document.

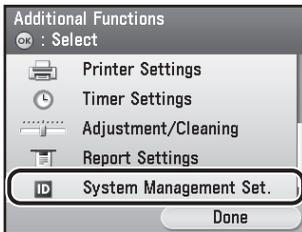
The default setting is <33600 bps>.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

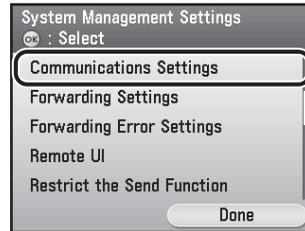


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

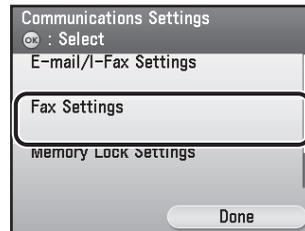


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press  (Log In/Out) to enter the System Management Settings menu.

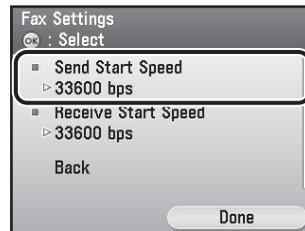
4 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



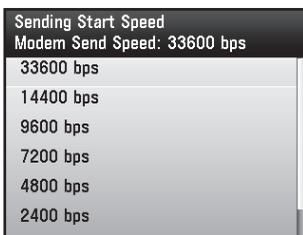
5 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <Send Start Speed>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select the desired start speed, then press [OK].



If your document transmission is 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>, <7200 bps>, <4800 bps>, or <2400 bps>.

8 Press  (Main Menu) to return to the Main Menu screen.

Printing Received Documents on Both Sides of Paper

You can print received documents on both sides of the paper you select. This enables you to save paper.

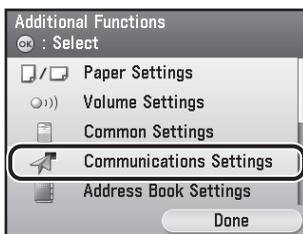
The default setting is <Off>.

1 Press  (Main Menu).

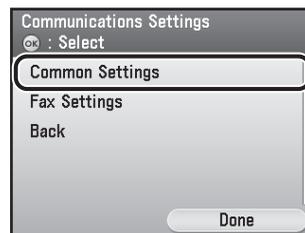
2 Press the right Any key to select <Additional Func.>.



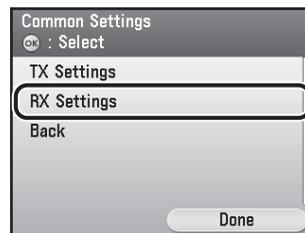
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



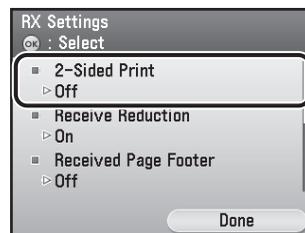
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



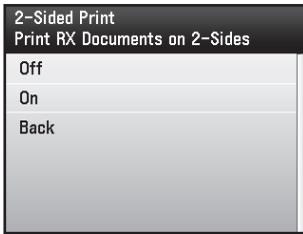
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <2-Sided Print>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

Reducing a Received Document

You can set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.

The default settings are as follows:

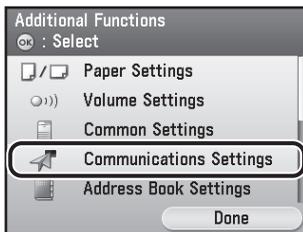
- <Receive Reduction>: On
- <RX Reduction>: Auto
- <Reduce Direction>: Vertical Only

1 Press  (Main Menu).

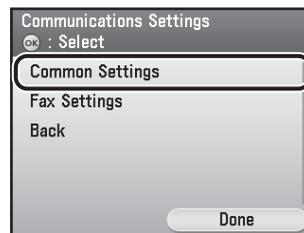
2 Press the right Any key to select <Additional Func.>.



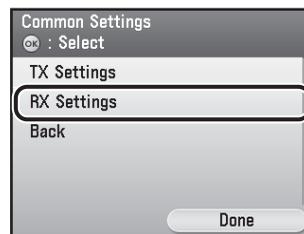
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



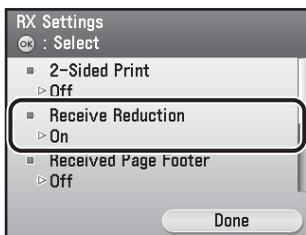
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



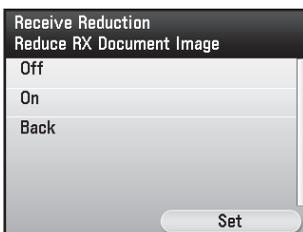
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



6 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Receive Reduction>, then press [OK].

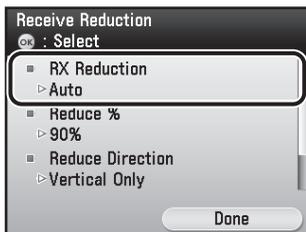


7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Off> or <On>.

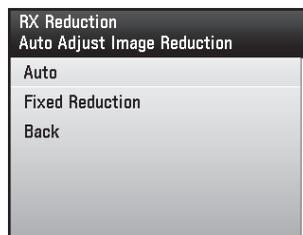


- <Off>: Does not reduce received documents. If you select <Off>, press [OK], then go to step 14.
- <On>: Reduces received documents. If you select <On>, press the right Any key to select <Set>, then go to the next step.

8 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <RX Reduction>, then press [OK].

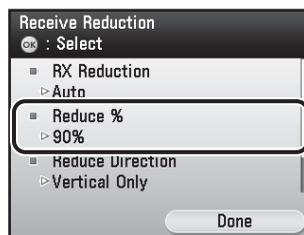


9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Auto> or <Fixed Reduction>.

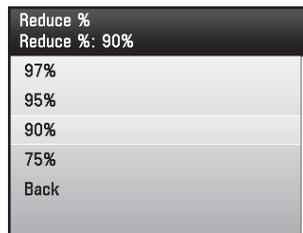


- <Auto>: The image is automatically reduced by a suitable reduction ratio. If you select <Auto>, press [OK], then go to step 12.
- <Fixed Reduction>: The image is reduced by the reduction ratio set for <Reduce %> in the next step. If you select <Fixed Reduction>, press [OK], then go to the next step.

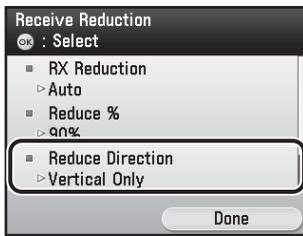
10 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Reduce %>, then press [OK].



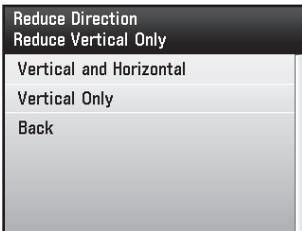
11 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the reduction ratio, then press [OK].



- 12** Use [▼], [▲] or  (Scroll Wheel) to select <Reduce Direction>, then press [OK].



- 13** Use [▼], [▲] or  (Scroll Wheel) to select <Vertical and Horizontal> or <Vertical Only>, then press [OK].



- <Vertical and Horizontal>: The image is reduced in both the vertical and horizontal directions.
- <Vertical Only>: The image is reduced in the vertical direction only.

- 14** Press  (Main Menu) to return to the Main Menu screen.

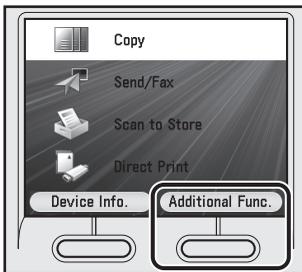
Printing Footer Information on a Received Document

You can set whether the machine prints the date, day, and time received, transaction number, and page number at the bottom of the received document.

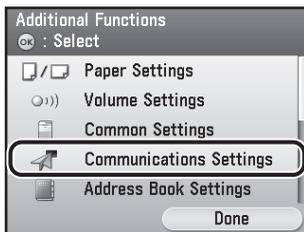
The default setting is <Off>.

1 Press  (Main Menu).

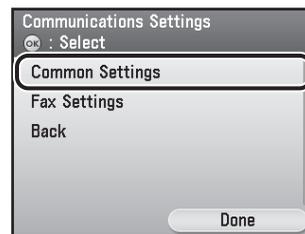
2 Press the right Any key to select <Additional Func.>.



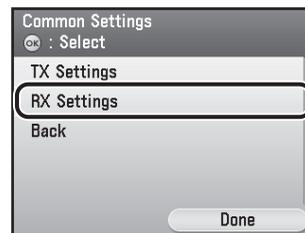
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



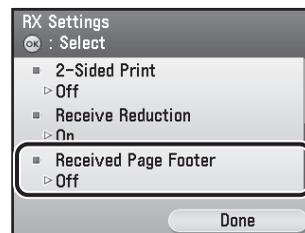
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



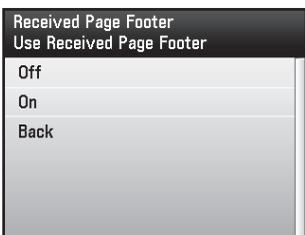
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <Received Page Footer>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

Specifying the Way of Printing When Toner Is Low

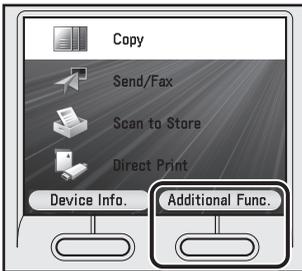
This function enables you to continue printing your current jobs when the toner is low. The default setting is <Off>.

 **NOTE**

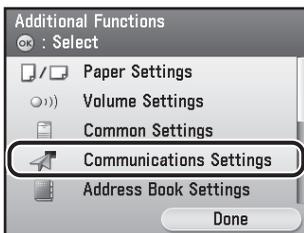
When <Toner Out Continuous Print> is set to <On>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you cannot print the same documents again.

1 Press  (Main Menu).

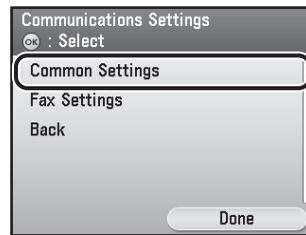
2 Press the right Any key to select <Additional Func.>.



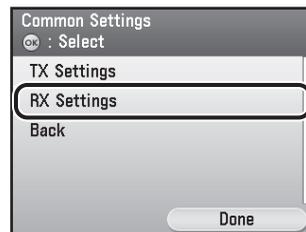
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



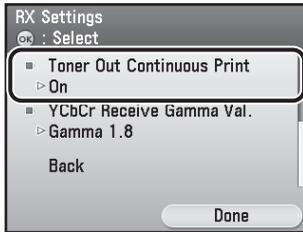
4 Use [▼], [▲] or  (Scroll Wheel) to select <Common Settings>, then press [OK].



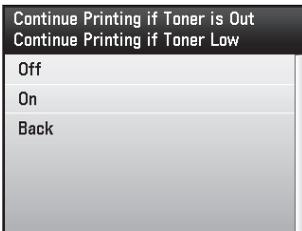
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Toner Out Continuous Print>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

ECM Reception

ECM (Error Correction Mode) is a mode that automatically detects and corrects fax transmission errors resulting from telephone line noise. ECM reduces errors when receiving faxes in a poor telephone line condition.

The default setting is <On>.

NOTE

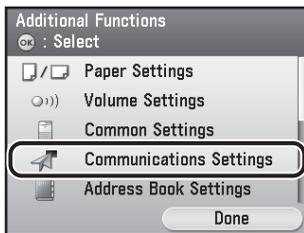
- To communicate using ECM, make sure this mode is activated in both the sending and receiving machines. ECM transmissions are possible only when this mode is activated in both machines.
- Even when ECM is activated, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.

1 Press  (Main Menu).

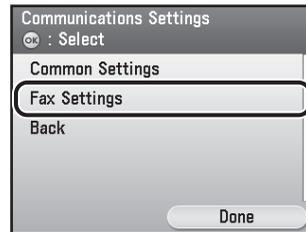
2 Press the right Any key to select <Additional Func.>.



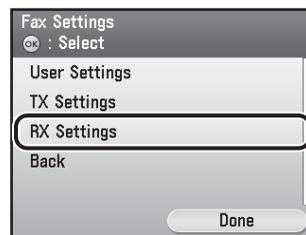
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



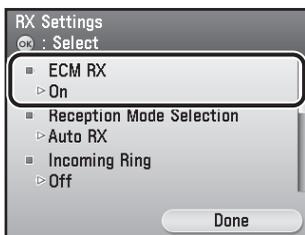
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



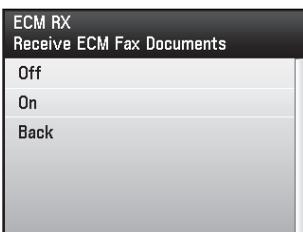
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <ECM RX>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

Setting the Incoming Ring Tone

This function enables you to activate the ring alert of the external telephone when the machine receives a fax or telephone call in the Auto RX or Fax/Tel Auto Switch mode.

The default settings are as follows:

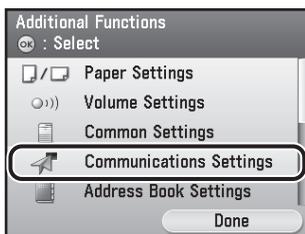
- <Incoming Ring>: On
- <Ring Times>: 2 Times

1 Press  (Main Menu).

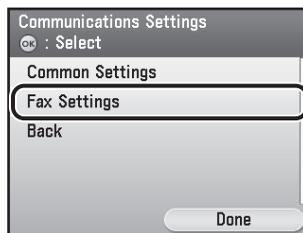
2 Press the right Any key to select <Additional Func.>.



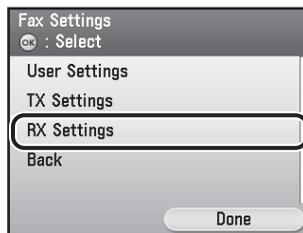
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



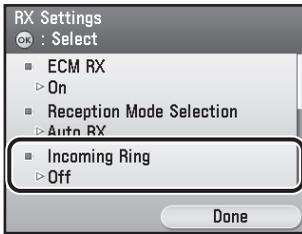
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Incoming Ring>, then press [OK].

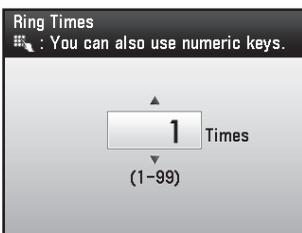


- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>.



- <Off>: Incoming tone does not ring. If you select <Off>, press [OK], then go to step 9.
- <On>: Incoming tone rings. If you select <On>, press [OK], then go to the next step.

- 8** Use [▼], [▲] or  (Scroll Wheel) to set the number of ring times, then press [OK].



You can also use  –  (numeric keys) to set the number of ring times.

- 9** Press  (Main Menu) to return to the Main Menu screen.

Receiving Documents Manually with an External Telephone (Remote Reception)

You can connect one external telephone to the machine.

When the telephone rings with the machine in the Manual RX mode, you can use the external telephone to start receiving the document without walking over to the machine.

Activating the Remote Reception

Follow this procedure to turn on the remote reception.

The default settings are as follows:

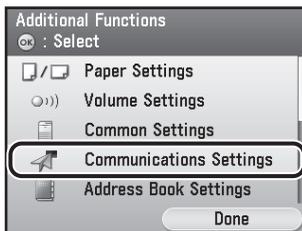
- <Remote RX>: On
- <Remo RX ID>: 25

1 Press  (Main Menu).

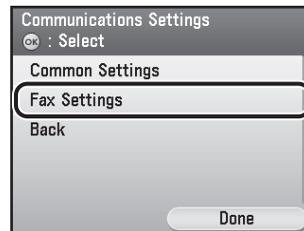
2 Press the right Any key to select <Additional Func.>.



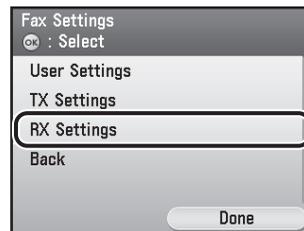
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



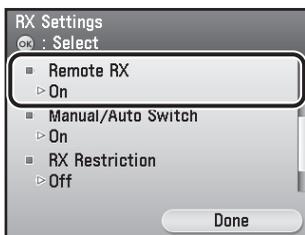
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



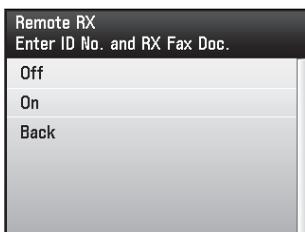
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



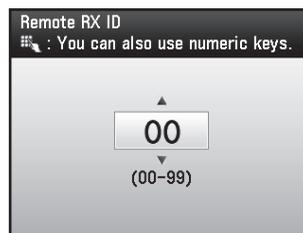
- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Remote RX>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <On>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to enter a remote reception ID (a combination of two characters using 0 to 9), then press [OK].



- You can also use  (numeric keys) to enter a remote reception ID.
- The default ID is 25. If you do not want to change the ID, press [OK] without entering any numbers.

- 9** Press  (Main Menu) to return to the Main Menu screen.

Receiving Documents with the Remote Reception

Follow this procedure to receive fax documents using the remote reception.

NOTE

Before using the remote reception to receive fax documents, make sure the followings:

- An external telephone is connected properly.
- Your telephone is set to tone dialing.

- 1** When you receive a call, pick up the external telephone.

- 2** When you hear a beep, use the numeric keys to enter the two-digit remote reception ID to start reception.

If you hear someone on the line, you can start talking to the other party.

- 3** When the reception is complete, hang up the telephone.

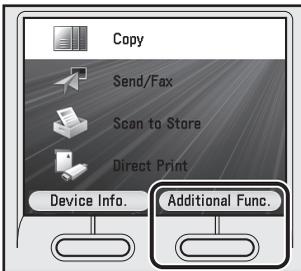
Adjusting the Auto Switch Time for the Manual RX Mode

This function enables you to set the machine to switch to document receive mode after ringing for a specified length of time in the Manual RX mode.

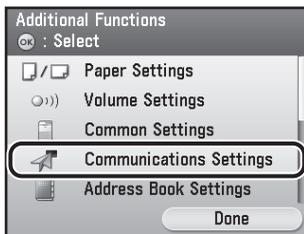
The default setting is <Off>.

1 Press  (Main Menu).

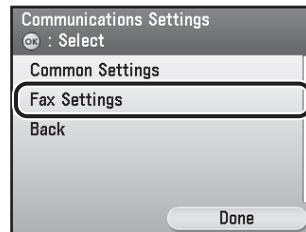
2 Press the right Any key to select <Additional Func.>.



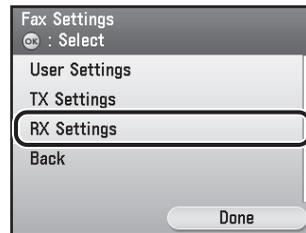
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



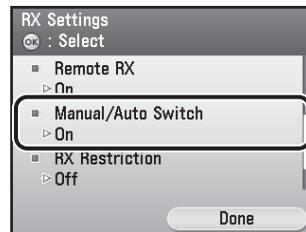
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



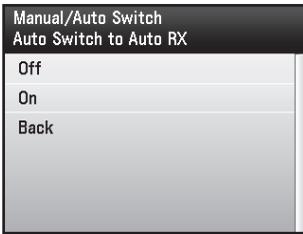
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



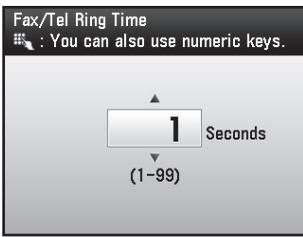
6 Use [▼], [▲] or  (Scroll Wheel) to select <Manual/Auto Switch>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <On>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to set the amount of time the machine waits before automatically switching to the document receive mode, then press [OK].



You can also use  –  (numeric keys) to set the time.

- 9** Press  (Main Menu) to return to the Main Menu screen.

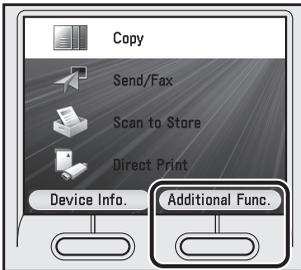
Rejecting Incoming Faxes from the Unidentified Senders

This function enables you to reject incoming faxes from senders who do not transmit their fax numbers (telephone numbers) to your machine. This can be useful when you do not want to receive direct mail (DM).

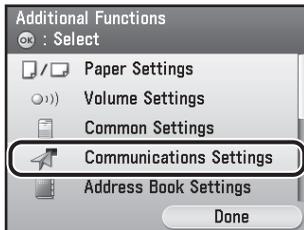
The default setting is <Off>.

1 Press  (Main Menu).

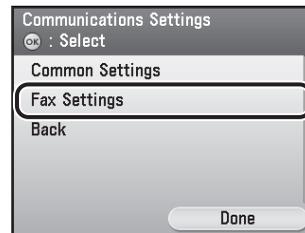
2 Press the right Any key to select <Additional Func.>.



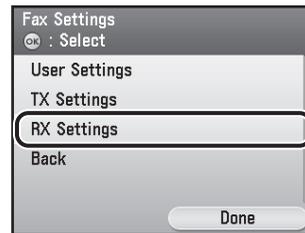
3 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



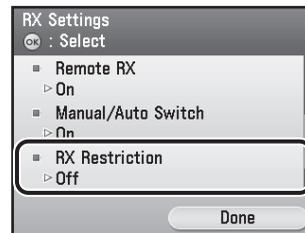
4 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



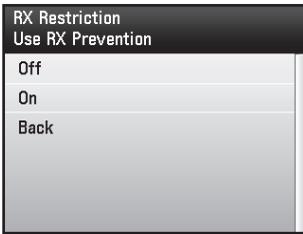
5 Use [▼], [▲] or  (Scroll Wheel) to select <RX Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <RX Restriction>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>, then press [OK].



- <Off>: Does not reject to receive faxes from unknown senders.
- <On>: Rejects to receive faxes from unknown senders.

- 8** Press  (Main Menu) to return to the Main Menu screen.

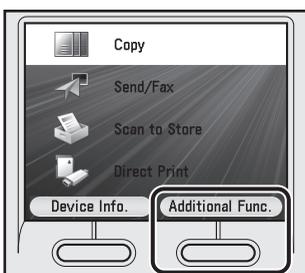
Receive Start Speed

This function enables you to change the receive start speeds, which is useful when there is difficulty initiating the receiving of a document.

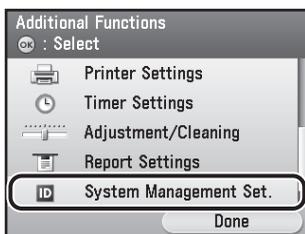
The default setting is <33600 bps>.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

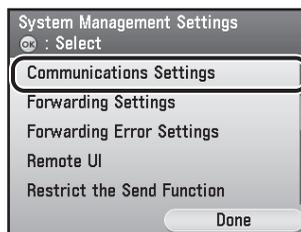


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

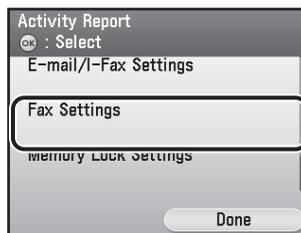


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press  (Log In/Out) to enter the System Management Settings menu.

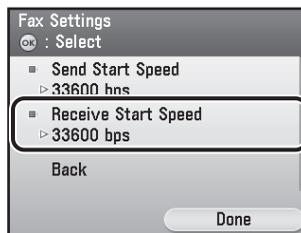
4 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].



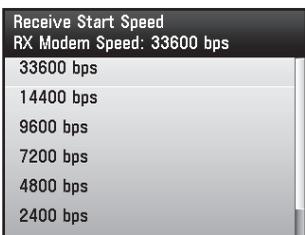
5 Use [▼], [▲] or  (Scroll Wheel) to select <Fax Settings>, then press [OK].



6 Use [▼], [▲] or  (Scroll Wheel) to select <Receive Start Speed>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select the desired start speed, then press [OK].



If your document reception is 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>, <7200 bps>, <4800 bps>, or <2400 bps>.

- 8** Press  (Main Menu) to return to the Main Menu screen.

Receiving Documents in Memory without Printing Out (Memory Lock Reception)

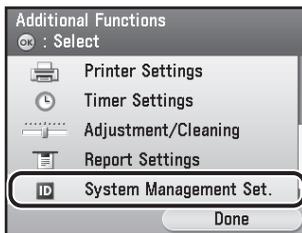
Normally a document prints as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called memory lock reception.

The default setting is <Off>.

- 1 Press  (Main Menu).
- 2 Press the right Any key to select <Additional Func.>.

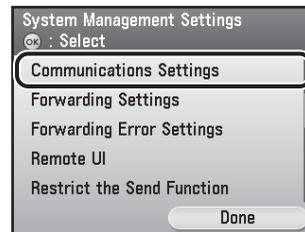


- 3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

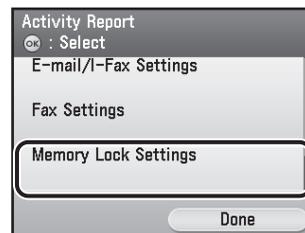


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press .

- 4 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].

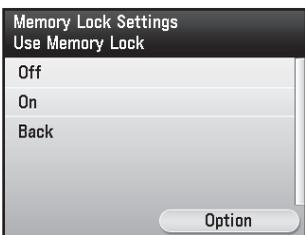


- 5 Use [▼], [▲] or  (Scroll Wheel) to select <Memory Lock Settings>, then press [OK].



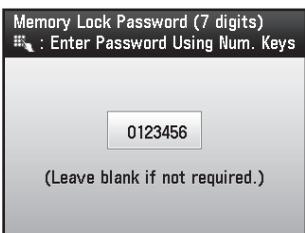
If the Memory Lock Password has been set, enter the Memory Lock Password using  –  (numeric keys), then press [OK].

- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Off> or <On>.



- <Off>: Does not use the memory lock reception mode. If you select <Off>, press [OK], then go to step 12.
- <On>: Uses the memory lock reception mode. If you select <On>, press the right Any key to select <Option>, then go to the next step.

- 7** If you want to set or change a password for the Memory Lock mode, enter a password (up to seven digits) using  –  (numeric keys), then press [OK].

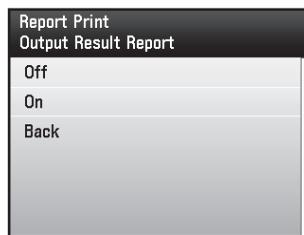


If you set a password, it will be necessary to enter the password whenever you want to change the Memory Lock mode settings, or cancel the Memory Lock mode. If you do not want to set the Memory Lock with a password, press [OK] without entering any numbers.

 **NOTE**

- You cannot store a password that only consists of zeros, such as <0000000>.
- If you enter fewer than seven digits, the machine stores the password with leading zeros. Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering the password, press  (Clear), then enter the correct password.

- 8** Set the machine to print an RX report or not.



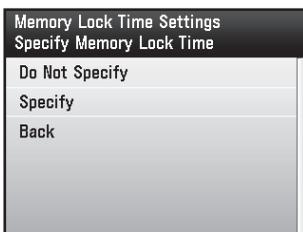
If you want to print an RX report when receiving documents, use [▼], [▲] or  (Scroll Wheel) to select <On>, then press [OK].

If you do not want to print an RX report, select <Off>, then press [OK].

 **NOTE**

If you want to print an RX report, you need also to set <RX Report> to <On>. (See "Introduction of the Machine," in the e-Manual.)

9 Set the time for the machine to enter and leave the Memory Lock mode.

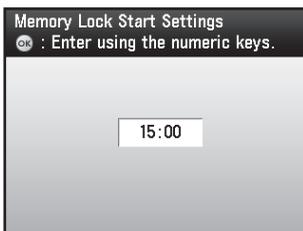


If you want to specify the Memory Lock Time settings, use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specify>, then press [OK].

If you do not want to specify the Memory Lock Time settings, select <No>, select <Do Not Specify>, then press [OK]. Go to step 12.

If <Do Not Specify> is selected, the Memory Lock mode will not start automatically at a specified time. The machine enters the Memory Lock mode only when you manually set the Memory Lock mode to <On> in step 6.

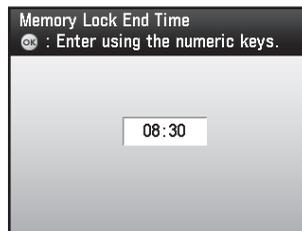
10 Specify the time (in 24-hour/military time format) for the machine to enter the Memory Lock mode using 0 – 9 (numeric keys), then press [OK].



NOTE

If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry, then enter another four digit number.

11 Specify the time (in 24-hour/military time format) for the machine to leave the Memory Lock mode using 0 – 9 (numeric keys), then press [OK].



NOTE

- If you make a mistake when entering the time, press Ⓒ (Clear) to clear your entry, then enter another four digit number.
- If you set the same time for Memory Lock Start Time and Memory Lock End Time, the machine will be in the Memory Lock mode through the entire day.

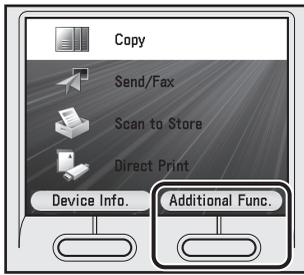
12 Press (Main Menu) to return to the Main Menu screen.

Printing All Documents Stored in the Memory Lock Reception Mode

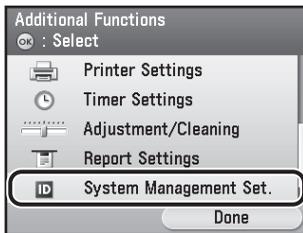
Follow this procedure to print documents received when the machine is in the memory lock reception mode.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

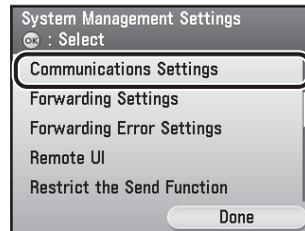


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

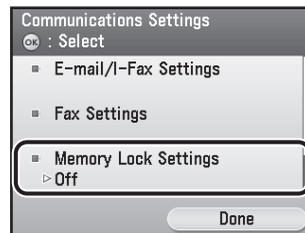


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press .

4 Use [▼], [▲] or  (Scroll Wheel) to select <Communications Settings>, then press [OK].

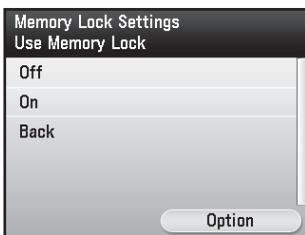


5 Use [▼], [▲] or  (Scroll Wheel) to select <Memory Lock Settings>, then press [OK].



If the Memory Lock Password has been set, enter the Memory Lock Password using  –  (numeric keys), then press [OK].

- 6** Use [▼], [▲] or  (Scroll Wheel) to select <Off>, then press [OK].



The received documents are printed.

- 7** Press  (Main Menu) to return to the Main Menu screen.

Forwarding Received Fax Documents

This machine enables you to automatically forward received fax documents to any desired destination. If a received document matches the specified forwarding conditions, it is forwarded to the specified destination. Received documents that do not match the forwarding conditions can also be forwarded to any desired destination.

NOTE

- The maximum number of forwarding settings that you can store is 52 (12 for the Color imageCLASS MF8450c): 50 (10 for the Color imageCLASS MF8450c) with forwarding conditions and 2 without conditions.
- You can set whether to print fax documents with forwarding errors, and whether to store them in memory. (See “Handling Documents with Forwarding Errors,” on p. 5-131.)
- If a forwarding error occurs when all of <Print Image>, <Store Image to Memory>, and <Memory Lock Settings> are set to <Off>, the received documents will be lost.

Specifying Forwarding Settings

This section describes how to register, erase, print, check, and change the forwarding settings.

Storing Forwarding Settings

You can register the forwarding conditions and destinations.

NOTE

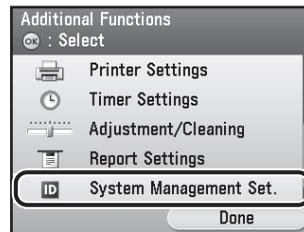
To be able to forward received documents, you need to activate the settings registered here. (See “Activating the Registered Forwarding Settings,” on p. 5-124.)

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

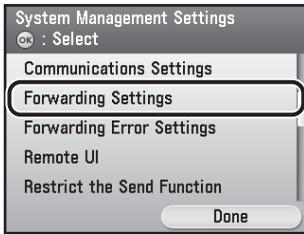


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

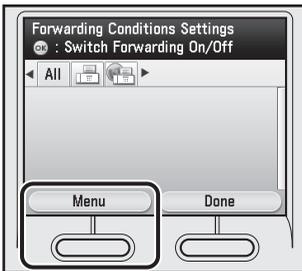


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press .

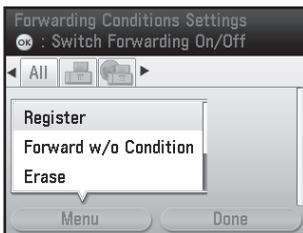
- 4** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



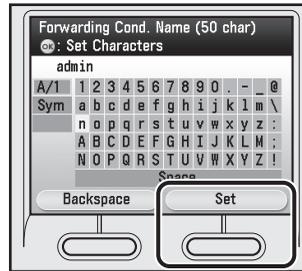
- 5** Press the left Any key to select <Menu>.



- 6** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Register>, then press [OK].

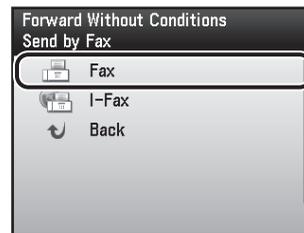


- 7** Use the software keyboard to enter a name for the forwarding condition, then press the right Any key to select <Set>.

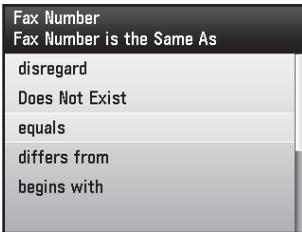


For information on using the software keyboard, see "Entering Characters," on p. 1-19.

- 8** Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Fax>, then press [OK].



- 9** Use [▼], [▲] or  (Scroll Wheel) to select the forwarding condition, then press [OK].

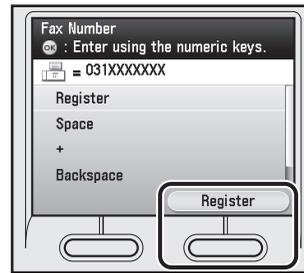


The available forwarding conditions are:

- <disregard>: Disregards the Fax Number information as a forwarding condition.
- <Does Not Exist>: Forwards the document if the Fax Number information does not exist.
- <equals>: Forwards the document if the Fax Number information matches all of the characters entered.
- <differs from>: Forwards the document if the Fax Number information differs from the characters entered.
- <begins with>: Forwards the document if the Fax Number information begins with the characters entered.
- <ends with>: Forwards the document if the Fax Number information ends with the characters entered.
- <contains>: Forwards the document if the Fax Number information contains the characters entered.
- <does not contain>: Forwards the document if the Fax Number information does not contain the characters entered.

If you select <disregard> or <Does Not Exist>, go to step 11.

- 10** Enter the forwarding criterion (up to 20 characters) using 0 – 9 (numeric keys), then press the right Any key to select <Register>.



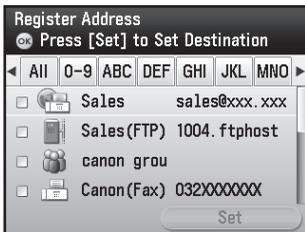
The following items are also available for entering the forwarding criterion:

- <Space>: Inserts a space between numbers.
- <+>: Use to insert a country code. Use <+> after the country code, and before the fax number.
- <Backspace>: Deletes the last number entered.

- 11** Press the right Any key to select <Next>.



12 Use [▼], [▲] or  (Scroll Wheel) to select the forwarding destination, then press [OK].



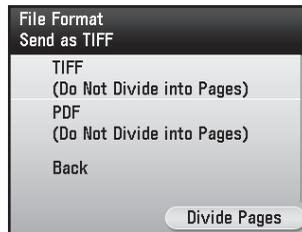
 **NOTE**

- You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
- You can use [◀] or [▶] to restrict the displayed range of destinations.
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
- To cancel a selected destination, select the destination again.

13 Press the right Any key to select <Set>.



14 Use [▼], [▲] or  (Scroll Wheel) to select the file format of the document you want to forward.

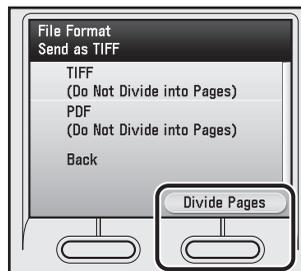


- <TIFF>: Forwards the file in the TIFF format.
- <PDF>: Forwards the file in the PDF format.

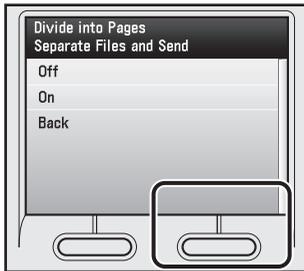
 **NOTE**

- This procedure is not necessary if a fax number or an I-fax address is specified as the destination in step 12. Go to step 17.
- 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.

15 Press the right Any key to select <Divide Pages>.



- 16** If you want to separate multiple images and send them as separate files, each of which consists of only one page, use [▼], [▲] or ⌚ (Scroll Wheel) to select <On>, then press [OK] twice.



If you want to send multiple images as a single file without dividing them, use [▼], [▲] or ⌚ (Scroll Wheel) to select <Off>, then press [OK] twice.

- 17** Press ⏪ (Main Menu) to return to the Main Menu screen.

When Forwarding Destinations Do Not Match the Forwarding Conditions

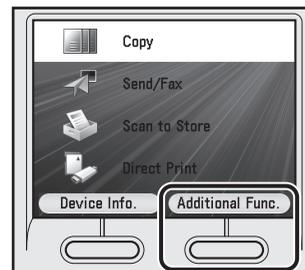
You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.

NOTE

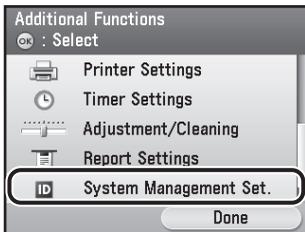
- Forwarding destinations can be stored one at a time, according to the receive type of the received document.
- To be able to forward received documents, you need to activate the settings registered here. (See "Activating the Registered Forwarding Settings," on p. 5-124.)

- 1** Press ⏪ (Main Menu).

- 2** Press the right Any key to select <Additional Func.>.

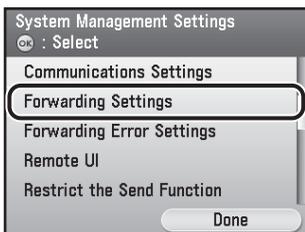


- 3** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <System Management Set.>, then press [OK].

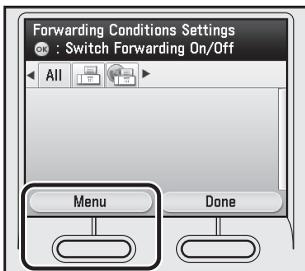


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0-9 (numeric keys), then press ⌂ (Log In/Out).

- 4** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



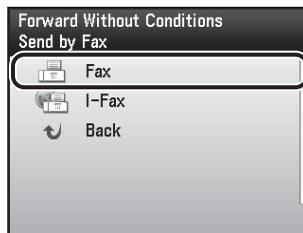
- 5** Press the left Any key to select <Menu>.



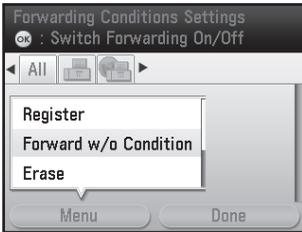
- 6** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Forward w/o Condition>, then press [OK].



- 7** Use [▼], [▲] or ⌂ (Scroll Wheel) to select <Fax>, then press [OK].



- 8** Use [▼], [▲] or  (Scroll Wheel) to select the forwarding destination, then press [OK].



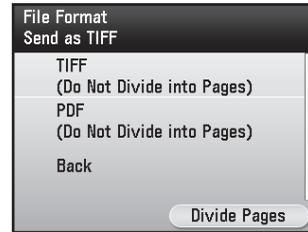
 **NOTE**

- You cannot select multiple destinations at the same time. To forward to multiple destinations, select a group address.
- You can use [◀] or [▶] to restrict the displayed range of destinations.
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See "Storing/Editing Address Book," on p. 3-2.)
- To cancel a selected destination, select the destination again.

- 9** Press the right Any key to select <Set>.



- 10** Use [▼], [▲] or  (Scroll Wheel) to select the file format of the document you want to forward.

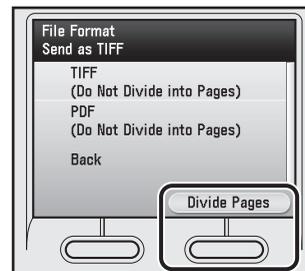


- <TIFF>: Forwards the file in the TIFF format.
- <PDF>: Forwards the file in the PDF format.

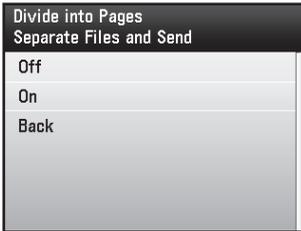
 **NOTE**

- This procedure is not necessary if a fax number or an I-fax address is specified as the destination in step 8. Go to step 13.
- 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.

- 11** Press the right Any key to select <Divide Pages>.



- 12** If you want to separate multiple images and send them as separate files, each of which consists of only one page, use [▼], [▲] or  (Scroll Wheel) to select <On>, then press [OK] twice.



If you want to send multiple images as a single file without dividing them, use [▼], [▲] or  (Scroll Wheel) to select <Off>, then press [OK] twice.

- 13** Press  (Main Menu) to return to the Main Menu screen.

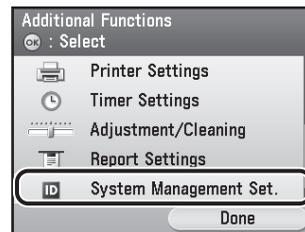
● Activating the Registered Forwarding Settings

You can set whether received documents are forwarded.

- 1** Press  (Main Menu).
- 2** Press the right Any key to select <Additional Func.>.

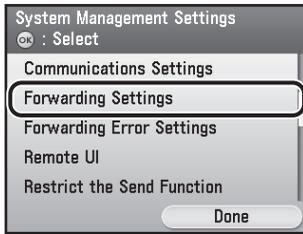


- 3** Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

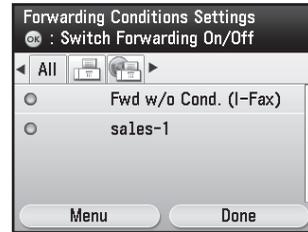


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press .

- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



- 5** Use [▼], [▲] or  (Scroll Wheel) to select the desired forwarding setting, then press [OK].



Each time you press [OK], the icon status displayed on the left side of the condition name is switched.

- : The received document is forwarded to the specified destination if it matches the forwarding conditions.
- : The received document is not forwarded to the specified destination even if it matches the forwarding conditions.

- 6** Press  (Main Menu) to return to the Main Menu screen.

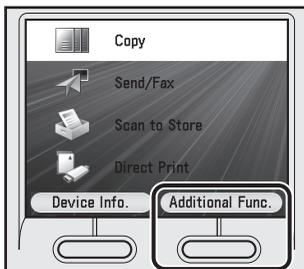
Fax

Erasing Forwarding Settings

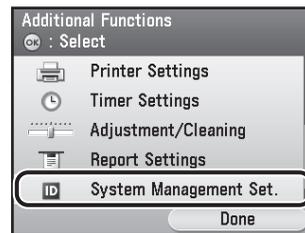
You can erase forwarding settings that have been stored.

- 1** Press  (Main Menu).

- 2** Press the right Any key to select <Additional Func.>.



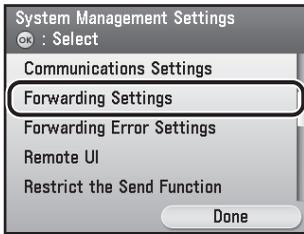
- 3** Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].



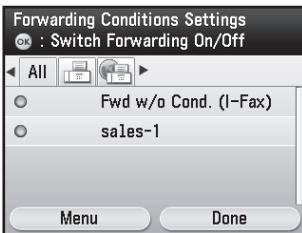
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  -  (numeric keys), then press .



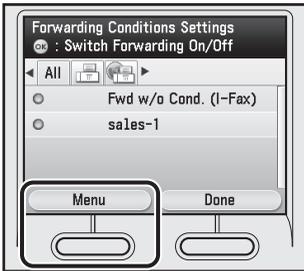
4 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



5 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the forwarding setting you want to erase.



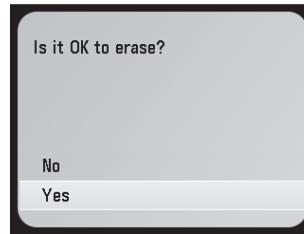
6 Press the left Any key to select <Menu>.



7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Erase>, then press [OK].



8 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].



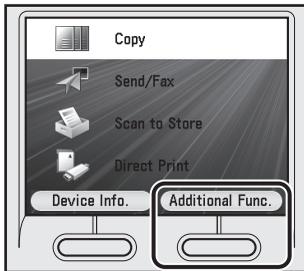
9 Press ⌚ (Main Menu) to return to the Main Menu screen.

● Printing Forwarding Settings

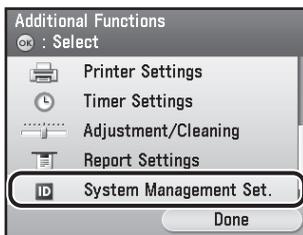
You can print a list of the stored forwarding settings.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

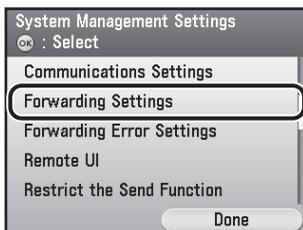


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

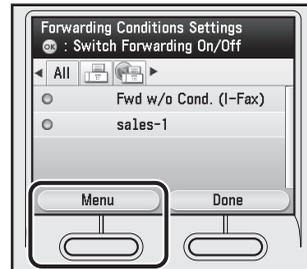


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ① – ⑨ (numeric keys), then press  (Log In/Out).

4 Use [▼], [▲] or  (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



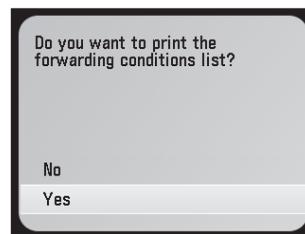
5 Press the left Any key to select <Menu>.



6 Use [▼], [▲] or  (Scroll Wheel) to select <Print List>, then press [OK].



7 Use [▼], [▲] or  (Scroll Wheel) to select <No> or <Yes>, then press [OK].



8 Press  (Main Menu) to return to the Main Menu screen.

● Checking/Changing Forwarding Settings

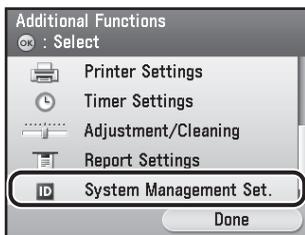
You can check or change forwarding settings that have been stored.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

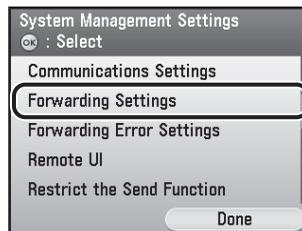


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

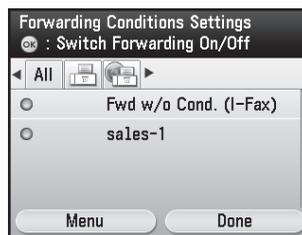


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press  (Log In/Out).

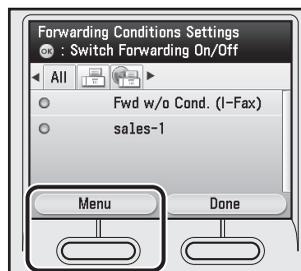
4 Use [▼], [▲] or  (Scroll Wheel) to select <Forwarding Settings>, then press [OK].



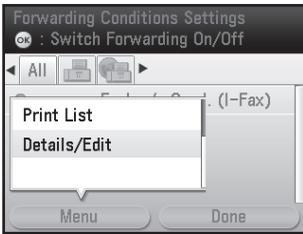
5 Use [▼], [▲] or  (Scroll Wheel) to select the forwarding setting you want to check or change.



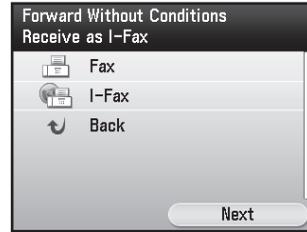
6 Press the left Any key to select <Menu>.



- 7** Use [▼], [▲] or  (Scroll Wheel) to select <Details/Edit>, then press [OK].



- 8** Check or change the forwarding settings.



For instructions on changing forwarding settings, see "Storing Forwarding Settings," on p. 5-117.

- 9** Press  (Main Menu) to return to the Main Menu screen.

Sending Documents in Memory to a Different Destination

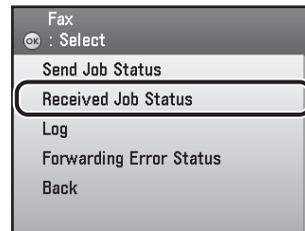
You can redirect the fax documents received in memory to the specified destination.

- 1** Press  (Status Monitor/Cancel).

- 2** Use [▼], [▲] or  (Scroll Wheel) to select <Fax>, then press [OK].



- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Received Job Status>, then press [OK].



- 4** Use [▼], [▲] or  (Scroll Wheel) to select the job you want to transfer.



5 Press the left Any key to select <Details>.



6 Press the left Any key to select <Forward>.



7 Use [▼], [▲] or (Scroll Wheel) to select the destination, then press the right Any key to select <Start>.



 **NOTE**

- You can use [◀] or [▶] to restrict the displayed range of destinations.
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See “Storing/Editing Address Book,” on p. 3-2.)

8 Press (Main Menu) to return to the Main Menu screen.

Handling Documents with Forwarding Errors

You can set how the machine handles the documents that failed to be forwarded.

The default settings are as follows:

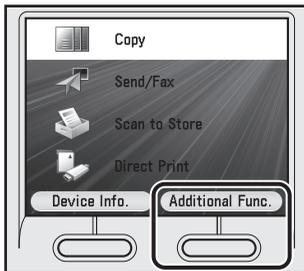
- <Print Image>: On
- <Store Image to Memory>: Off

NOTE

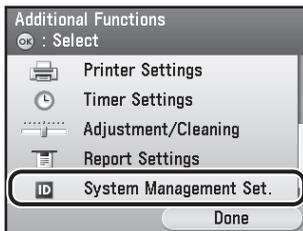
- If a forwarding error occurs when all of <Print Image>, <Store Image to Memory>, and <Memory Lock Settings> are set to <Off>, the received documents will be lost.
- If <Memory Lock Settings> is set to <On>, forwarding error jobs are not printed even if <Print Image> is set to <On>. These jobs are printed when <Memory Lock Settings> is set to <Off>.

1 Press  (Main Menu).

2 Press the right Any key to select <Additional Func.>.

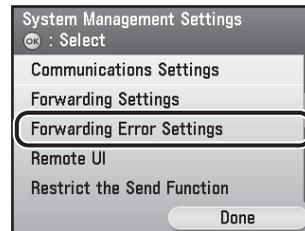


3 Use [▼], [▲] or  (Scroll Wheel) to select <System Management Set.>, then press [OK].

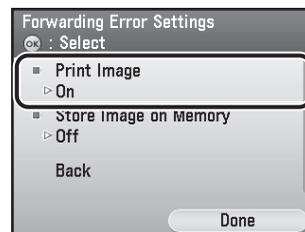


If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  –  (numeric keys), then press  (Log In/Out).

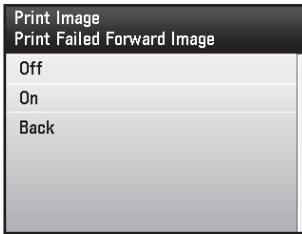
4 Use [▼], [▲] or  (Scroll Wheel) to select <Forwarding Error Settings>, then press [OK].



5 Use [▼], [▲] or  (Scroll Wheel) to select <Print Image>, then press [OK].

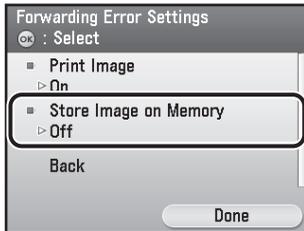


- 6** Use [▼], [▲] or (Scroll Wheel) to select <Off> or <On>, then press [OK].

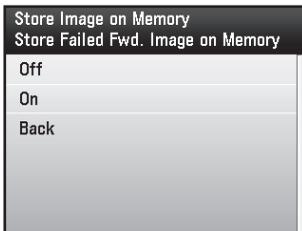


- <Off>: Does not print the image.
- <On>: Prints out the image if forwarding fails.

- 7** Use [▼], [▲] or (Scroll Wheel) to select <Store Image to Memory>, then press [OK].



- 8** Use [▼], [▲] or (Scroll Wheel) to select <Off> or <On>, then press [OK].



- <Off>: Does not store the image.
- <On>: Stores the image in memory if forwarding fails.

NOTE

If you set <Store Image to Memory> to <On>, you can resend the jobs with forwarding errors to registered destinations in the Address Book. (See "Resending Documents with Forwarding Errors," on p. 5-133.)

- 9** Press (Main Menu) to return to the Main Menu screen.

Resending Documents with Forwarding Errors

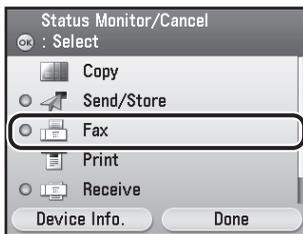
You can resend the fax documents that the machine failed to forward.

NOTE

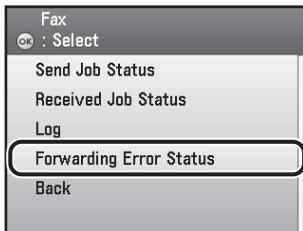
Documents with forwarding errors are stored in memory only if <Store Image to Memory> is set to <On> in <Forwarding Error Settings> in <System Management Set.>. (See "Handling Documents with Forwarding Errors," on p. 5-131.)

1 Press  (Status Monitor/Cancel).

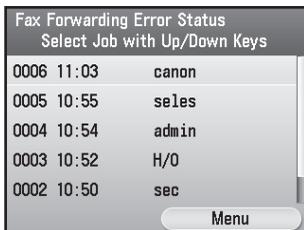
2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Fax>, then press [OK].



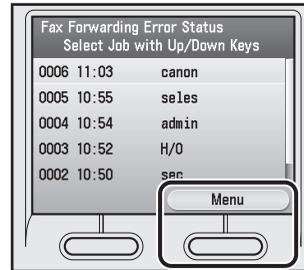
3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Forwarding Error Status>, then press [OK].



4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the job you want to transfer.



5 Press the right Any key to select <Menu>.



6 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Forward>, then press [OK].



- 7** Use [▼], [▲] or  (Scroll Wheel) to select the destination, then press the right Any key to select <Start>.



 **NOTE**

- You can use [◀] or [▶] to restrict the displayed range of destinations.
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See “Storing/Editing Address Book,” on p. 3-2.)
- If the transfer is successful, the document is erased from memory.
- You cannot select a group address for transferring the document.

- 8** Press  (Main Menu) to return to the Main Menu screen.

Checking/Changing the Status of Documents with Forwarding Errors

You can check the details of fax documents that the machine failed to forward. You can also erase and print those documents.

NOTE

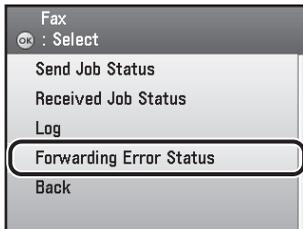
Documents with forwarding errors are stored in memory only if <Store Image to Memory> is set to <On> in <Forwarding Error Settings> in <System Management Set.>. (See "Handling Documents with Forwarding Errors," on p. 5-131.)

1 Press  (Status Monitor/Cancel).

2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Fax>, then press [OK].

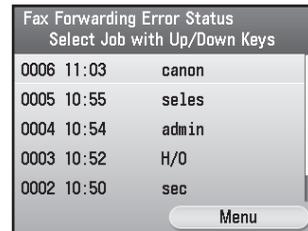


3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Forwarding Error Status>, then press [OK].

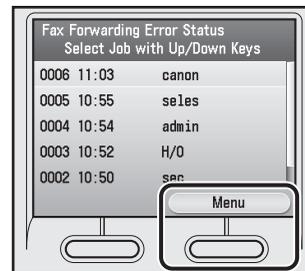


■ If you want to check the details of documents with forwarding errors:

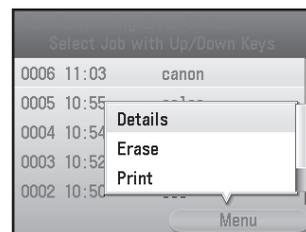
① Use [**▼**], [**▲**] or  (Scroll Wheel) to select the job you want to check.



② Press the right Any key to select <Menu>.



③ Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Details>, then press [OK].

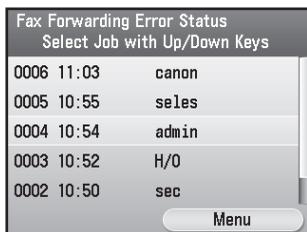


- ④ Check the details of the selected job, then press the right Any key to select <Done>.

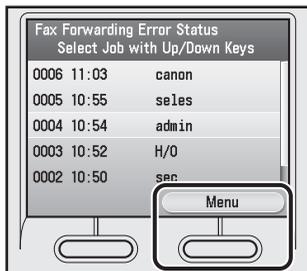


■ If you want to erase a document with a forwarding error:

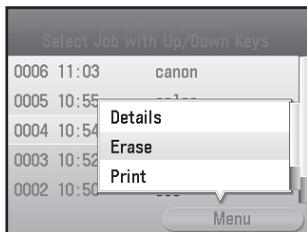
- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the job you want to erase.



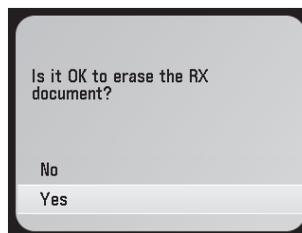
- ② Press the right Any key to select <Menu>.



- ③ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Erase>, then press [OK].



- ④ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <No> or <Yes>, then press [OK].

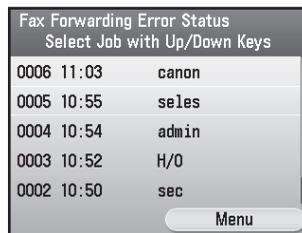


NOTE

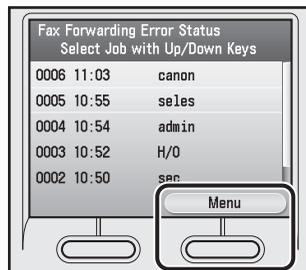
To erase multiple documents from memory, select and erase one document at a time.

■ If you want to print a document with a forwarding error:

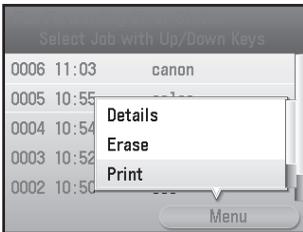
- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the job you want to print.



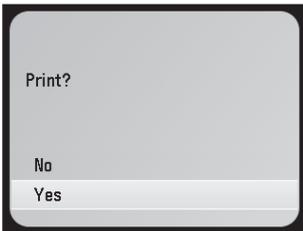
- ② Press the right Any key to select <Menu>.



- ③ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Print>, then press [OK].



- ④ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <No> or <Yes>, then press [OK].



NOTE

To print multiple document, select and print one document at a time.

4

Press  (Main Menu) to return to the Main Menu screen.

Checking/Changing the Status of Fax Documents in Memory

The System Monitor screen enables you to view and change the status of fax documents in memory.

Checking/Deleting Fax Transmission Documents

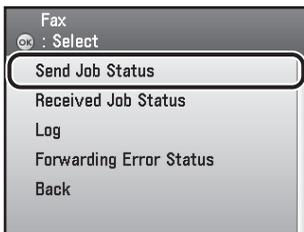
You can check the detailed information of fax documents currently being sent or waiting to be sent, then delete unwanted documents as necessary.

1 Press  (Status Monitor/Cancel).

2 Use [▼], [▲] or  (Scroll Wheel) to select <Fax>, then press [OK].



3 Use [▼], [▲] or  (Scroll Wheel) to select <Send Job Status>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.



5 Check the details of the selected job.



■ If you want to erase the selected job:

- ① Press the right Any key to select <Done>, then go to the next step.



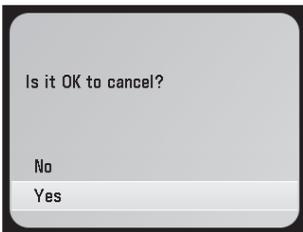
■ If you complete this procedure:

- ① Go to step 8.

6 Make sure that the job you want to erase is selected, then press the right Any key to select <Cancel>.



7 Use [▼], [▲] or ⌂ (Scroll Wheel) to select <No> or <Yes>, then press [OK].



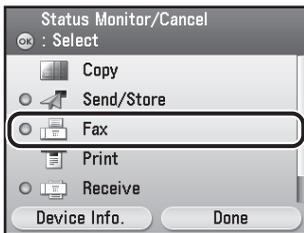
8 Press ⌂ (Main Menu) to return to the Main Menu screen.

Checking/Deleting Fax Reception Documents

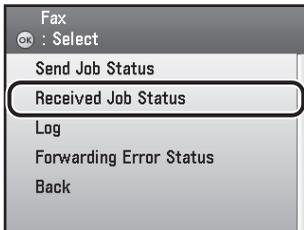
You can check the detailed information of fax documents currently being received or waiting to be received, then delete unwanted documents as necessary. You can also forward received documents in memory to a desired destination.

1 Press (Status Monitor/Cancel).

2 Use [▼], [▲] or (Scroll Wheel) to select <Fax>, then press [OK].



3 Use [▼], [▲] or (Scroll Wheel) to select <Received Job Status>, then press [OK].



4 Use [▼], [▲] or (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.



5 Check the details of the selected job.



■ If you want to erase the selected job:

① Press the right Any key to select <Done>, then go to the next step.



■ If you complete this procedure:

① Go to step 8.

NOTE

You can forward the selected job to another destination by pressing the left Any key to select <Forward>. For information on forwarding received documents, see "Sending Documents in Memory to a Different Destination," on p. 5-129.

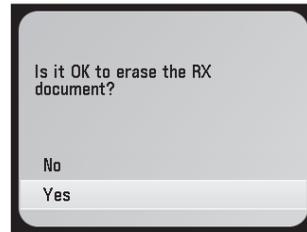
6 Make sure that the job you want to erase is selected, then press the right Any key to select <Erase>.



NOTE

- To erase multiple documents from memory, select and erase one document 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.

7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <No> or <Yes>, then press [OK].



8 Press ⌂ (Main Menu) to return to the Main Menu screen.

Checking/Printing the Fax Log

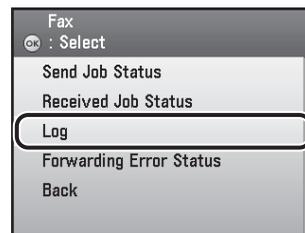
You can view or print the results of fax transactions that list all faxes sent or received.

1 Press ⌂ (Status Monitor/Cancel).

2 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Fax>, then press [OK].



3 Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Log>, then press [OK].



NOTE

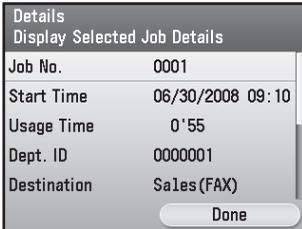
If <Job Log Display> in <System Management Set.> is set to <Off>, <Log> is not displayed.



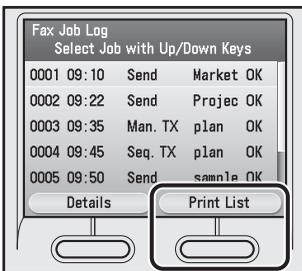
- 4** Use [▼], [▲] or  (Scroll Wheel) to select the job whose detailed information you want to check, then press the left Any key to select <Details>.



- 5** Check the details of the selected job, then press the right Any key to select <Done>.

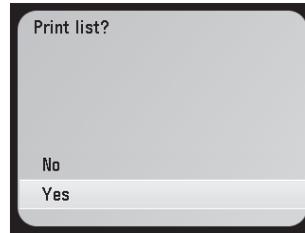


- 6** If you want to print a list of transaction results, press the right Any key to select <Print List>.



If you do not want to print the list, go to step 8.

- 7** Use [▼], [▲] or  (Scroll Wheel) to select <No> or <Yes>, then press [OK].



- 8** Press  (Main Menu) to return to the Main Menu screen.

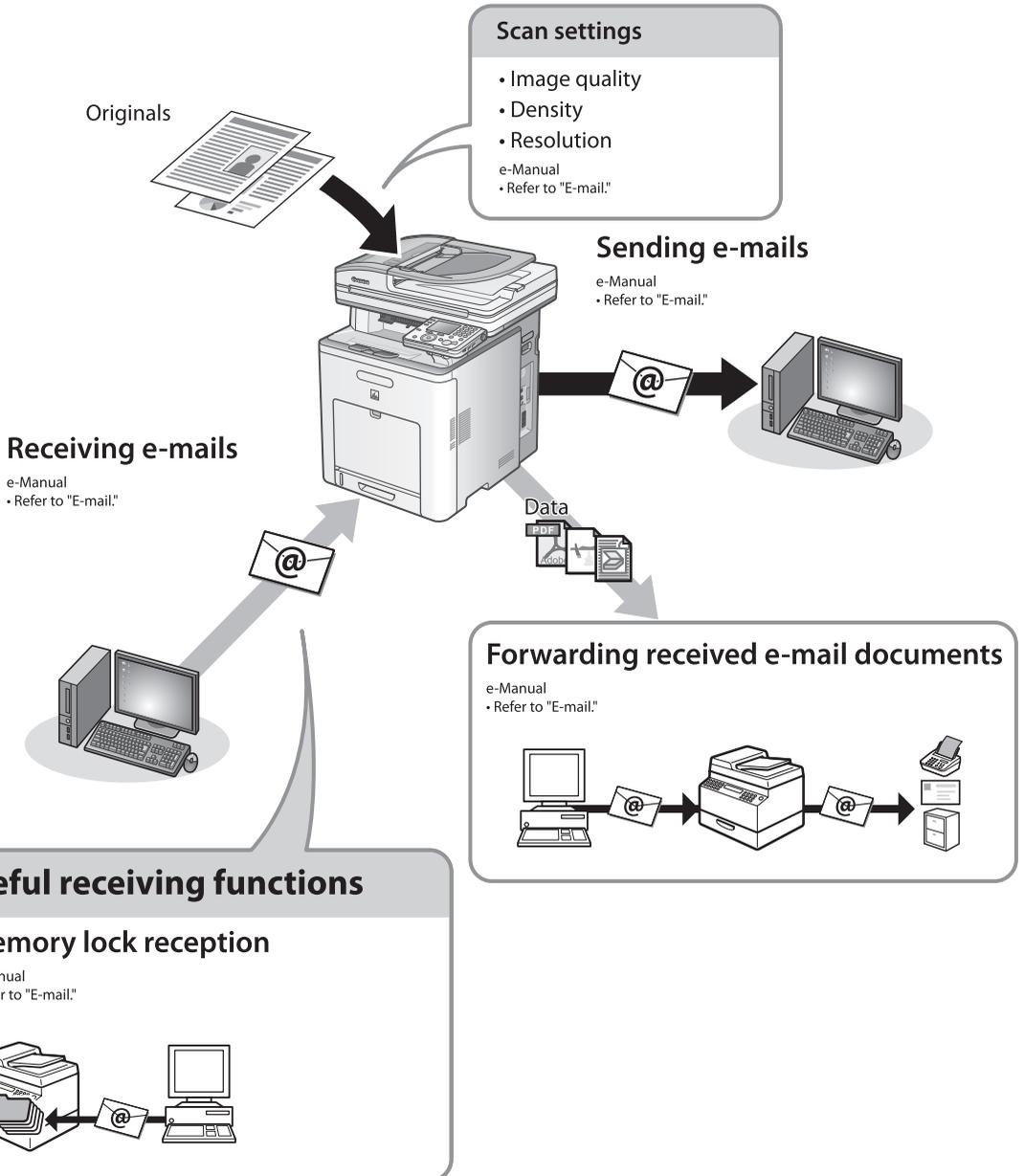
This chapter describes how to use e-mail functions.

Overview of E-Mail Functions	6-2
Introduction to Using E-Mail Functions	6-4
Basic E-Mail Operations	6-5
Sending E-Mail Documents	6-5
Canceling Sending E-Mail Documents	6-7

Overview of E-Mail Functions

You can send scanned documents as e-mail attachments.

You can also print out received e-mail messages.

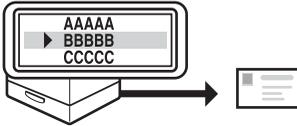


Various sending functions

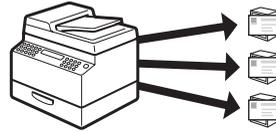
Specifying destinations

e-Manual
• Refer to "E-mail."

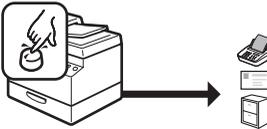
Using the address book



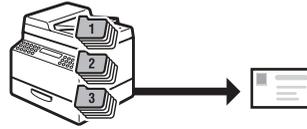
Broadcasting



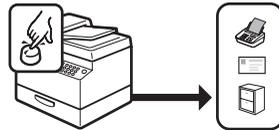
Using the one-touch



Job recall

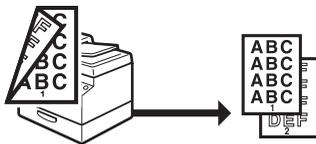


Using the group address



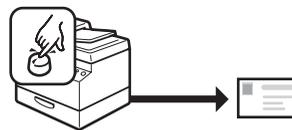
Sending 2-sided originals

e-Manual
• Refer to "E-mail."



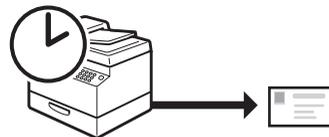
Favorites

e-Manual
• Refer to "E-mail."



Delayed sending

e-Manual
• Refer to "E-mail."



Introduction to Using E-Mail Functions

This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.

This section describes the things that you must do before using e-mail functions.

Be sure to set the following items first:

- Network settings
Set the network settings to enable your machine to communicate over the network. (See "Network Settings," in the e-Manual.)
- E-mail settings
Set the e-mail settings to enable your machine to communicate with a mail server. (See "Network Settings," in the e-Manual.)

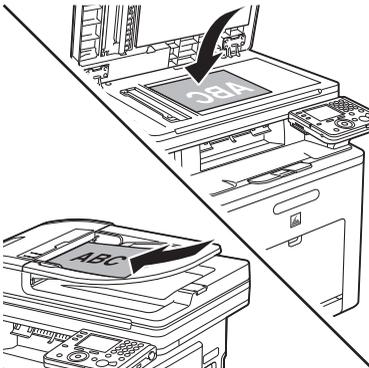
Basic E-Mail Operations

This section describes the basic procedures for sending e-mails and canceling a transmission in progress.

Sending E-Mail Documents

This section describes the flow of sending e-mails.

1 Place your originals.

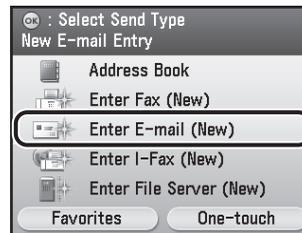


2 Press  (Main Menu).

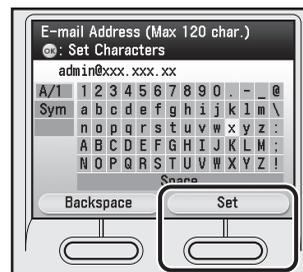
3 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select <Enter E-mail (New)>, then press [OK].



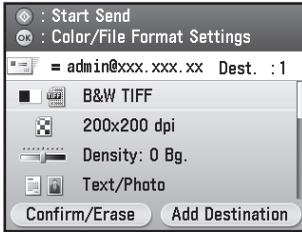
5 Use the software keyboard to enter the e-mail address, then press the right Any key to select <Set>.



- You can enter up to 120 characters for the e-mail address.
- For information on using the software keyboard, see "Entering Characters," on p. 1-19.



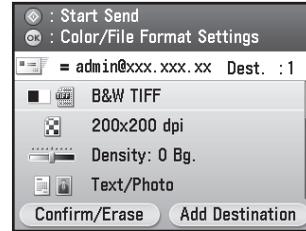
6 Make the scan settings you require.



You can specify the following settings:

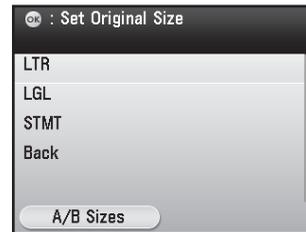
- <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See "E-mail," in the e-Manual.)
- <Resolution Settings>: Adjusts the resolution of originals. (See "E-mail," in the e-Manual.)
- <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "E-mail," in the e-Manual.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See "E-mail," in the e-Manual.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "E-mail," in the e-Manual.)
- <Delayed TX Settings>: Specifies the transmission time. (See "E-mail," in the e-Manual.)
- <Send Document Name Settings>: Sets the name of the document for sending. (See "E-mail," in the e-Manual.)
- <Subject/Message Settings>: Sets your e-mail subject and message. (See "E-mail," in the e-Manual.)
- <Reply-to Settings>: Sets the reply address to your e-mail. (See "E-mail," in the e-Manual.)
- <E-mail Priority Settings>: Sets your e-mail priority. (See "E-mail," in the e-Manual.)
- <Register Favorites>: Stores frequently used send settings for future use. (See "E-mail," in the e-Manual.)

7 Press (Start).

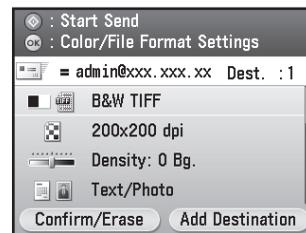


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

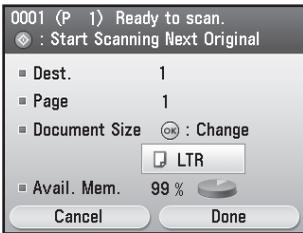
8 Use , or (Scroll Wheel) to select the original size, then press [OK].



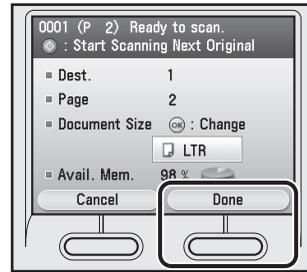
9 Press (Start).



- 10** Follow the instructions on the display, then press  (Start) once for each original.



- 11** When scanning is complete, press the right Any key to select <Done>.

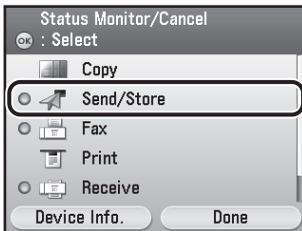


- Scanning starts, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

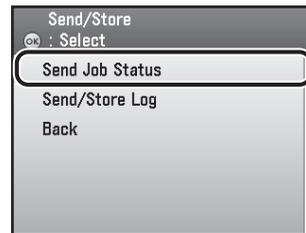
Canceling Sending E-Mail Documents

Follow this procedure to cancel a transmission in progress.

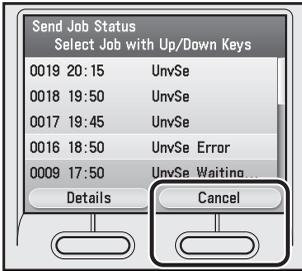
- 1** Press  (Status Monitor/Cancel) during transmission.
- 2** Use ,  or  (Scroll Wheel) to select <Send/Store>, then press [OK].



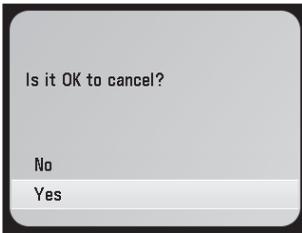
- 3** Use ,  or  (Scroll Wheel) to select <Send Job Status>, then press [OK].



- 4** Use [▼], [▲] or  (Scroll Wheel) to select the job you want to cancel, then press the right Any key to select <Cancel>.



- 5** Use [▼], [▲] or  (Scroll Wheel) to select <No> or <Yes>, then press [OK].



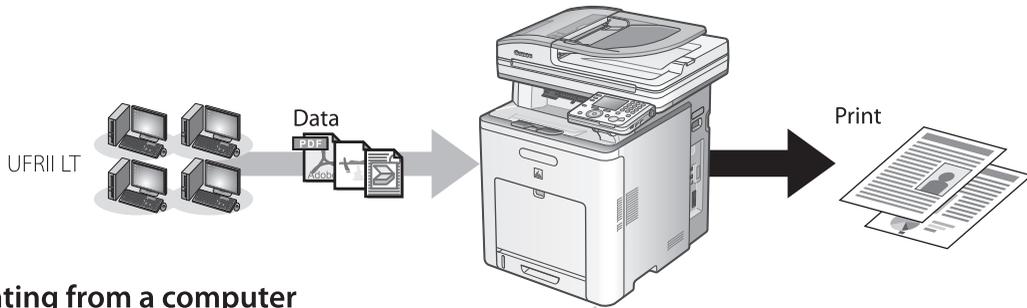
- 6** Press  (Main Menu) to return to the Main Menu screen.

This chapter describes the basic print features.

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Overview of Print Functions

You can print on both sides of paper or use the mode that reduces multiple pages to fit onto one sheet of paper. You can also print out data from a memory medium inserted into the slot of the machine.



Printing from a computer (Network connection/USB connection)

e-Manual
• Refer to "Print."



Printing from memory media (Direct print)

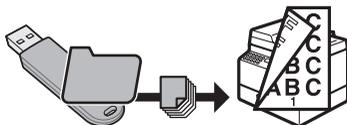
(p. 7-11)

(Color imageCLASS MF9170c/MF9150c Only)

Various printing features (Printing from memory media)

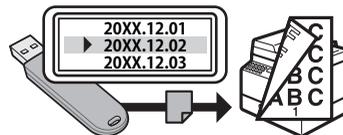
Printing all files in folder

(p. 7-20)



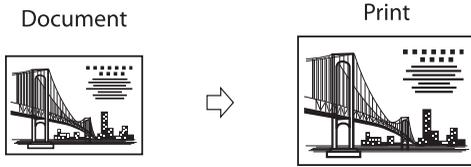
Printing files by specifying date or extension

(p. 7-21 and 7-24)

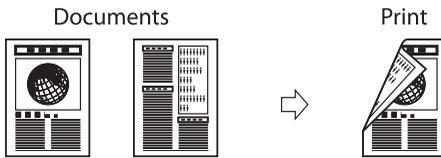


Various printing features (Printing from a computer)

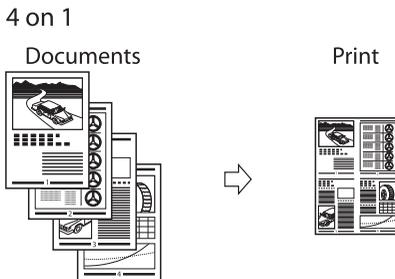
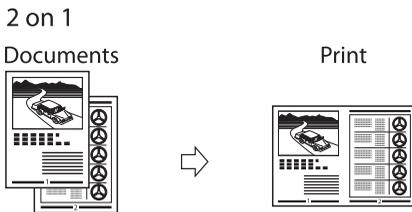
Scaling documents (p. 7-7)



2-sided printing (p. 7-10)

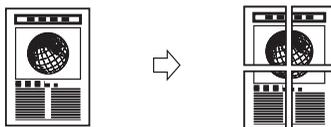


Multiple pages onto one sheet (p. 7-9)



Poster printing

e-Manual
 • Refer to "Print."



NOTE

Functions such as the 2 on 1, 2-sided printing, and collating can be used in combination.

Introduction to Using Print Functions

The Canon PCL5c, PCL6, and UFR II LT printer drivers enable users of Microsoft Windows 2000, Windows XP, Windows Server 2003, Windows Vista, or Windows Server 2008 to print from any Windows application and make full use of their Canon printers.

This machine supports two types of printer drivers: Hewlett-Packard's PCL (Printer Control Language) printer driver including the PCL5c and PCL6 printer drivers, and Canon's UFR II LT (Ultra Fast Rendering II Lite) printer driver.

For installing the driver to send a print job to the machine over a network, see "Network Connection" in the Starter Guide.

For installing the driver to send a print job directly from your PC to the machine, see "USB Connection" in the Starter Guide.

PCL

The PCL5c and PCL6 printer drivers can be used with most kinds of business application software. The PCL5c printer driver is for color printers and the PCL6 printer driver is for both color and black-and-white printers. PCL6 is an advanced version of PCL5c and offers superior printing quality and speed.

UFR II LT

Using the UFR II LT printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

You can update your printer driver software and acquire information about Canon products on the Canon home page (<http://www.usa.canon.com>). Driver software is updated every few months.

NOTE

- The PCL function is available only for the Color imageCLASS MF9170c.
- The available printer drivers may vary, depending on the machine and the version of Windows that you are using.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the printer configuration automatically or to use the Job Accounting feature. For instructions on how to install the Canon Driver Information Assist Service, see "Set Up Computers and Software" in the Starter Guide.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

Printing Documents from Computer

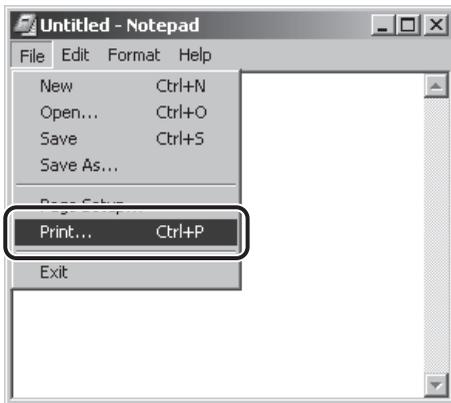
This section is the explanation of the basic procedure for printing from the computer (printer driver). Make sure that the printer driver is installed on your computer. To check if the driver is installed, see “Set Up Computers and Software,” in the Starter Guide. For details on the printer driver settings, see Online Help.

NOTE

- Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- The display may differ according to the operating system, as well as the type and version of the printer driver.
- If you are using a shared printer in the Print Server (Point and Print) environment, it is necessary to install the Canon Driver Information Assist Service in the server PC in order to set up the printer configuration automatically or to use the Job Accounting feature. For instructions on how to install the Canon Driver Information Assist Service, see “Set Up Computers and Software” in the Starter Guide.
- The machine may not be able to print data such as color photos if the data size of a single page is too large. If such is the case, reduce the data size by lowering the resolution or by changing the file format.

1 Open the document you want to print from the application.

2 Select [Print] from the [File] menu.

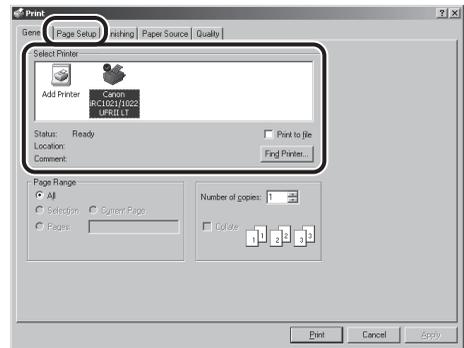


The printer driver screen is displayed.

NOTE

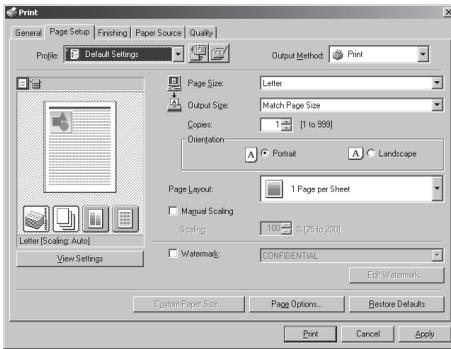
The procedure to display the printer driver screen may differ depending on the applications you are using.

3 Select your printer from [Select Printer], then click [Page Setup].



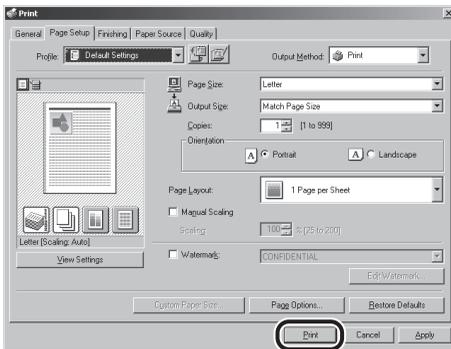
4

Configure the required settings in the printer driver screen.



5

Click [Print].



Printing begins.

Scaling Documents

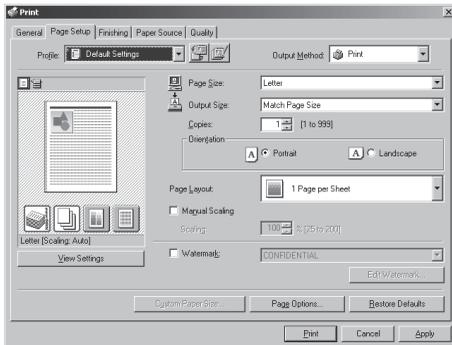
You can enlarge or reduce documents to match the output paper size, such as reducing a document created in LTR size to print on STMT, or enlarging a document created in STMT size to print on LTR.

There are two methods for scaling a document: select the output size of the document to scale it automatically, or specify the scaling value manually.

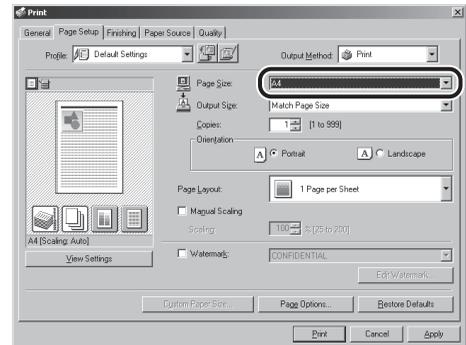
NOTE

- Depending on the selected page size and printer model you are using, you may not be able to magnify the document.
- Depending on the printer model you are using, you may not be able to magnify the document to the optimum ratio for the selected page size.
- If you are using an application that enables you to enlarge or reduce the document, configure the settings in the application.
- The display may differ according to the operating system, as well as the type and version of the printer driver.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

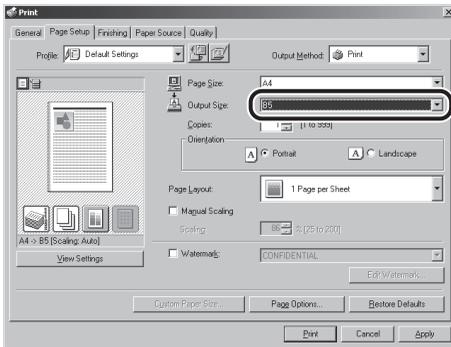
1 Display the [Page Setup] sheet.



2 Select page size of the document you created in the application from [Page Size].

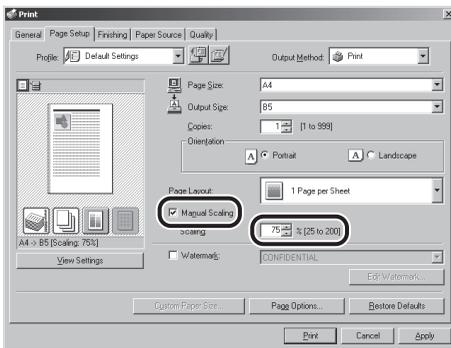


3 Select output size of the document from [Output Size].



The document is scaled automatically according to the settings made in [Page Size] and [Output Size].

4 If you want to increase or decrease the magnification manually, select [Manual Scaling] → specify the scaling ratio for [Scaling].



NOTE

If the ratio is less than 25% or more than 200%, the document is printed without scaling on the paper specified in [Output Size].

5 Click [Print].

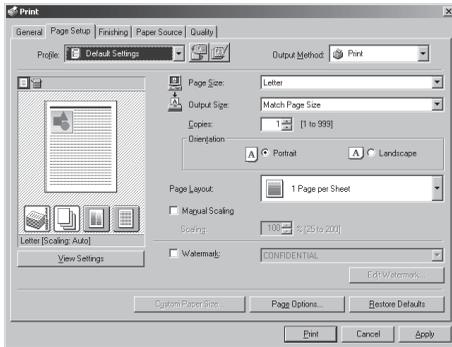
Printing Multiple Pages on One Sheet

This mode enables you to reduce multiple pages to fit onto one sheet of paper. You can make well-organized documents by editing multiple materials onto one sheet. And you can cut down print costs by saving papers, and it is also useful for saving space.

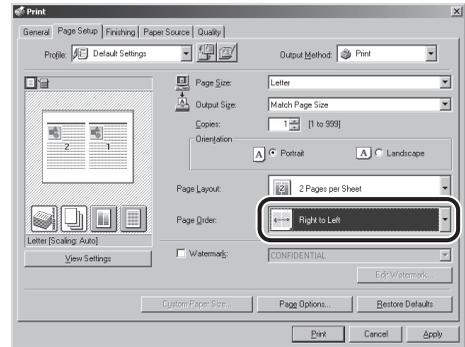
NOTE

- Although there may be a function for printing multiple copies depending on the application you are using, do not use it together with this function. If you do, printing may not be executed correctly.
- You cannot enlarge and reduce manually when using this function.
- The display may differ according to the operating system, as well as the type and version of the printer driver.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

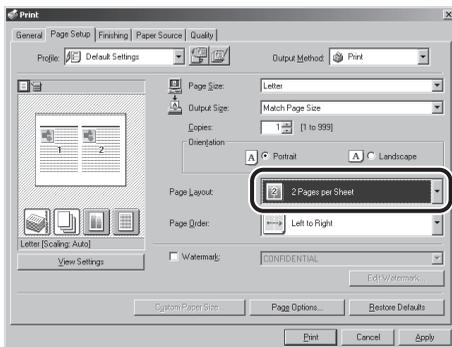
1 Display the [Page Setup] sheet.



3 Select the page order from [Page Order].



2 Select the page layout from [Page Layout].



4 Click [Print].

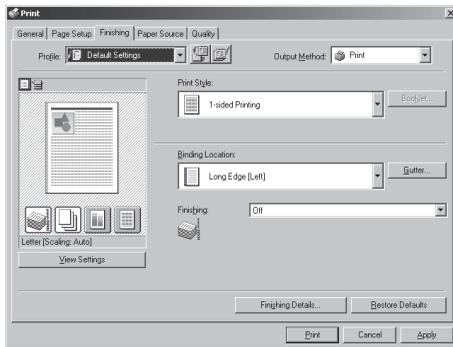
2-Sided Printing

This mode enables you to make two-sided printing. You can cut down print costs by half when copying in large quantities.

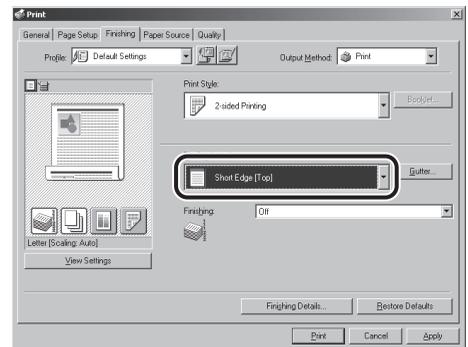
NOTE

- The page sizes for which two-sided printing is available differ according to printer model. For details, click [Help] in the bottom right-hand corner of the printer driver window to view the Online Help.
- The display may differ according to the operating system, as well as the type and version of the printer driver.
- Most settings of printing are made from the printer driver. Although there are some settings which can be made from the machine, the settings from the printer driver has priority.

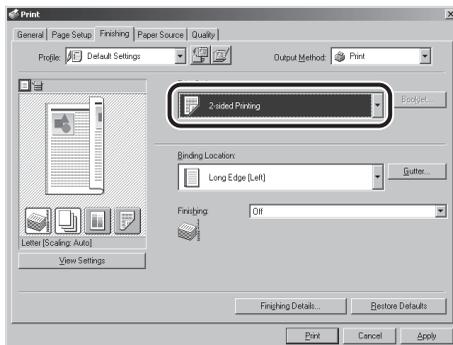
1 Display the [Finishing] sheet.



3 Select binding edge for the paper printout from [Binding Location].



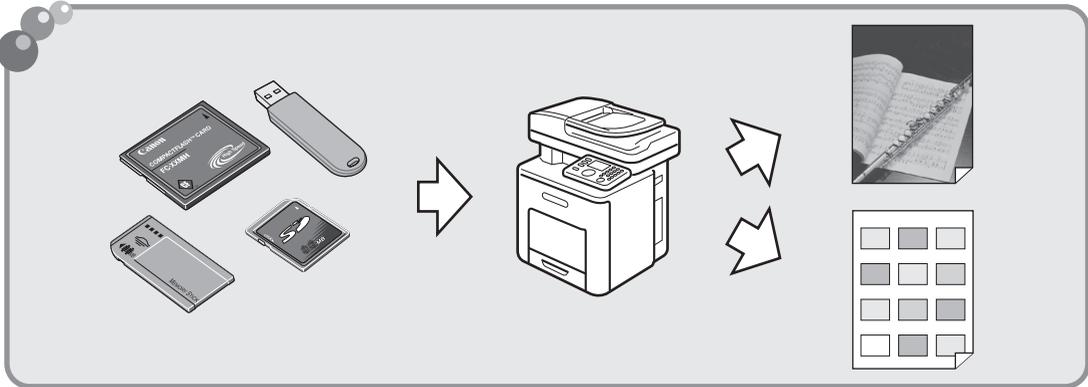
2 Select [2-sided Printing] from [Print Style].



4 Click [Print].

Printing from Memory Media (Direct Print)

You can print data from a memory medium, such as a SD card by directly inserting it into the machine and selecting the desired image on the display. You do not need to connect the machine to your computer. The Direct Print function is available only for the Color imageCLASS MF9170c/MF9150c.



Memory Media Supported by This Machine

The memory media listed below are compatible with this machine.

USB Memory/Memory cards that can be directly inserted into the slot:	
	– USB Memory
	– SD Secure Digital memory card – SDHC memory card
	– Compact Flash (CF) Card : supports Type I/II (3.3 V) – Microdrive

USB Memory/Memory cards that can be directly inserted into the slot:	
	<ul style="list-style-type: none"> – Memory Stick – Memory Stick PRO

Memory cards that can be inserted in the slot using an adapter:	
<p> NOTE</p> <p>If one of the following memory cards is inserted without an adapter, the card may get stuck in the slot. Be sure to attach an adapter to the memory card before inserting it into the slot.</p>	
	– miniSD Card* ¹
	– microSD Card* ²
	<ul style="list-style-type: none"> – Memory Stick Duo*¹ – Memory Stick PRO Duo*¹

*¹ Use the special adapter provided with the card.

*² Use the SD Card Adapter provided with the card.

Data Supported by This Machine

Note the followings so you can use an appropriate memory media.

- Supported file systems of a memory are FAT 16 and FAT 32.
- You can not select the data contained in other folder at once.
- You can not select a data in a lower level folder.
- The following data can be used:
 - JPEG (DCF/Exif2.21/JFIF)
 - TIFF

 **NOTE**

The size of the TIFF image cannot be scaled for printing. If the size of the TIFF image exceeds the size of the selected paper, only the part that fits on the paper is printed.

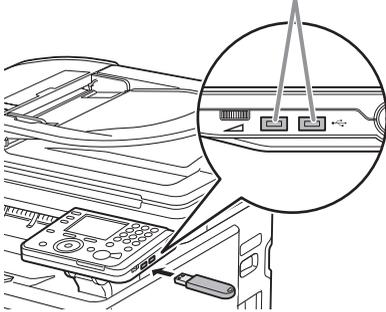
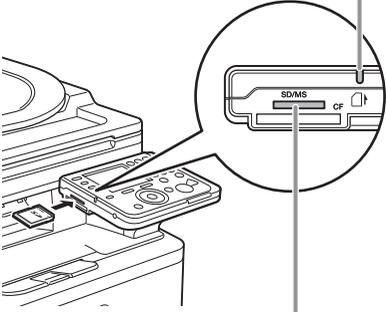
Inserting Memory Media

CAUTION

- When a memory medium is inserted into the slot, the access lamp lights up. Do not touch the memory medium at this point because the machine is accessing to the data in the memory medium. Doing so may damage the machine and the memory media.
- When inserted, some memory media protrude from the slot. Do not force them into the slot any further. Doing so may damage the machine and the memory media.
- Make sure that the memory medium is correctly oriented before inserting it into the slot. Forcing an improperly positioned memory medium into the slot may damage the memory medium and/or the machine.
- Depending on the SD card, it may take a few seconds to recognize it.

How to insert a memory medium

Insert only one memory medium into the slot. Confirm that the Access lamp has lit up.

Media Type	Inserting Media
<ul style="list-style-type: none"> - USB Memory 	<p>Insert into one of the USB ports.</p> 
<ul style="list-style-type: none"> - SD Secure Digital memory card - SDHC memory card - Memory Stick - Memory Stick PRO - Memory Stick Duo*¹ - Memory Stick PRO Duo*¹ - miniSD Card^{1*1} - microSD Card*² 	<p>The Access lamp lights up.</p>  <p>Insert into the upper Slot.</p>

Media Type	Inserting Media
<ul style="list-style-type: none"> - Compact Flash (CF) Card - Microdrive 	<p>The Access lamp lights up.</p> <p>Insert into the lower Slot.</p>

*1 Be sure to attach the memory medium to the special adapter before inserting it into the slot.

*2 Use "SD Card Adapter" Provided with the card.

Removing Memory Media

CAUTION

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

- 1** Make sure that the access lamp is not blinking, then remove the memory medium from the slot.

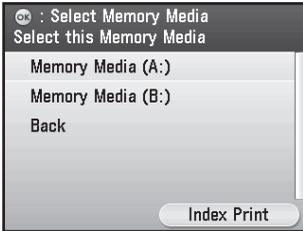
Printing from Memory Media

- 1** Insert a memory medium into the slot.
- 2** Confirm that the access lamp has lit up.
- 3** Press  (Main Menu).

- 4** Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Direct Print>, then press [OK].

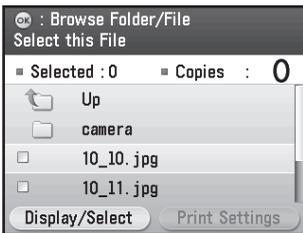


5 Use [▼], [▲] or  (Scroll Wheel) to select the memory medium that stores the data that you want to print, then press [OK].



If you want to print an index of all the files in the selected memory medium, see “Index Printing,” on p. 7-18.

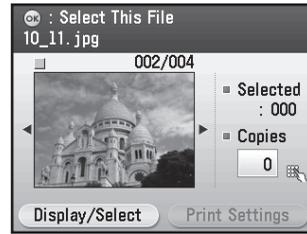
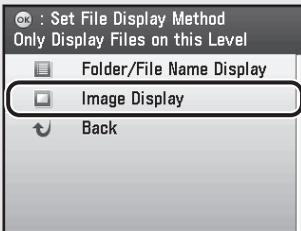
6 Use [▼], [▲] or  (Scroll Wheel) to select the folder that contains the data that you want to print, then press [OK].



If you select data which is saved outside the folder, skip to step 8.

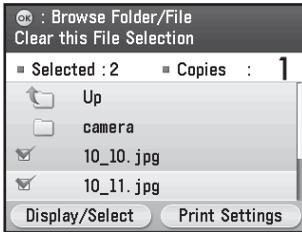
 **NOTE**

If you want to select the data from the displayed images, press the left Any key to change the display method from <Folder/File Name Display> to <Image Display>, then press [OK].

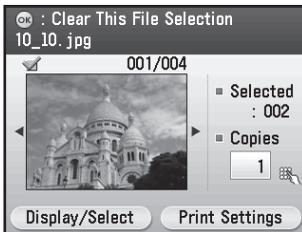


You can select the desired data by sorting all data according to date or extension. If you want to sort data by date, see “Selecting Files by Date,” on p. 7-21. If you want to sort data by extension, see “Selecting Files by Extension,” on p. 7-24.

7 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the data that you want to print, then press [OK].



– In the <Image Display> mode, the screen below appears. Use [◀], [▶] or ⌚ (Scroll Wheel) to select the data that you want to print, then press [OK].

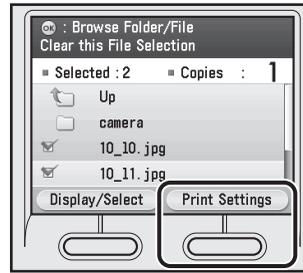


- You can select data by entering the desired copy quantity with ①–⑨ (numeric keys) instead of pressing [OK].
- You can select multiple data at once from one folder.

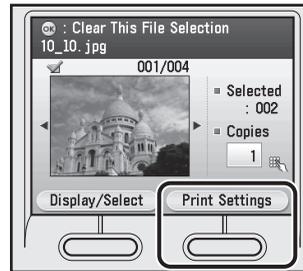
NOTE

You can not select the data contained in other folders at once.

8 Press the right Any key to select <Print Settings>.



In the <Image Display> mode, the screen below appears.



9 Use [▼], [▲] or ⌚ (Scroll Wheel) to select the desired setting, then press [OK].



The followings are the settings that can be made:

- <Color>: Selects full color or B&W.
- <Drawer 1>: Selects paper for printing.
- <Layout>: Specifies the layout.

NOTE

To make this setting, see the detailed procedures in the next page.

- <Copies>: Selects print quantity.
- <Print Date>: Prints the shooting date on data.

 **NOTE**

To make this setting, see the detailed procedures in the next page.

- <Print File Name>: Prints the file name on data.

 **NOTE**

To make this setting, see the detailed procedures in the next page.

- <Vivid Photo>: Makes green and blue more lively.
- <Brightness>: Adjusts brightness.
- <Halftones>: Optimizes data for printing.

 **NOTE**

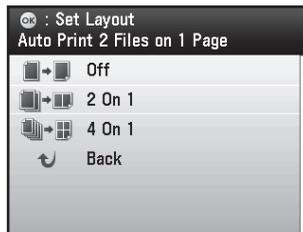
- The <Halftones> default setting is <Auto>. <Gradation> is suitable for photos taken with a digital camera and <Error Diffusion> is suitable for scanned images. In <Auto> mode, printing from a memory card is automatically processed with <Gradation> and printing from USB memory is automatically processed with <Error Diffusion>. For optimal images, select <Error Diffusion> when printing scanned images stored in memory cards. When printing photos stored in a USB memory, select <Gradation>.
- <Copies> can be set up for each file, but the other print settings cannot be specified for each file.

■ If you select <Layout>:

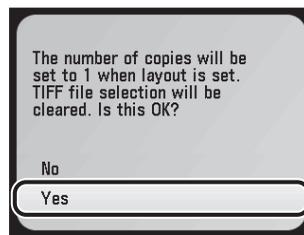
 **NOTE**

- The print quantity is limited to one.
- Only JPEG data can be printed. Even if the selected files contain TIFF data, only JPEG data is printed.
- The print size is adjusted automatically to fit on one sheet of paper.
- The order of the images in the layout cannot be specified.
- This setting cannot be used with two-sided printing.
- A blank space for printing the date and file name is left below the printed image even if <Print Date> or <Print File Name> is set to <Off>.

- ① Use [▼], [▲] or  (Scroll Wheel) to select the layout type, then press [OK].



- ② Use [▼], [▲] or  (Scroll Wheel) to select <Yes>, then press [OK].



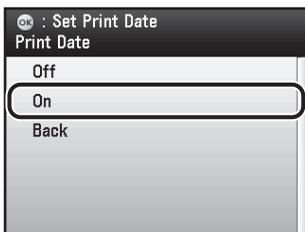
■ If you select <Print Date> or <Print File Name>:



NOTE

- Only JPEG data can be printed. Even if the selected files contain TIFF data, only JPEG data is printed.
- The file name can consist of up to 20 characters.

① Use [▼], [▲] or ⌚ (Scroll Wheel) to select <On>, then press [OK].



10

Press ⏏ to start printing.

When printing is complete, remove the memory media.



NOTE

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

● Index Printing

You can print an index of the data saved on a memory medium.



NOTE

This functions is only available for JPEG. If the selected medium contains TIFF files, they are not printed.

1

Insert a memory medium into the slot.

2

Confirm that the access lamp has lit up.

3

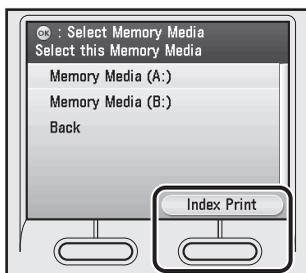
Press ⏏ (Main Menu).

4

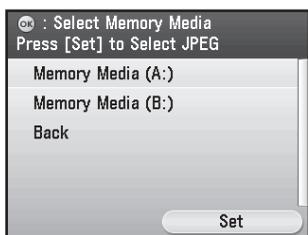
Use [▼], [▲] or ⌚ (Scroll Wheel) to select <Direct Print>, then press [OK].



5 Press the right Any key to select <Index Print>.



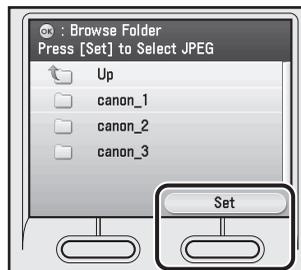
6 Use [▼], [▲] or ⌂ (Scroll Wheel) to select the desired memory medium, then press [OK].



NOTE

- You can not select multiple memory media or folders at once.
- If you press the right Any key to select <Set>, only the data saved outside folders will be printed.

7 Use [▼], [▲] or ⌂ (Scroll Wheel) to select the desired folder, then press the right Any key to select <Set>.

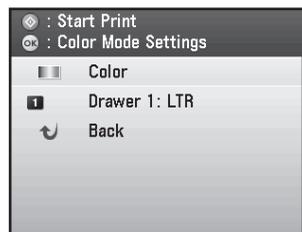


If the selected folder contains a subfolder, the files in that folder will not be printed.

NOTE

The maximum depth of a sub-folder you can select is 20.

8 Use [▼], [▲] or ⌂ (Scroll Wheel) to select the desired setting, then press [OK].



- Press [OK] after making each setting.
- <Color>: Selects full color or B&W.
 - <Drawer 1>: Selects paper source for printing.

9 Press ⏻ (Start).

When printing is complete, remove the memory media.

NOTE

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

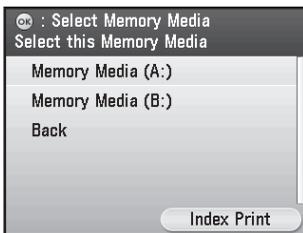
Selecting All Files in Folder

You can print all files in the selected folder.

- 1 Insert a memory medium into the slot.
- 2 Confirm that the access lamp has lit up.
- 3 Press  (Main Menu).
- 4 Use ,  or  (Scroll Wheel) to select <Direct Print>, then press [OK].



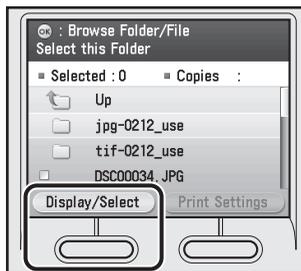
- 5 Use ,  or  (Scroll Wheel) to select the desired memory medium, then press [OK].



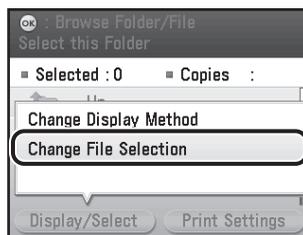
- 6 Use ,  or  (Scroll Wheel) to select the folder that contains the files that you want to print, then press [OK].



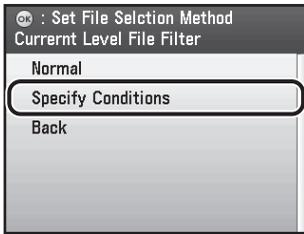
- 7 Press the left Any key to select <Display/Select>.



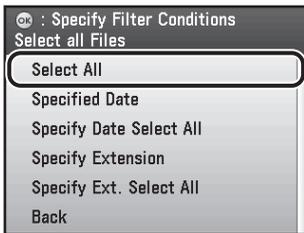
- 8 Use ,  or  (Scroll Wheel) to select <Change File Selection>, then press [OK].



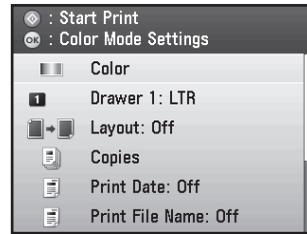
- 9** Use [▼], [▲] or  (Scroll Wheel) to select <Specify Conditions>, then press [OK].



- 10** Press [OK] to select <Select All>.



- 11** Use [▼], [▲] or  (Scroll Wheel) to select the desired setting, then press [OK].



 **NOTE**

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-14.

- 12** Press  (Start) to start printing.
When printing is complete, remove the memory media.

 **NOTE**

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

 **Selecting Files by Date**

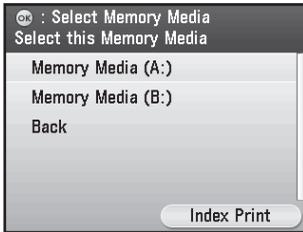
You can print only the selected files saved within the specified range of dates or all files on the specified dates.

- 1** Insert a memory medium into the slot.
- 2** Confirm that the access lamp has lit up.
- 3** Press  (Main Menu).

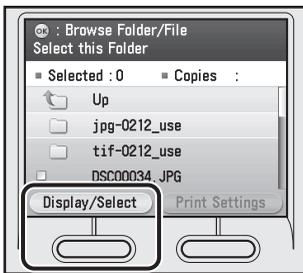
- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Direct Print>, then press [OK].



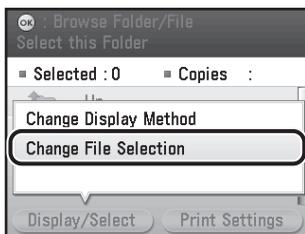
5 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the desired memory medium, then press [OK].



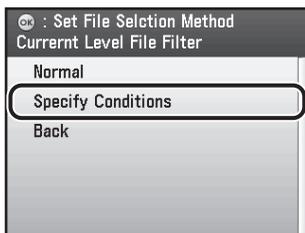
6 Press the left Any key to select <Display/Select>.



7 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Change File Selection>, then press [OK].



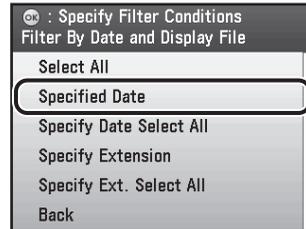
8 Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specify Conditions>, then press [OK].



9 Select the files by specifying dates.

■ If you want to print only the selected files saved within the specified range of dates:

① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specified Date>, then press [OK].



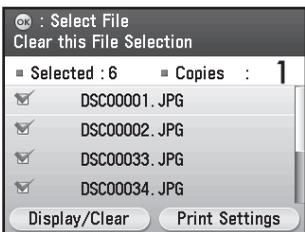
② Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the start date, then press [OK].



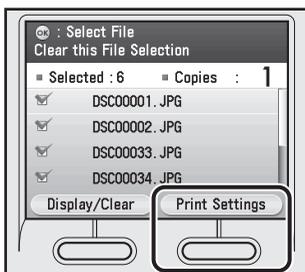
③ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the end date, then press [OK].



- ④ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the file that you want to print, then press [OK].

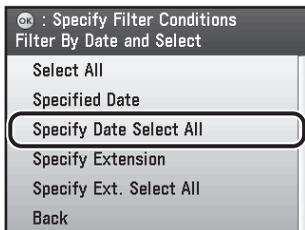


- ⑤ Press the right Any key to select <Print Settings>.

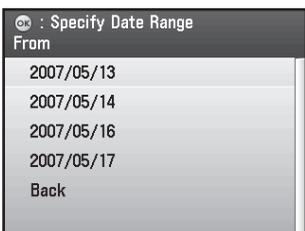


- If you want to print all files on the specified dates:

- ① Use [▼], [▲] or Ⓒ (Scroll Wheel) to select <Specify Date Select All>, then press [OK].



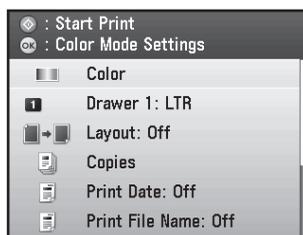
- ② Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the start date, then press [OK].



- ③ Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the end date, then press [OK].



- 10** Use [▼], [▲] or Ⓒ (Scroll Wheel) to select the desired setting, then press [OK].



NOTE

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-14.

- 11** Press Ⓐ (Start) to start printing.

When printing is complete, remove the memory media.

NOTE

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

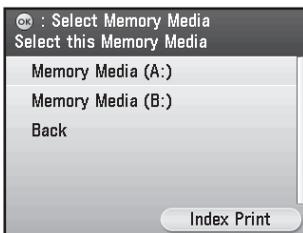
Selecting Files by Extension

You can print only the selected files or all files of the specified extension.

- 1 Insert a memory medium into the slot.
- 2 Confirm that the access lamp has lit up.
- 3 Press  (Main Menu).
- 4 Use [▼], [▲] or  (Scroll Wheel) to select <Direct Print>, then press [OK].



- 5 Use [▼], [▲] or  (Scroll Wheel) to select the desired memory medium, then press [OK].



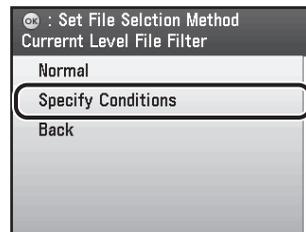
- 6 Press the left Any key to select <Display/Select>.



- 7 Use [▼], [▲] or  (Scroll Wheel) to select <Change File Selection>, then press [OK].



- 8 Use [▼], [▲] or  (Scroll Wheel) to select <Specify Conditions>, then press [OK].

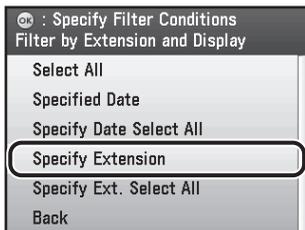


9

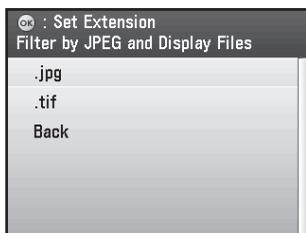
Select the files by specifying extensions.

■ If you want to print only the selected files of the specified extension:

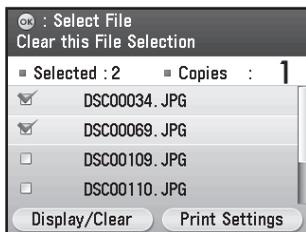
- ① Use [▼], [▲] or Ⓢ (Scroll Wheel) to select <Specify Extension>, then press [OK].



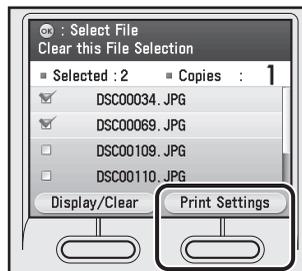
- ② Use [▼], [▲] or Ⓢ (Scroll Wheel) to select the desired extension, then press [OK].



- ③ Use [▼], [▲] or Ⓢ (Scroll Wheel) to select the file that you want to print, then press [OK].

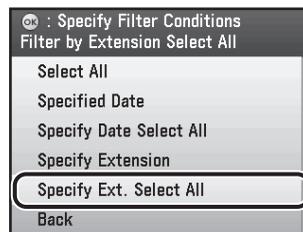


- ④ Press the right Any key to select <Print Settings>.



■ If you want to print all files of the specified extension:

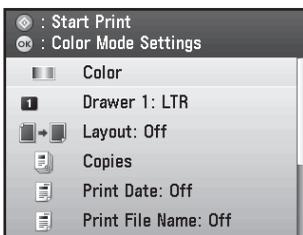
- ① Use [▼], [▲] or Ⓢ (Scroll Wheel) to select <Specify Ext. Select All>, then press [OK].



- ② Use [▼], [▲] or Ⓢ (Scroll Wheel) to select the desired extension, then press [OK].



- 10** Use [▼], [▲] or  (Scroll Wheel) to select the desired setting, then press [OK].



 **NOTE**

For details about <Print Settings>, see step 9 in "Printing from Memory Media," on p. 7-14.

- 11** Press  (Start) to start printing.
When printing is complete, remove the memory media.

 **NOTE**

Do not remove the memory medium when the access lamp is blinking. The blinking lamp indicates that the machine is accessing the data in the memory medium. The data may be damaged if you remove the memory medium at this point.

Checking and Canceling Print Jobs/Checking Print Logs

You can check the numbers of prints and the print results, or you can cancel a print job before the printing starts.

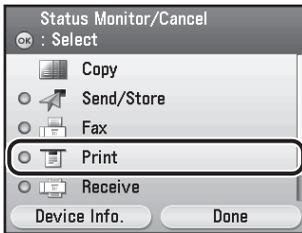
Checking Print Jobs

NOTE

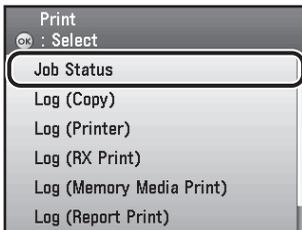
Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no jobs in the memory of the print job status.

1 Press  (Status Monitor/Cancel).

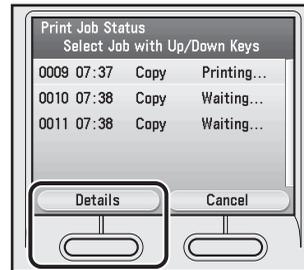
2 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Print>, then press [OK].



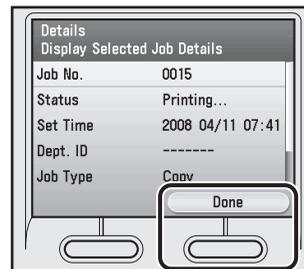
3 Use [**▼**], [**▲**] or  (Scroll Wheel) to select <Job Status>, then press [OK].



4 Use [**▼**], [**▲**] or  (Scroll Wheel) to select the desired job, then press the left Any key to select <Details>.



5 Check the print job status, then press the right Any key to select <Done>.



6 Press  (Main Menu) to return to the Main Menu screen.

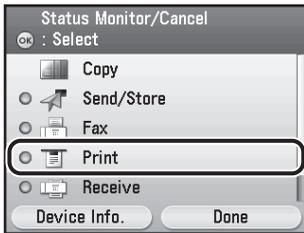
Canceling Print Jobs

 **NOTE**

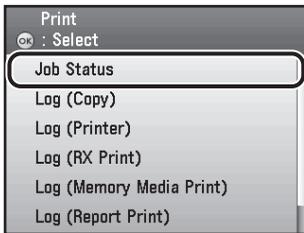
Make sure that the Processing/Data indicator is on or blinking. When the Processing/Data indicator is off, there are no print jobs in the memory.

1 Press  (Status Monitor/Cancel).

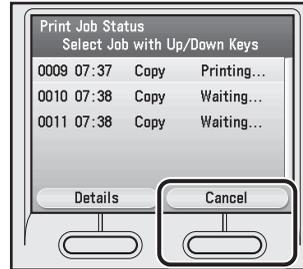
2 Use [▼], [▲] or  (Scroll Wheel) to select <Print>, then press [OK].



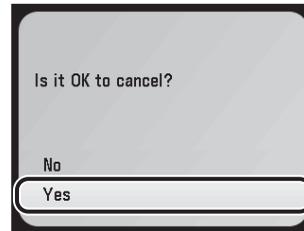
3 Use [▼], [▲] or  (Scroll Wheel) to select <Job Status>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select the desired job, then press the right Any key to select <Cancel>.



5 Use [▼], [▲] or  (Scroll Wheel) to select <Yes>.

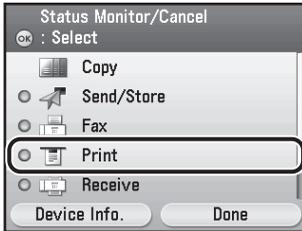


6 Press  (Main Menu) to return to the Main Menu screen.

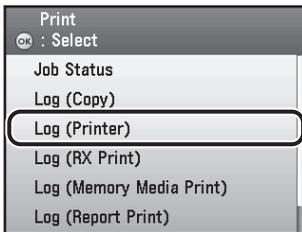
Checking Print Logs

1 Press  (Status Monitor/Cancel).

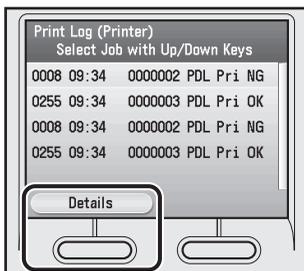
2 Use ,  or  (Scroll Wheel) to select <Print>, then press [OK].



3 Use ,  or  (Scroll Wheel) to select <Log (Printer)>, then press [OK].



4 Use ,  or  (Scroll Wheel) to select the desired log, then press the left Any key to select <Details>.



5 Check the print log, then press the right Any key to select <Done>.



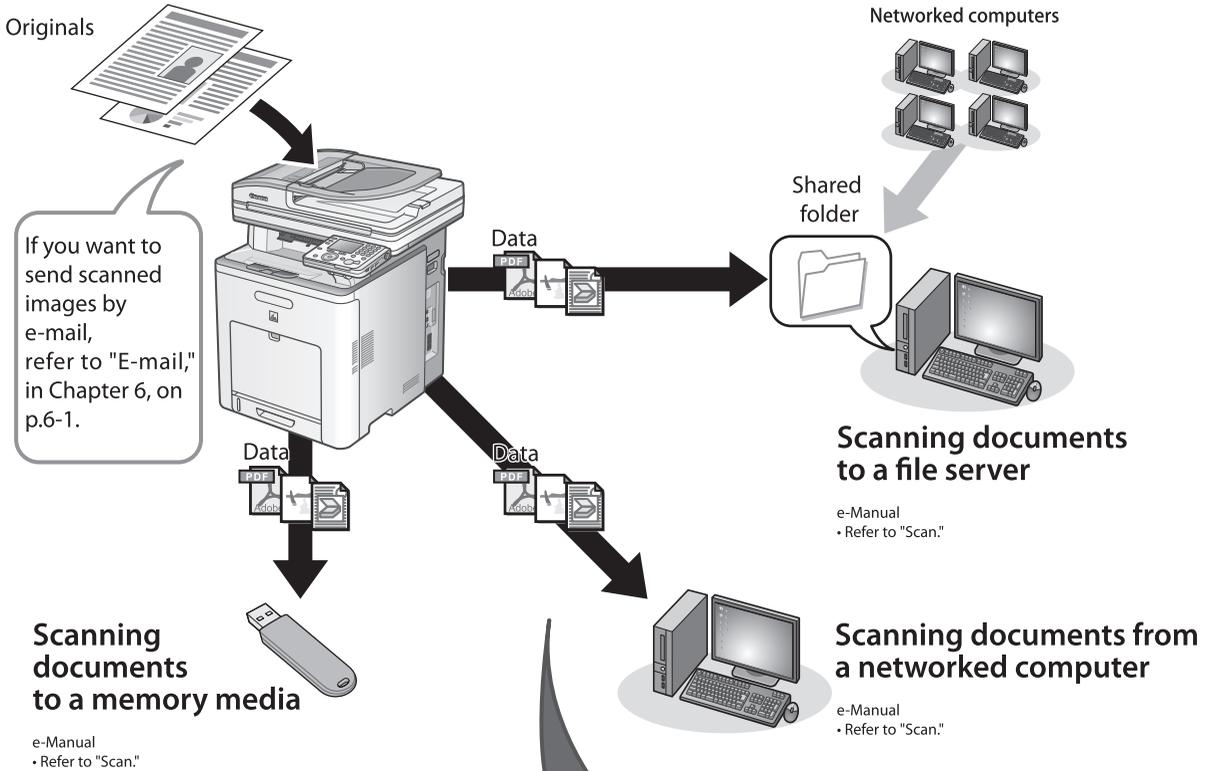
6 Press  (Main Menu) to return to the Main Menu screen.

This chapter describes how to use scanner functions.

Overview of Scanner Functions.....	8-2
Introduction to Using Scanner Functions.....	8-4
For Scanning Documents to a File Server	8-4
For Scanning Documents from a Networked Computer	8-4
Basic Scanning Operations	8-5
Scanning Documents to a File Server	8-5
Scanning Documents to a USB Memory	8-7
Scanning Documents from a Networked Computer	8-9

Overview of Scanner Functions

You can transmit scanned documents over the network to your computer.
You also can store scanned documents in a file server or USB memory.



Network ScanGear

Use the Network ScanGear to scan from a networked computer.
Settings for the Network ScanGear are as follows:

Basic Settings

- Color Mode
- Resolution
- Original Size

Image Processing Settings

- Density
- Department ID Management
- Password

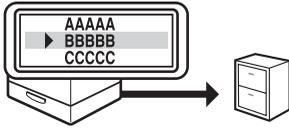
- Option
- negative/positive Reverse
- Mirror Image
- Rotate Image
- Brightness
- Contrast
- Gamma

Various sending functions (File server)

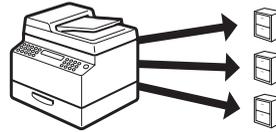
Specifying destinations

e-Manual
• Refer to "Scan."

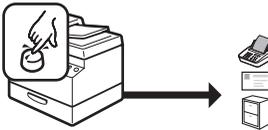
Using the address book



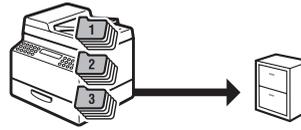
Broadcasting



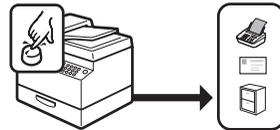
Using the one - touch



Job recall

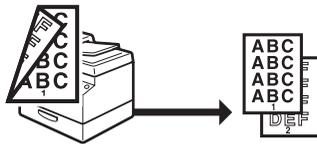


Using the group addresses



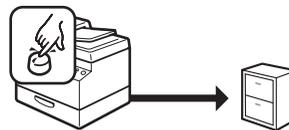
Sending 2-sided original

e-Manual
• Refer to "Scan."



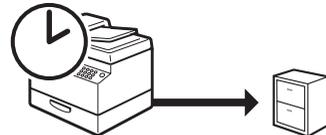
Favorites

e-Manual
• Refer to "Scan."



Delayed sending

e-Manual
• Refer to "Scan."



Introduction to Using Scanner Functions

**This section describes the things that you must do before using scanner functions.
Be sure to set the following items first:**

For Scanning Documents to a File Server

- Network settings

Set the network settings to enable your machine to communicate over the network. (See "Network Settings," in the e-Manual.)

- File server settings

Set the file server settings to enable your machine to communicate with a file server. (See "Network Settings," in the e-Manual.)

For Scanning Documents from a Networked Computer

- Network settings

Set the network settings to enable your machine to communicate over the network. (See "Network Settings," in the e-Manual.)

- Color Network ScanGear

Install the Color Network ScanGear scanner driver for using the machine as a scanner. (See the Network ScanGear Installation Guide on the accompanying CD-ROM.)

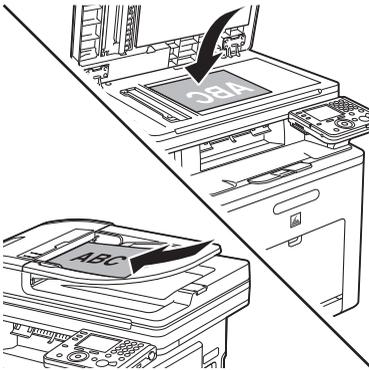
Basic Scanning Operations

This section describes the basic procedures for scanning documents.

Scanning Documents to a File Server

This section describes the basic procedure for sending scanned documents to a computer that acts as a file server on a network.

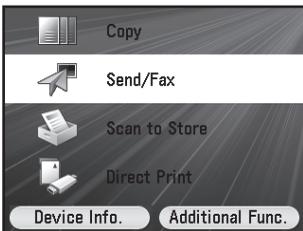
1 Place your originals.



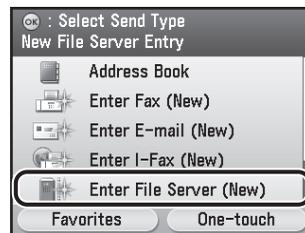
2 Press  (Main Menu).

3 Use [▼], [▲] or  (Scroll Wheel) to select <Send/FAX> or <Scan to Store>, then press [OK].

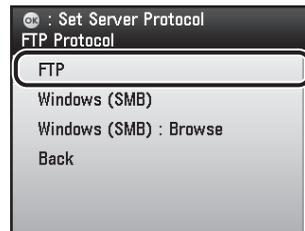
If you select <Scan to Store>, use [▼], [▲] or  (Scroll Wheel) to select <Store on File Server>, then press [OK].



4 Use [▼], [▲] or  (Scroll Wheel) to select <Enter File Server (New)>, then press [OK].

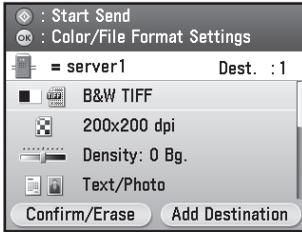


5 Specify the file server's address.



For information on how to specify the file server's address, see "Scan," in the e-Manual.

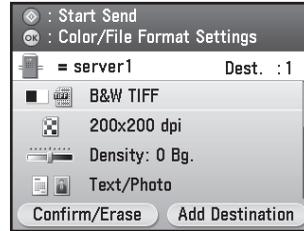
6 Make the scan settings you require.



You can specify the following settings:

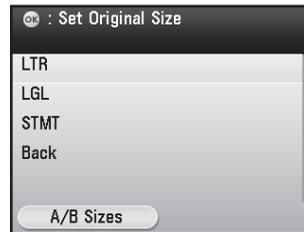
- <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See “Scan,” in the e-Manual.)
- <Resolution Settings>: Adjusts the resolution of originals. (See “Scan,” in the e-Manual.)
- <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See “Scan,” in the e-Manual.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See “Scan,” in the e-Manual.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See “Scan,” in the e-Manual.)
- <Delayed TX Settings>: Specifies the transmission time. (See “Scan,” in the e-Manual.)
- <Send Document Name Settings>: Sets the name of the document for sending. (See “Scan,” in the e-Manual.)
- <Subject/Message Settings>: Sets the message body text. (See “Scan,” in the e-Manual.)
- <Register Favorites>: Stores frequently used send settings for future use. (See “Scan,” in the e-Manual.)

7 Press (Start).

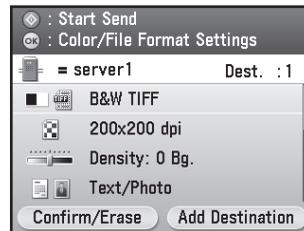


- Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

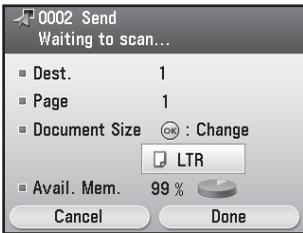
8 Use , or (Scroll Wheel) to select the original size, then press [OK].



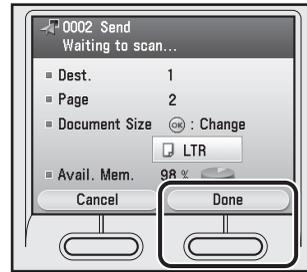
9 Press (Start).



- 10** Follow the instructions on the display, then press  (Start) once for each original.



- 11** When scanning is complete, press the right Any key to select <Done>.



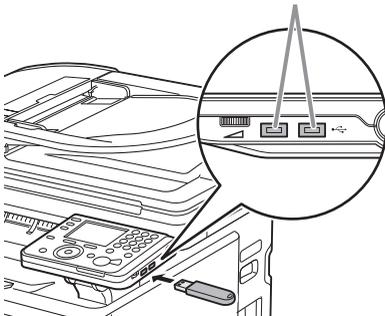
- Scanning starts and the scanned data is sent to the specified destination when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

Scanning Documents to a USB Memory

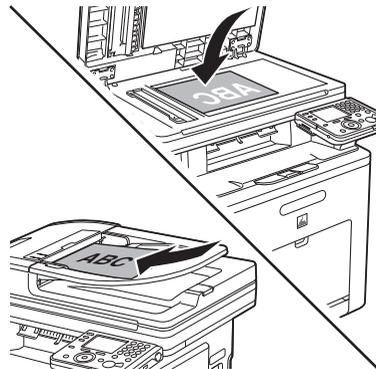
This section describes the basic procedure for storing scanned documents to a USB memory.

- 1** Insert your USB memory to an appropriate slot on the right side of the control panel.

Insert into one of the USB ports.



- 2** Place your originals.

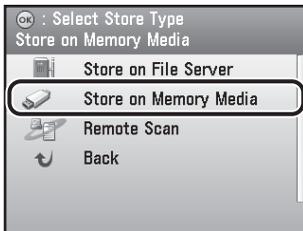


- 3** Press  (Main Menu).

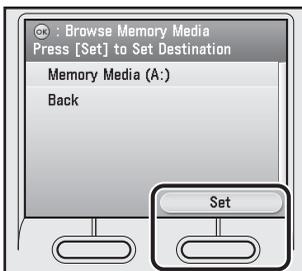
- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Scan to Store>, then press [OK].



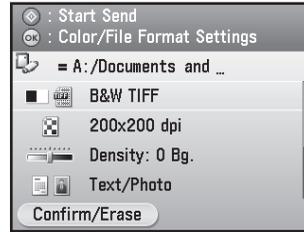
- 5** Use [▼], [▲] or  (Scroll Wheel) to select <Store on Memory Media>, then press [OK].



- 6** Use [▼], [▲] or  (Scroll Wheel) to select the media you want to store in, then press the right Any key to select <Set>.



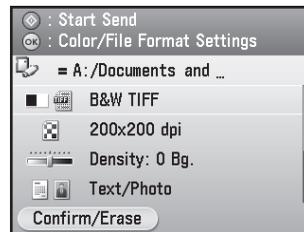
- 7** Make the scan settings you require.



You can specify the following settings:

- <Color/File Format Settings>: Specifies the color type of originals and the file format for sending. (See "Scan," in the e-Manual.)
- <Resolution Settings>: Adjusts the resolution of originals. (See "Scan," in the e-Manual.)
- <Density/Background Rem. Set.>: Adjusts the density and the background color of originals. (See "Scan," in the e-Manual.)
- <Original Image Quality Settings>: Adjusts the image quality of originals. (See "Scan," in the e-Manual.)
- <2-Sided Orig. Orientation Set.>: Scans two-sided originals for sending. (See "Scan," in the e-Manual.)
- <Send Document Name Settings>: Sets the name of the document for sending. (See "Scan," in the e-Manual.)

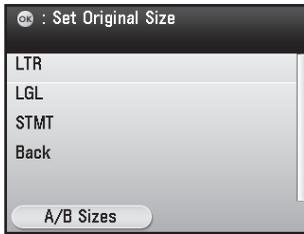
- 8** Press  (Start).



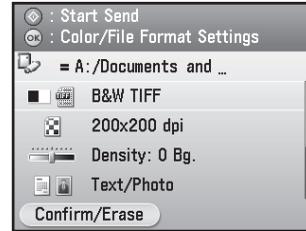
Scanning starts if the original is placed in the feeder, and the scanned data is sent to the specified destination when scanning is complete.

To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

- 9** Use [▼], [▲] or  (Scroll Wheel) to select the original size, then press [OK].



- 10** Press  (Start).



- Scanning starts and the scanned data is sent to the specified media when scanning is complete.
- To cancel scanning, press the left Any key to select <Cancel> or press  (Stop).

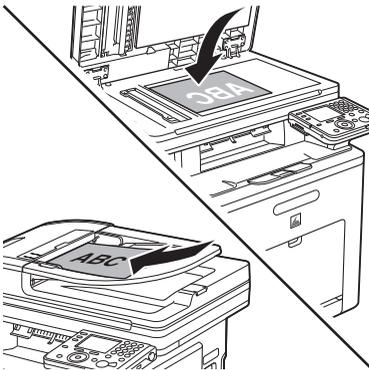
Scanning Documents from a Networked Computer

This section describes the basic procedure for using Color Network ScanGear to scan over the network. Scanned documents are transmitted over the network to your computer.

NOTE

If you are using Color Network ScanGear for the first time after installing it, the network scanner to be used must be selected with the ScanGear Tool. For details, see “Scan,” in the e-Manual.

- 1** Place your originals.



- 2** Start Network ScanGear from the application on your computer.

For details, see “Scan,” in the e-Manual.

- 3** Make scan settings on the [Main], [Options], and [Scanner Info] sheets.

For details about the settings in each sheet, refer to the Online Help for that sheet.

- 4** Click [Scan].

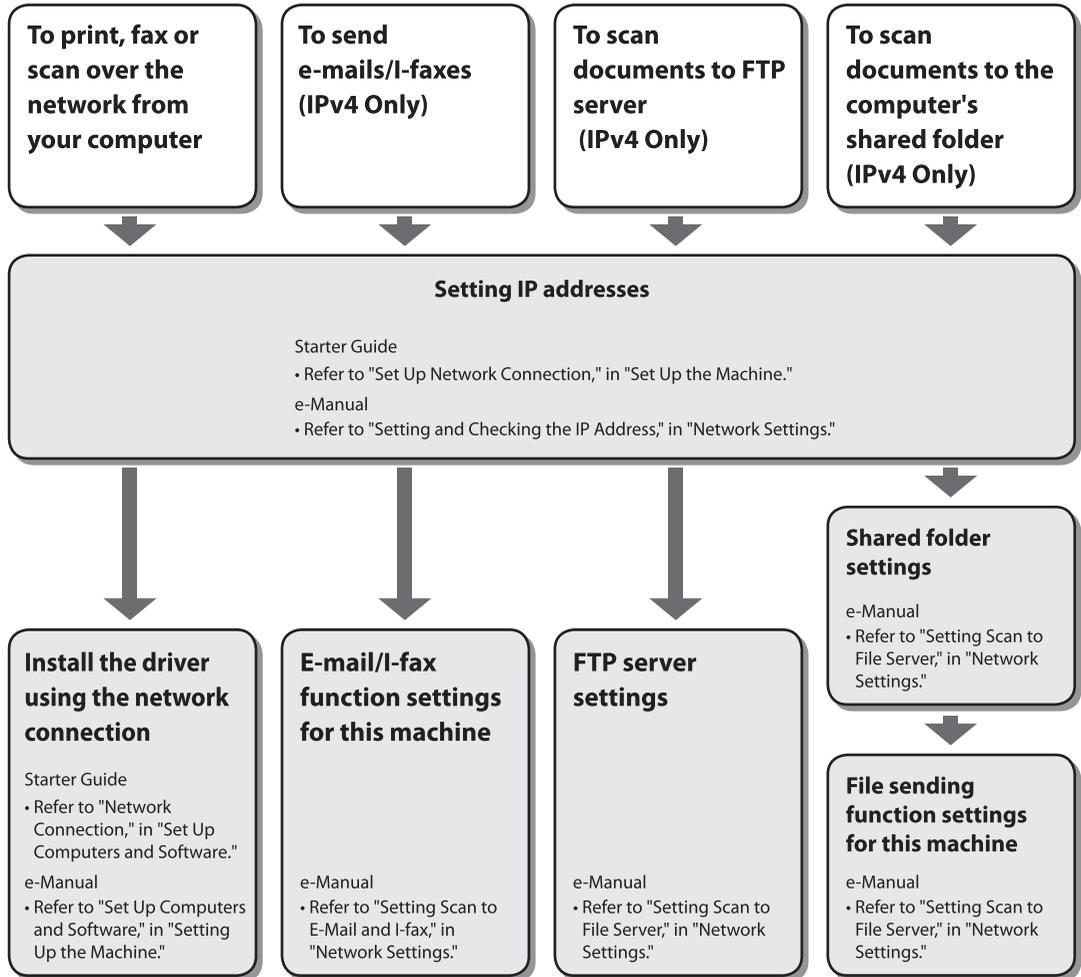
Scanning starts. When scanning is complete, the Network ScanGear Main Window closes and the scanned image is transferred to the application. During scanning, a scanning progress dialog box is displayed. To interrupt scanning, click [Cancel].

This chapter describes what the network is, what you can do with the network, and what you have to do to use the machine with the network.

Flowchart for Setting Up Network	9-2
What is the Network?	9-3
Overview of Network Functions.....	9-4

Flowchart for Setting Up Network

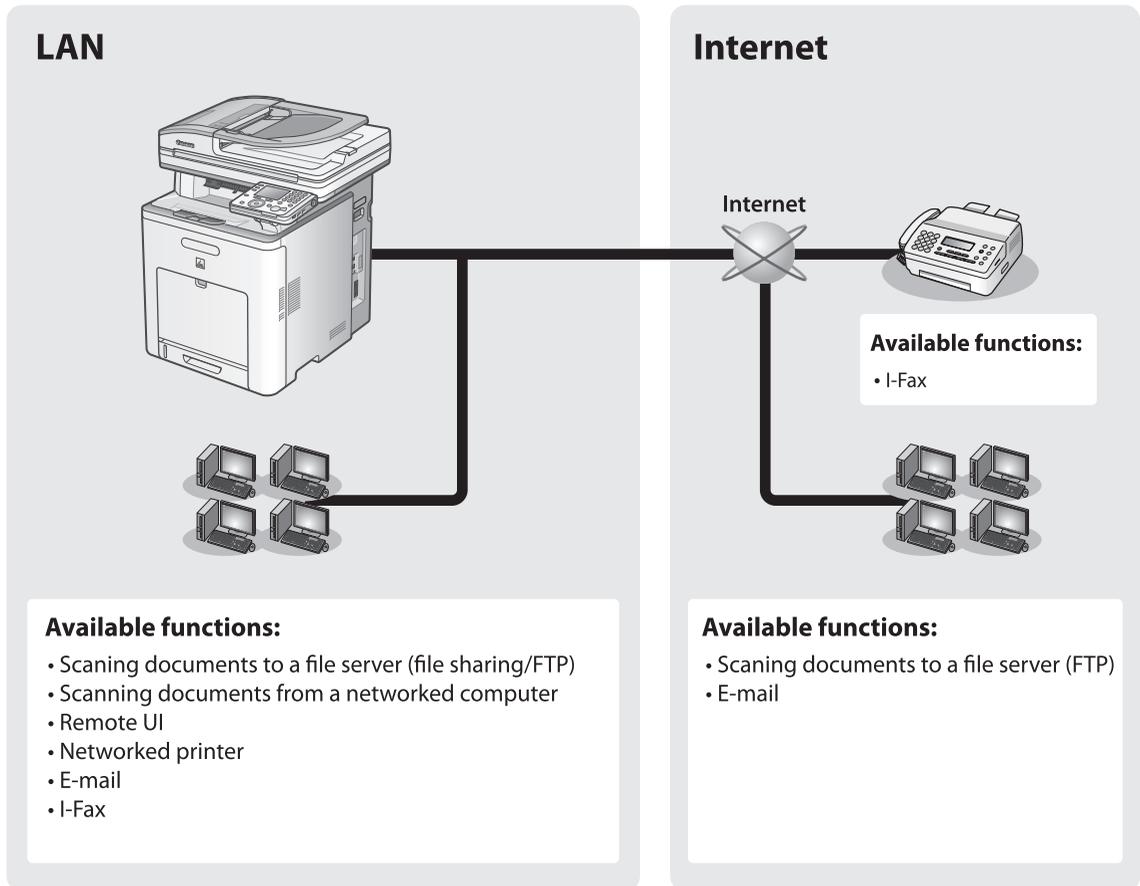
Follow the procedures in the flowchart below to set up each network function.



What is the Network?

In the computer field, a network is a system of interconnected computers that communicate with each other. "Internet" and "LAN" are the two most common words used to refer to networks. The Internet is the vast network to which computers all over the world are connected. Computers connected to the Internet anywhere in the world can exchange information with one another. On the other hand, LAN is the abbreviation for "Local Area Network" and means a network within a limited area (in an office, for example).

Sample network configuration for this product



Overview of Network Functions

This section describes actions you can perform using the network function.

E-mail

You can send scanned documents as e-mail attachments.

e-Manual
• Refer to "E-mail."

I-fax

You can send scanned documents by I-fax to fax machines that support the I-fax function.

e-Manual
• Refer to "Fax."

File server (FTP)

You can scan documents to an FTP server.

e-Manual
• Refer to "Scan."

Network Scan

You can edit scanned images over the network.

e-Manual
• Refer to "Scan."

Network PC Fax

You can transfer data from your computer to the machine and send them by fax from the machine.

e-Manual
• Refer to "Fax."

File server (File sharing)

You can scan documents to the computer's shared folder.

e-Manual
• Refer to "Scan."

Network Print

You can print over the network.

e-Manual
• Refer to "Print."

Remote UI

You can register and make settings for this product's functions over the network from your computer.

e-Manual
• Refer to "Settings from a PC."

Settings from a PC

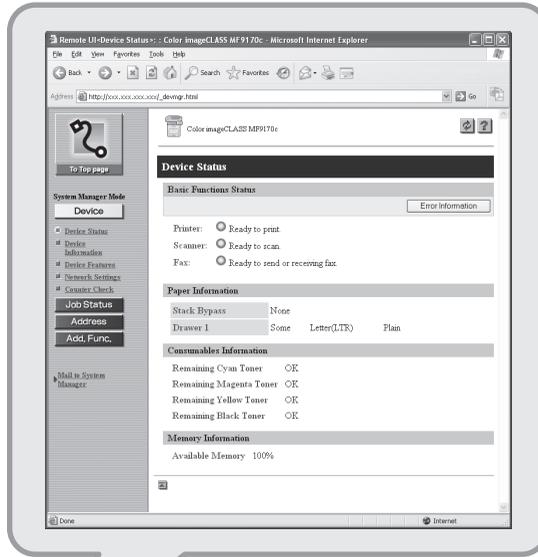
Chapter 10

This chapter describes how to use the Remote UI functions.

Overview of Remote UI	10-2
Starting the Remote UI.....	10-4

Overview of Remote UI

Remote UI enables you to check the machine's status and manage the machine's functions from a computer on the network using a web browser. Using the computer keyboard, the management process, such as entering addresses to the address book will be easier.



Editing :

- Machine settings
- Address book

e-Manual

- Refer to "Settings from a PC" in the e-Manual.

Confirming :

- Device information
- Job information (log)

By using remote UI you can set and confirm following functions.

Checking the Device Information from a computer

The Remote UI enables you to check the device information. Accessing to the device information from the distant place provides you with easy device management.

For details, see “Checking Device Status and Information” in the e-Manual.

Managing jobs from a computer

The Remote UI enables you to manage print jobs and view job logs. Accessing to the print job information from the distant place provides you with easy job management.

For details, see “Job Management” in the e-Manual.

Editing the Address Book from a computer

The Remote UI enables you to make additions and changes to each item of the address book. You can use the PC keyboard, so entering a lot of addresses to the address book will be easier.

For details, see “Managing the Address Book” in the e-Manual.

Setting/registering from a computer

The Remote UI enables you to specify the machine’s system settings. You can specify the various custom system settings more easily and speedy.

For details, see “Customizing System Settings” in the e-Manual.

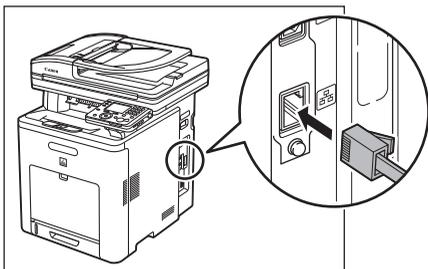
Starting the Remote UI

To start the Remote UI, follow the procedure described below.

1 Prepare the Network.

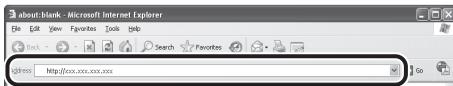
Set up the machine for use in a network, then connect the machine and the computer to your network router or a hub.

For details, see "Setup Computers and Software," in the Starter Guide.



2 Start the web browser.

3 Enter the IP address of the machine in [Address] or [Location], then press [Enter] on the keyboard.



For details on how to check the IP address, see "Setting and Checking the IP Address," in the e-Manual.

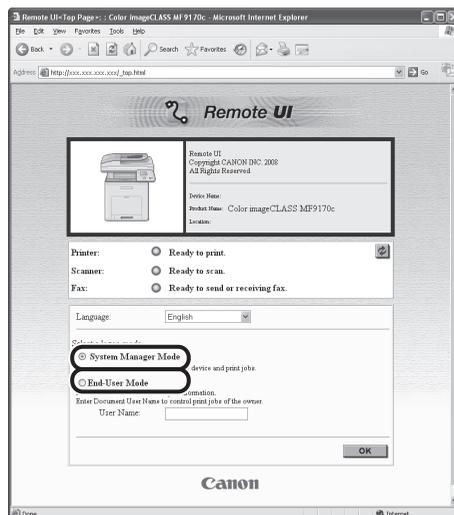
The Remote UI screen appears.

4 Enter the required data.

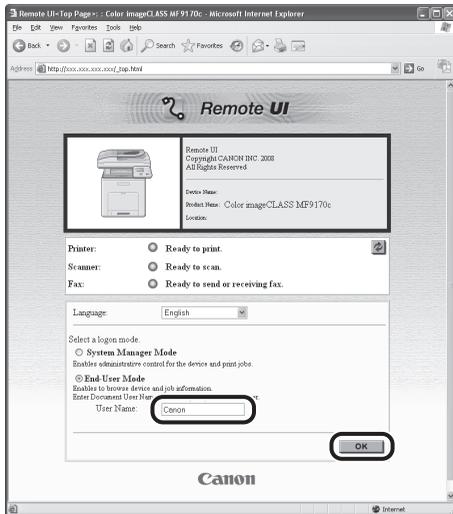
The required data differ depending on the authentication mode you are using.

■ In case of default settings:

- 1 Select [System Manager Mode] or [End-User Mode].

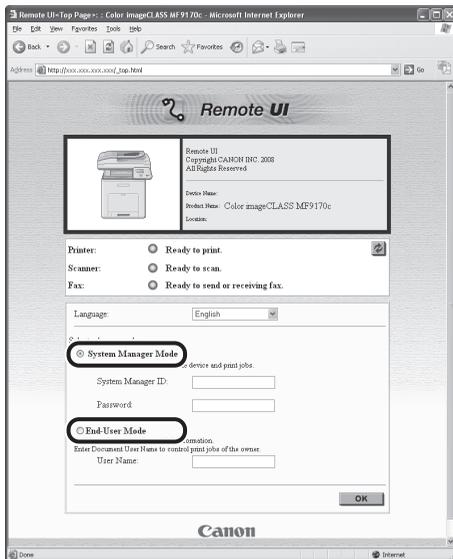


- ② For System Manager Mode, click OK. For End-User Mode, enter the User Name and click OK.

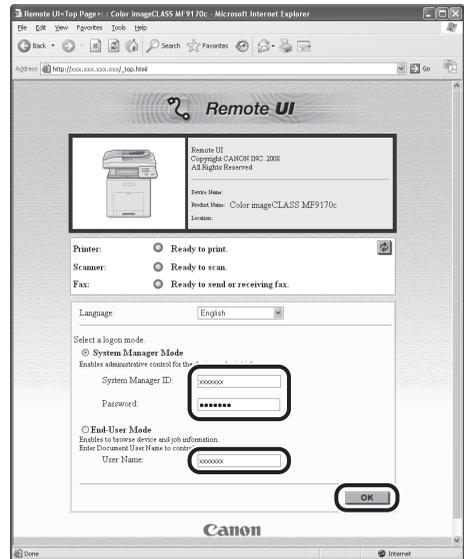


- In case system manager ID and password is set:

- ① Select [System Manager Mode] or [End-User Mode].

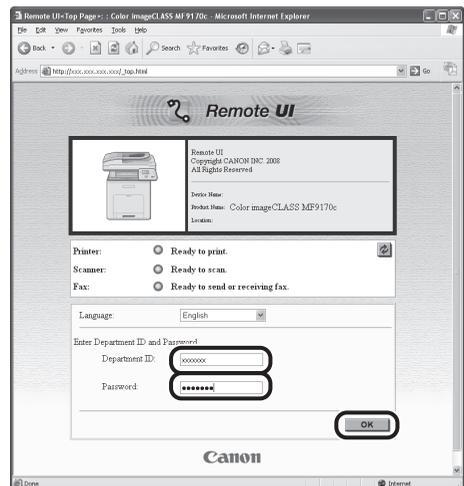


- ② For System Manager Mode enter the System Manager ID and the Password, and click OK. For End-User Mode, enter the User Name and click OK.



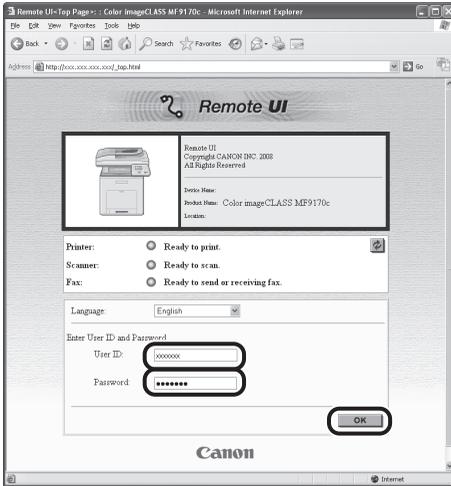
- For Department ID Management mode:

- ① Enter the Department ID and Password, and click OK.



■ For User Management mode:

- 1 Enter the User ID and Password, and click OK.



NOTE

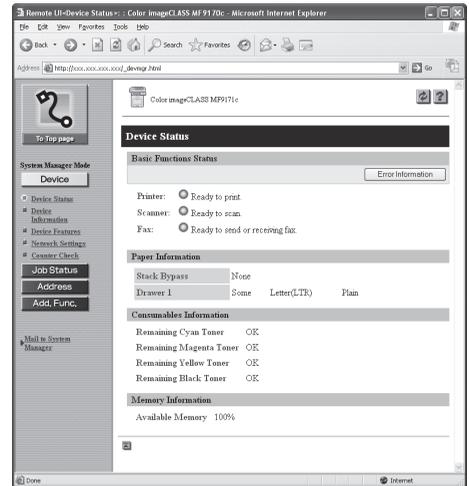
If no password is set, you can log on without entering a password.

5

Operate the Machine.

Now you can manage the machine on the web browser.

For details, see “Settings from a PC,” in the e-Manual.



This chapter describes how to perform routine cleaning operations, and replace toner cartridges.

Cleaning the Machine	11-2
Exterior	11-2
Interior	11-3
Scanning Area.....	11-4
Replacing the Toner Cartridges	11-7
When a Message Appears	11-7
Replacing the Toner Cartridge with a New One....	11-8
Recycling Used Cartridges	11-13
The Clean Earth Campaign.....	11-13
U.S.A. PROGRAM	11-14
CANADA PROGRAM-CANADA PROGRAMME.....	11-17
Transporting the Machine	11-19

Cleaning the Machine

If the original is not copied clearly, clean the machine. For high-quality printouts, we recommend cleaning the machine once or twice a month.

CAUTION

- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- 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.

NOTE

- You cannot send or receive documents when the main power switch is turned off or the power cord is disconnected.
- If the main power switch is turned ON, 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.

Exterior

Clean the exterior of the machine.

- 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.

Interior

Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

Cleaning the Fixing Unit

If black streaks appear on printed output, the fixing unit may be dirty. Also, you should use the Fixing Unit Cleaning procedure every time the toner cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.

NOTE

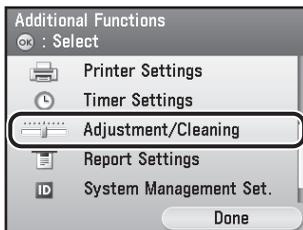
- As cleaning paper, LTR or A4 paper must be loaded in the paper drawer or the stack bypass tray.
- Cleaning the fixing unit takes approximately 60 seconds.

1 Press  (Main Menu).

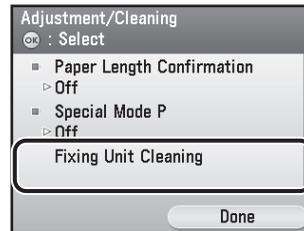
2 Press the right Any key to select <Additional Func>.



3 Use [▼], [▲], or  (Scroll Wheel) to select <Adjustment/Cleaning>, then press [OK].

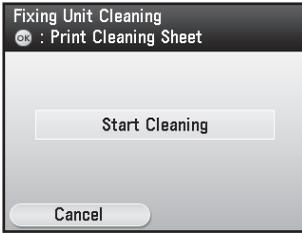


4 Use [▼], [▲], or  (Scroll Wheel) to select <Fixing Unit Cleaning>, then press [OK].



5 Confirm that <Start Cleaning> is displayed, then press [OK].

Printing starts.



Discard the cleaning paper after use.



NOTE

The cleaning process cannot be canceled. Please wait until it is completed.

6 Press  (Main Menu) to return to the Main Menu screen.

Scanning Area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.

Cleaning the Platen Glass

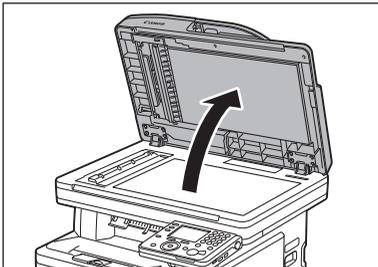
Clean the platen glass and the underside of the feeder by following the procedure below.



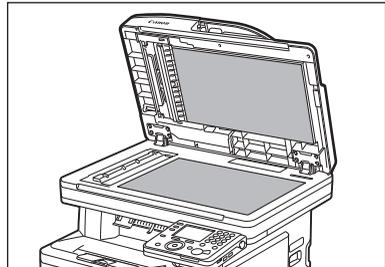
CAUTION

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.

1 Open the feeder.

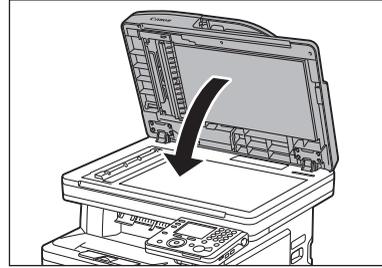


2 Clean the platen glass and the underside of the feeder with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

3 Close the feeder.**● Cleaning the Feeder Automatically**

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

NOTE

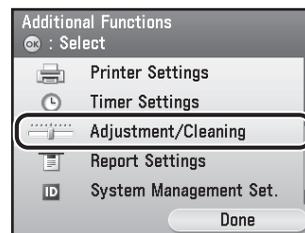
- Use LTR or A4 paper as cleaning paper.
- It takes approximately 30 seconds to clean the feeder.

1 Press  (Main Menu).

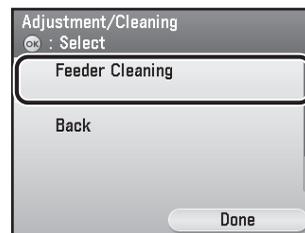
2 Press the right Any key to select <Additional Func>.



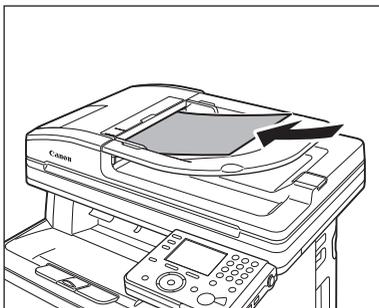
3 Use [▼], [▲], or  (Scroll Wheel) to select <Adjustment/Cleaning>, then press [OK].



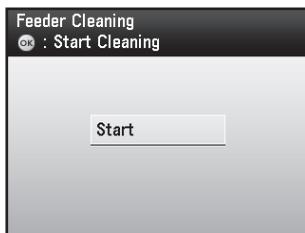
4 Use [▼], [▲], or  (Scroll Wheel) to select <Feeder Cleaning>, then press [OK].



- 5** Place 10 sheets of blank paper into the feeder.



- 6** Confirm that <Start> is displayed, then press [OK].



The display returns to the Adjustment/Cleaning screen.
Discard the cleaning paper after use.

 **NOTE**

The cleaning process cannot be canceled. Please wait until it is completed.

- 7** Press  (Main Menu) to return to the Main Menu screen.

Replacing the Toner Cartridges

This section describes how to replace or handle the toner cartridges and precautions on storing them.

When a Message Appears

Toner cartridges are consumable products. If the toner is running out during printing, a message appears in the display.

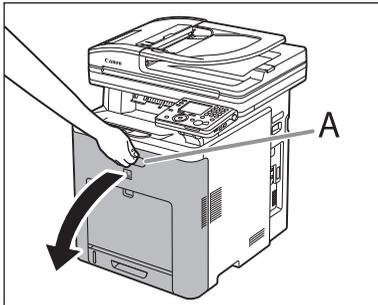
Message	When it is Displayed	Contents and Remedies
Prepare a new toner cartridge. (XXX*) * XXX indicates either "Black", "Yellow", Cyan", or "Magenta".	The toner is running low.	– It is recommended that you replace the toner cartridge before printing a large amount of data.
Replace the toner cartridge. (XXX*) * XXX indicates either "Black", "Yellow", "Cyan", or "Magenta".	When a toner cartridge needs to be replaced soon.	– Replace the toner cartridge of the indicated color with a new one. – It is recommended that you replace the toner cartridge before printing a large amount of data.

Replacing the Toner Cartridge with a New One

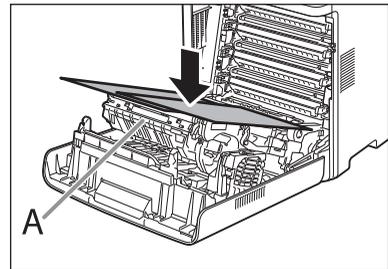
If any of the following messages appears, replace the toner cartridge of the indicated color with a new one.

- <Replace the toner cartridge. (Black)>: Replace the black toner cartridge.
- <Replace the toner cartridge. (Yellow)>: Replace the yellow toner cartridge.
- <Replace the toner cartridge. (Cyan)>: Replace the cyan toner cartridge.
- <Replace the toner cartridge. (Magenta)>: Replace the magenta toner cartridge.

1 Open the front cover by using the handle (A).

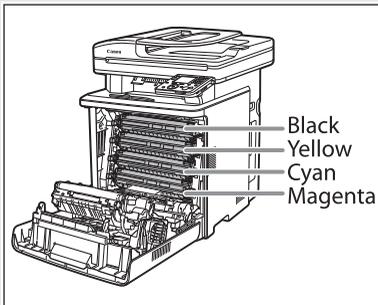


2 Place paper (LTR size paper is recommended) on the transfer belt of the delivery feeder unit (A) as shown in the figure and be sure that they do not move out of place.



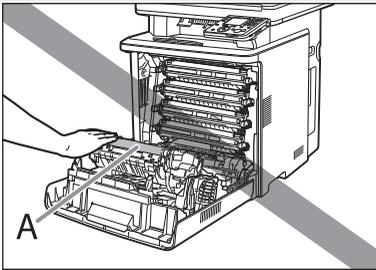
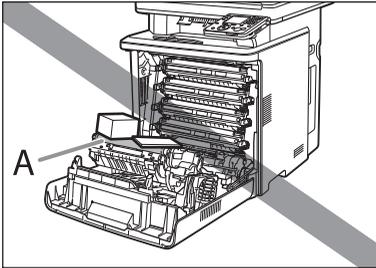
CAUTION

The toner cartridges are installed in order of black, yellow, cyan, and magenta from the top as shown in the figure.

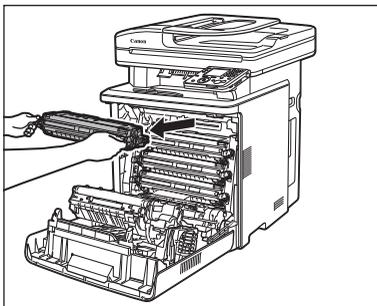


! CAUTION

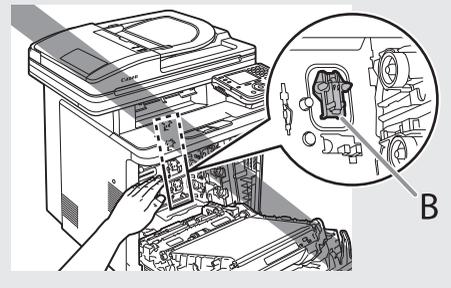
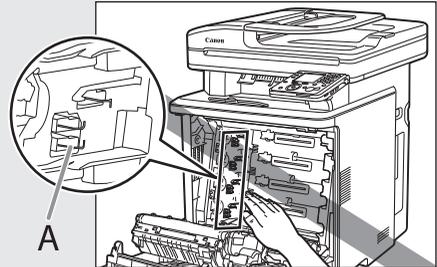
- When installing or removing the toner cartridges, be sure to place paper on the transfer belt of the delivery feeder unit to protect the belt.
- Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt of the delivery feeder unit has a self cleaning function, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt is damaged, this may result in misfeeds or deterioration in print quality.



- 3** Hold the blue tabs on the both sides of toner cartridge, and pull it horizontally.

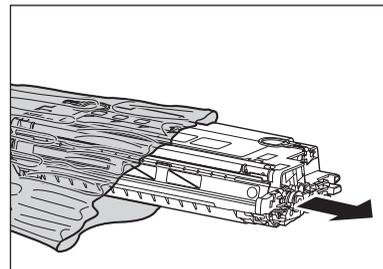
**! CAUTION**

Do not touch the high-voltage contact (A) or the electrical contacts (B), as this may result in damage to the printer.

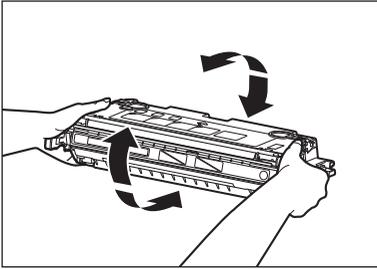


- 4** Take the new toner cartridge out of the protective bag after taking it out of the package.

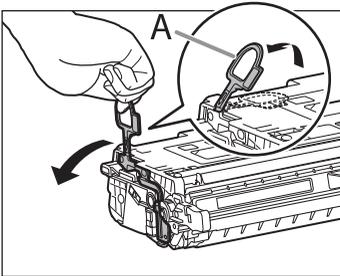
There is a cut near the arrow on the protective bag, so you can open it by hand. However, if you cannot open it by hand, use scissors to open the protective bag so as not to damage the toner cartridge.



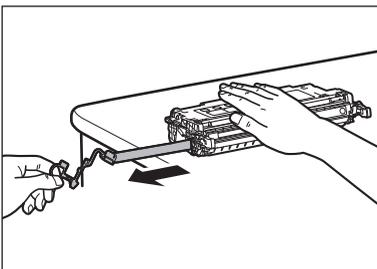
- 5** Gently rock the toner cartridge several times to evenly distribute the toner inside.



- 6** Place the toner cartridge on a flat surface, fold back the tab of the sealing tape (A) located at left side of the toner cartridge.

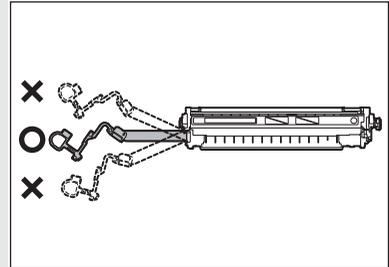


- 7** Remove the sealing tape (approx. 18 7/8 inch long) gently by hooking your fingers into the tab and pulling it out straight in the direction of the arrow.



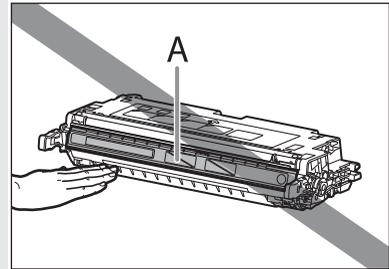
NOTE

Do not pull the seal out at an angle.



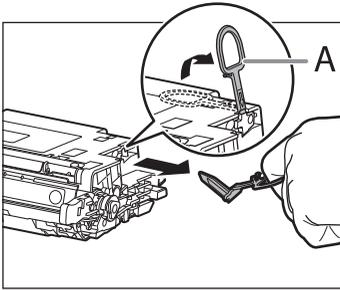
CAUTION

– Do not open the drum protective shutter (A).

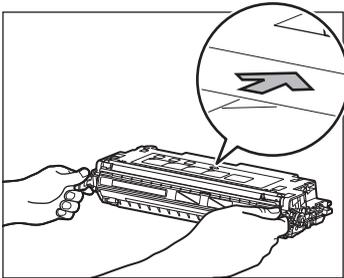


- If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill out. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner is adhered to the removed seal, be careful not to dirty your hands or clothing by touching it.
- If your hands or clothes get dirty from touching the toner, wash them immediately in cold water. Do not use hot water. Doing so may cause the toner to set permanently.

- 8** Hook your finger into the tab and remove the packing materials (A) located at right side of the toner cartridge.

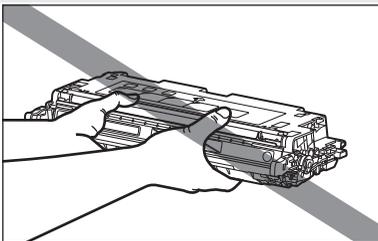


- 9** Hold the toner cartridge properly by the blue tabs on the both sides with the arrowed side facing up.

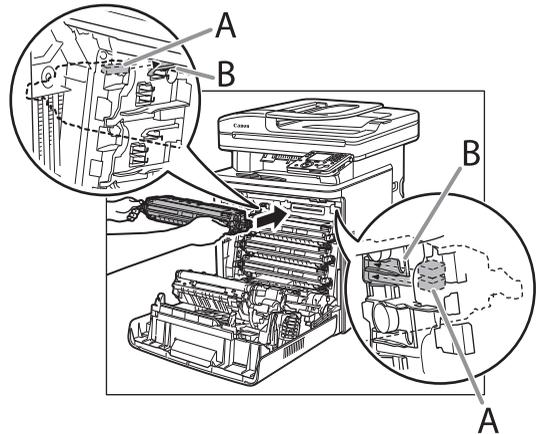


! CAUTION

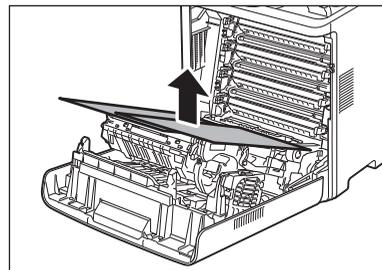
Do not hold the toner cartridge in a manner that is not directed in this procedure.



- 10** Align (A) of the toner cartridge that you want to replace with the slots (B) to which the label of the same color is attached, then insert the cartridge until it stops.



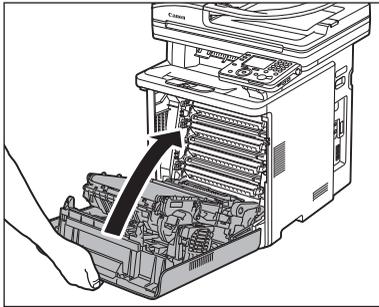
- 11** After removing all the packing materials on the each toner cartridges and installing the cartridges, remove the paper on the transfer belt of the delivery feeder unit.



! CAUTION

When removing the paper, be careful not to touch or damage the transfer belt of the delivery feeder unit.

12 Close the front cover.



CAUTION

- Be careful not to get your fingers caught.
- If the front cover does not close properly, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

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.

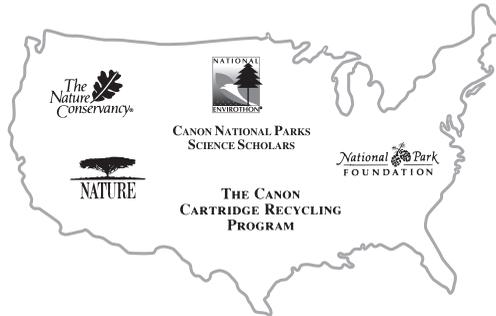
We appreciate your support of The Canon Cartridge Recycling Program.

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

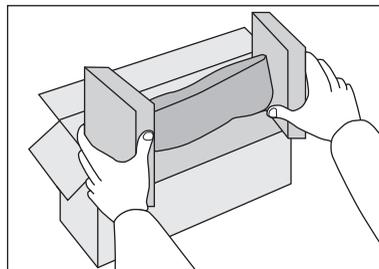


U.S.A. PROGRAM

● Packaging

■ Option A-1: Single Box Return

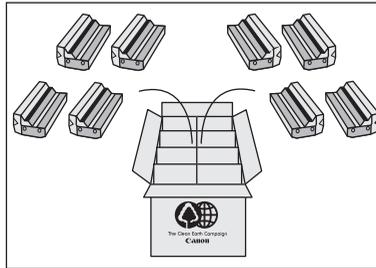
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



■ Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

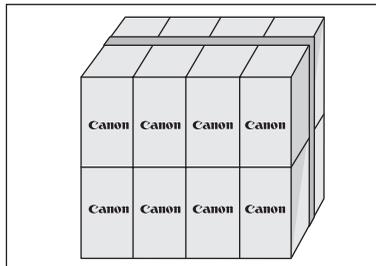
- Place as many cartridges as possible into one box.
Carefully seal the box with tape;
or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



■ 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.

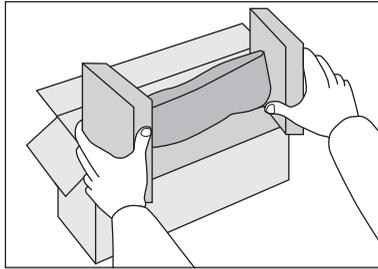
- Give the shipment to your UPS driver when you receive your next regular delivery; (UPS may charge a fee for customers who call UPS to pick up a cartridge shipment if they do not already have a delivery scheduled.)
or
- Take the shipment to your local UPS receiving point.



CANADA PROGRAM-CANADA PROGRAMME

■ Option A: Single Box Return

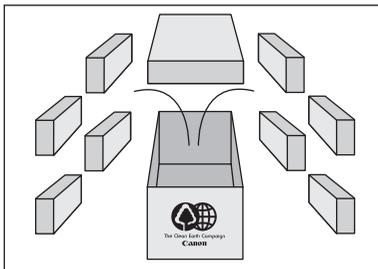
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that 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

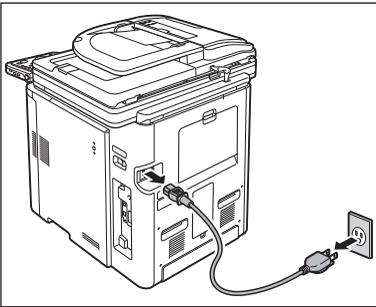
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

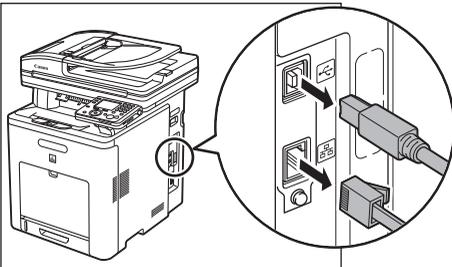
1 Turn OFF the main power switch.

2 Disconnect the power cord and all the cables from the machine.

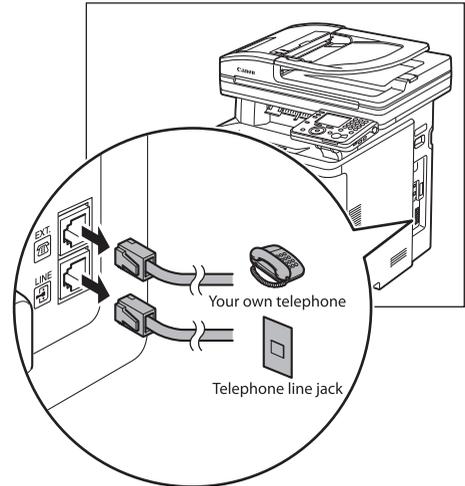
① Disconnect the power cord from the machine.



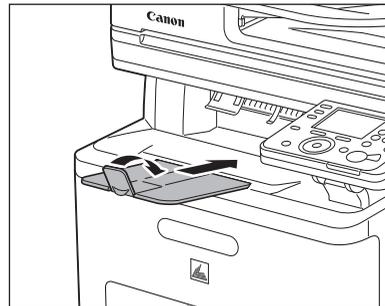
② Disconnect the LAN and USB cables, if any are connected to the machine.



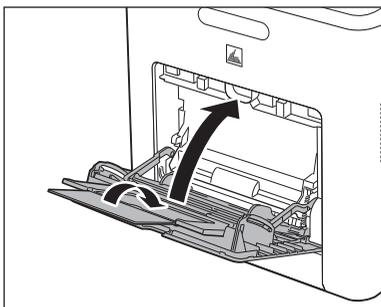
③ Disconnect the telephone cable and other cables from the machine if you connect your own telephone to the machine.



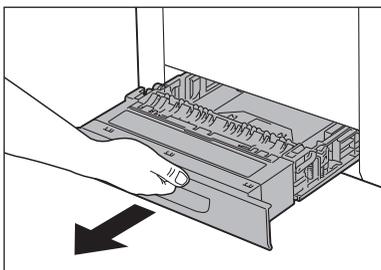
3 If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



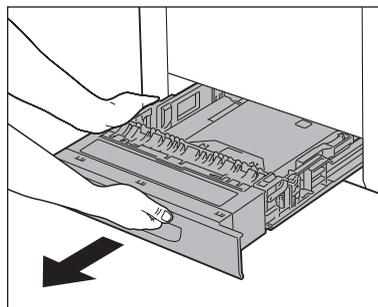
- 4** If you are using the stack bypass tray, fold stack bypass tray extension, push back the auxiliary tray into place, and then close the stack bypass tray.



- 5** Pull out the paper drawer gently.



- 6** Hold the paper drawer with both hands and remove it from the machine.

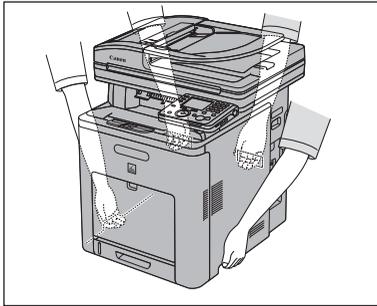


 **NOTE**

Remove the Cassette Feeding Unit-AC1 from the machine if it is installed. To remove the Cassette Feeding Unit-AC1, perform the installation procedure in reverse. (See the sheet "Cassette Feeding Unit-AC1 Setup Instruction.")

7

Pick up the machine using the hand grips on the left, right and back of the machine.



CAUTION

- Be sure at least two people carry the machine.
- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See “Specifications,” on p. 14-2.)

NOTE

If you need to install the Cassette Feeding Unit-AC1 in the machine, place the feeder at the installation site first, and then transport the machine to the site. For directions on how to install the Cassette Feeding Unit-AC1, see the sheet “Cassette Feeding Unit-AC1 Setup Instruction.”

This chapter explains how to respond to paper and original jams, as well as to error messages.

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Clearing Jams

When <Check the originals.>, <The paper has jammed.>, or <Remove the jammed paper from...> appears on the display, remove the jammed paper from the machine. The screen indicating the location of the paper jam and the procedure for clearing the paper jam appears on the display, and it remains there until the paper jam is entirely cleared.

Check the following if you experience repeated paper jams:

- **Check that the paper you are using meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**
- **Fan and tap the paper stack on a flat surface before loading it in the machine.**

CAUTION

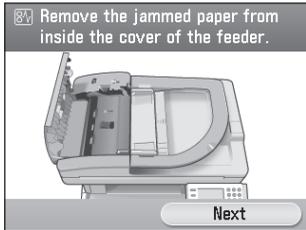
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.
- 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.
- When removing jammed original or paper, take care not to cut your hands on the edges of the original or paper.
- 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

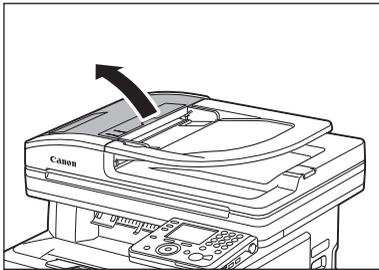
- Remove jammed paper while the power of the printer is on. If the power is turned off, the data being printed will be deleted. When you remove the fixing unit to remove jammed paper, however, the data being printed will be deleted because you have to turn the machine OFF.
- Applying excess force may result in tearing paper or damaging the parts in the printer. When removing jammed paper, pull out the paper in the most appropriate direction, judging from the position of the paper.
- Applying excess force may result in tearing paper or damaging the parts in the printer. When removing jammed paper, pull out the paper in the most appropriate direction, judging from the position of the paper.
- Do not place any object on or touch the transfer belt of the delivery feeder unit. The transfer belt of the delivery feeder unit is supplied with a function that cleans itself, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt is damaged, this may result in misfeeds or deterioration in print quality.
- If the error message still remains after having removed the jammed paper without handling the front cover or top cover, open and close the front cover to reset the machine.

Original Jams

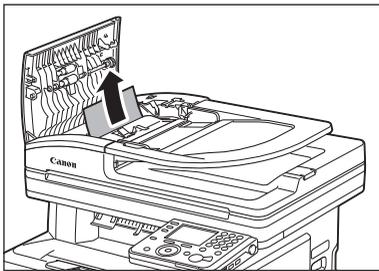
If a screen similar to the one shown below appears on the display, remove the jammed original from the feeder. Then press the right Any key to display the next procedure.



1 Open the feeder cover.



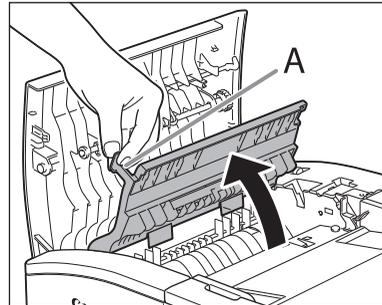
2 Hold both sides of any jammed original and gently pull it out.



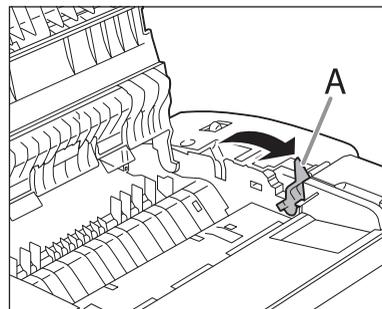
CAUTION

Do not force a jammed original out of the machine.
If the jammed original cannot be removed easily, proceed to the next step.

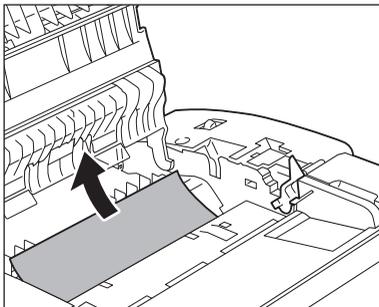
3 Open the inner cover, holding it by its front tab (A).



4 Lift the release lever (A) until it clicks into place.



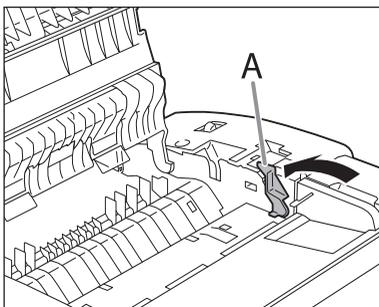
5 Remove the jammed original.



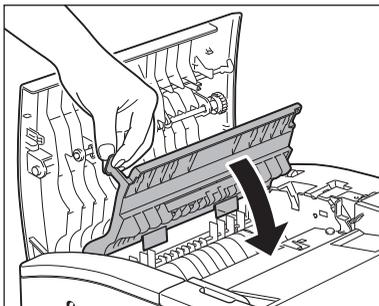
NOTE

Do not force a jammed paper out of the machine as it may tear.

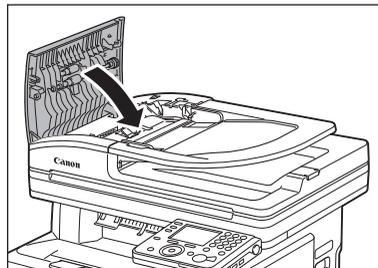
6 Return the release lever (A) to its original position.



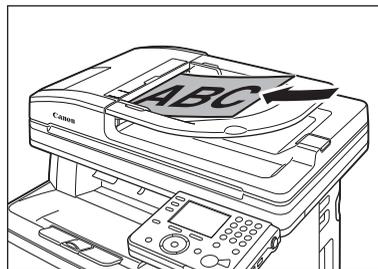
7 Close the inner cover.



8 Close the feeder cover.



9 Load the original in the feeder again.

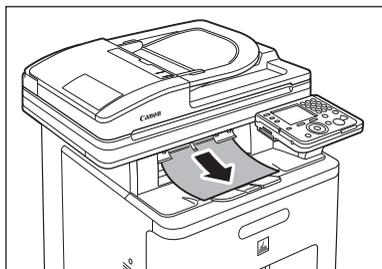


Paper Delivery Tray

If a screen similar to the one shown below appears on the display, remove the jammed paper from the output tray. Then press the right Any key to display the next procedure.



- 1** Hold both sides of any jammed paper and gently pull it out.



! CAUTION

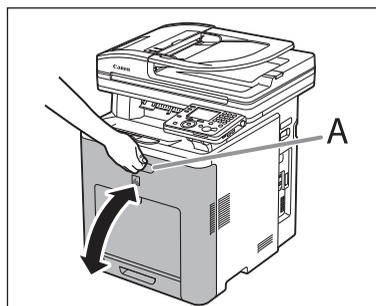
Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

NOTE

If unfixed toner is on the removed paper, it may adhere to the paper to be printed next.

- 2** Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Use the handle (A) to gently close the front cover.



! CAUTION

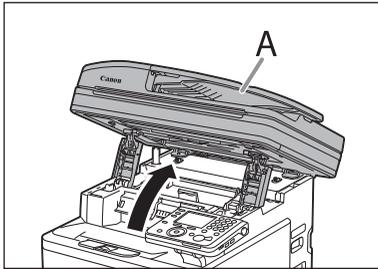
Be careful not to get your fingers caught.

Duplex Unit

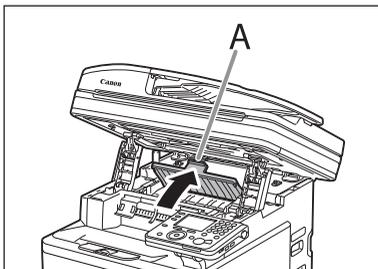
If a screen similar to the one shown below appears on the display, remove the jammed paper from the duplex unit. Then press the right Any key to display the next procedure.



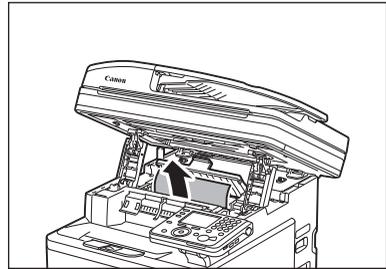
- 1** Lift the scanning platform (A) until it is locked.



- 2** Open the inner cover, holding it by its center tab (A).



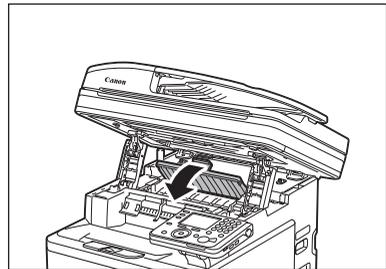
- 3** Hold both sides of any jammed paper and gently pull it out.



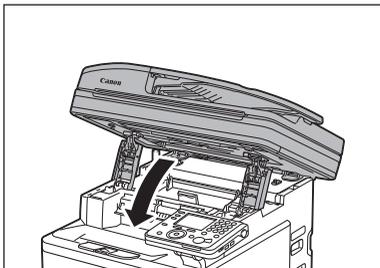
CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

- 4** Close the inner cover.



5 Lower the scanning platform.

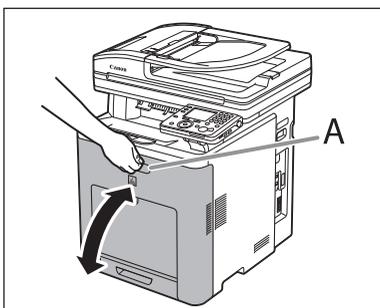


CAUTION

Be careful not to get your fingers caught.

6 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Close the front cover gently holding the handle (A).



CAUTION

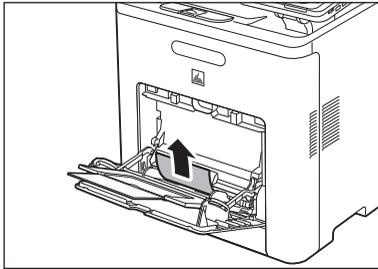
Be careful not to get your fingers caught.

Stack Bypass Tray

If a screen similar to the one shown below appears on the display, remove the jammed paper from the stack bypass tray. Then press the right Any key to display the next procedure.



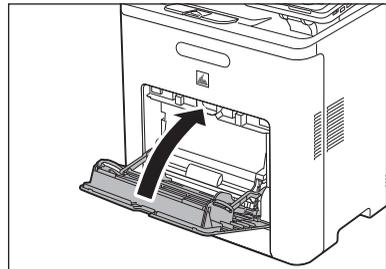
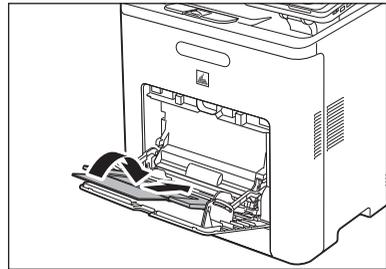
- 1** Hold both sides of any jammed paper and gently pull it out.



CAUTION

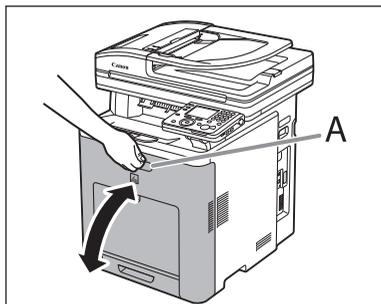
Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

- 2** Close the stack bypass tray.



3 Open and close the front cover to reset the machine.

Close the front cover gently holding the handle (A).

**CAUTION**

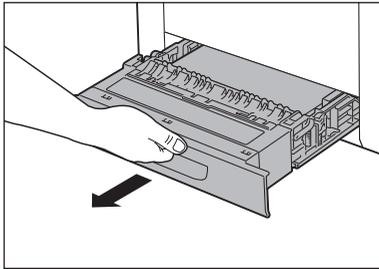
Be careful not to get your fingers caught.

Paper Drawer 1

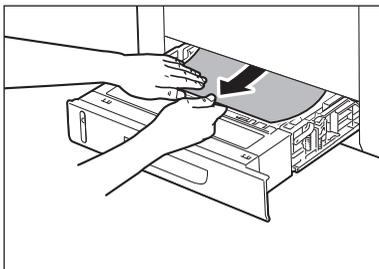
If a screen similar to the one shown below appears on the display, remove the jammed paper from the paper drawer. Then press the right Any key to display the next procedure.



- 1 Using the handle, pull the paper drawer half way out.



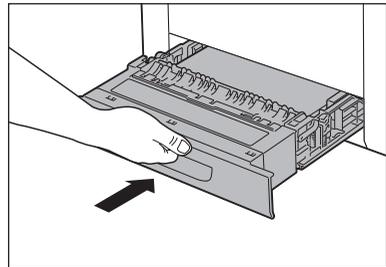
- 2 Push downward on the jammed paper as you remove it.



CAUTION

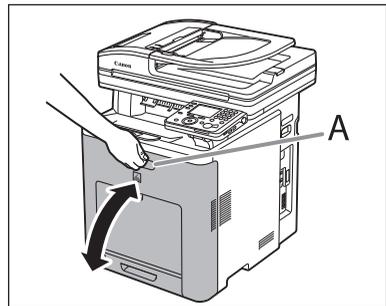
Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off. If the jammed paper cannot be removed easily, proceed to the next step.

- 3 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



- 4 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Close the front cover gently holding the handle (A).



CAUTION

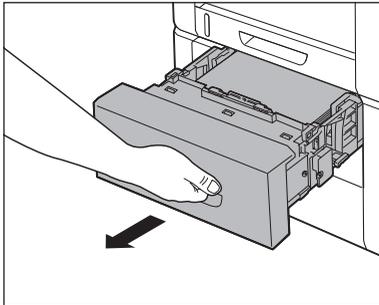
Be careful not to get your fingers caught.

Optional Paper Drawer (Paper Drawer 2)

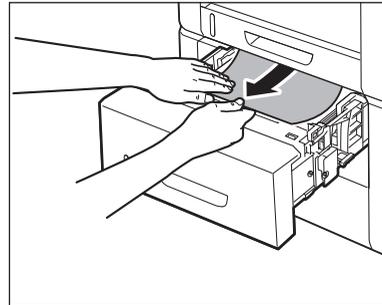
If a screen similar to the one shown below appears on the display, remove the jammed paper from the optional paper drawer. Then press the right Any key to display the next procedure.



- 1** Using the handle, pull the paper drawer half way out.



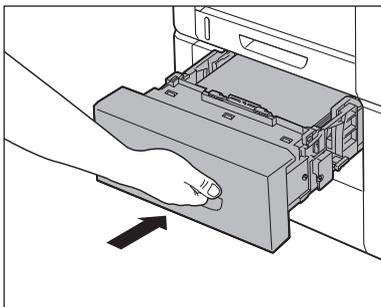
- 2** Push downward on the jammed paper as you remove it.



CAUTION

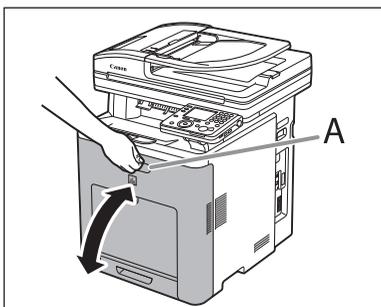
Do not force a jammed paper out of the machine. Doing so may result in the feed roller coming off. If the jammed paper cannot be removed easily, proceed to the next step.

- 3** Gently push the optional paper drawer back into the machine until it clicks into place in the closed position.



- 4** Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Close the front cover gently holding the handle (A).



CAUTION

Be careful not to get your fingers caught.

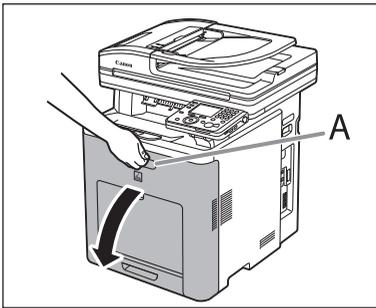
Inside of the Machine

If a screen similar to the one shown below appears on the display, remove the jammed paper from the inside of the machine. Then press the right Any key to display the next procedure.



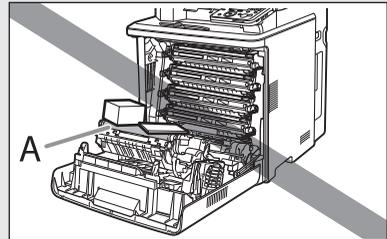
1 Open the front cover

If you are using the stack bypass tray, close it before opening the front cover. Open the front cover gently holding the handle (A).

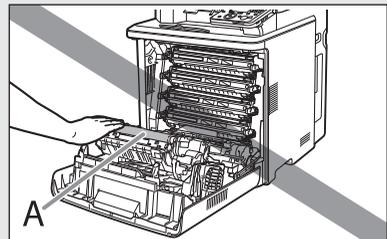


CAUTION

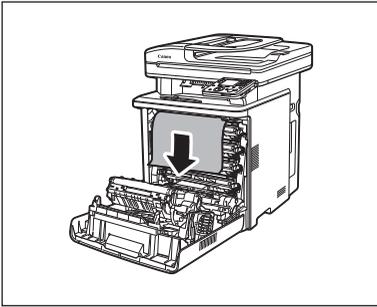
- When removing jammed paper, be sure to place paper on the transfer belt of the delivery feeder unit to protect the belt.



- Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt of the delivery feeder unit is supplied with a function that cleans itself, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt is damaged, this may result in misfeeds or deterioration in print quality.



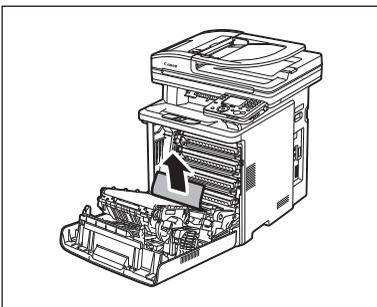
2 Hold both sides of any jammed paper and pull it out in the direction of the arrow.



CAUTION

- Gently remove the jammed paper in the direction of the arrow to prevent unfixd toner from spilling.
- When removing the paper, be careful not to touch the transfer belt of the delivery feeder unit or toner cartridge.
- Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

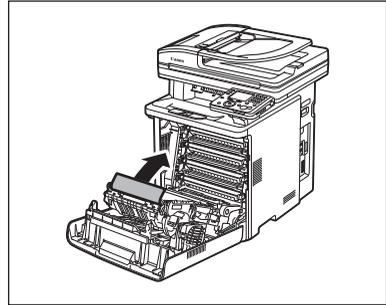
3 Hold both sides of any jammed paper and gently pull it out in the direction of the arrow.



CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

4 Hold both sides of any jammed paper and gently pull it out in the direction of the arrow.

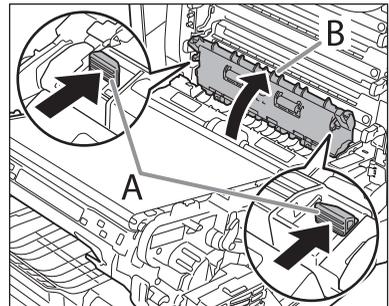


CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

5 Press the lock release buttons (A) on the duplex print transport guide and lift the duplex print transport guide (B).

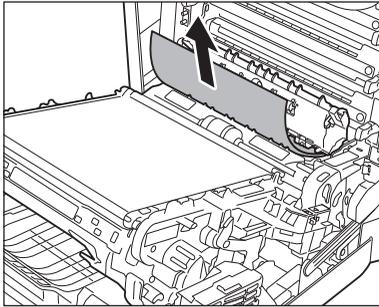
If you are not performing two-sided printing, proceed to the next step.



CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

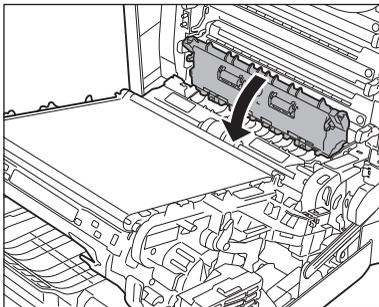
- 6** Remove the jammed paper while lifting the duplex print transport guide.



CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

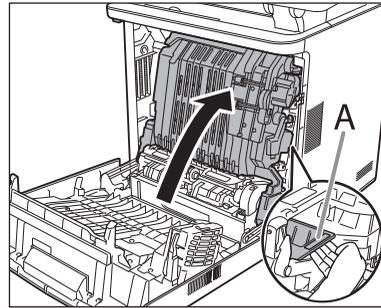
- 7** Lower the duplex print transport guide until it clicks into its original position.



CAUTION

Make sure that the duplex print transport guide is closed completely. If the duplex print transport guide is not closed completely, this may result in misfeeds or paper jams.

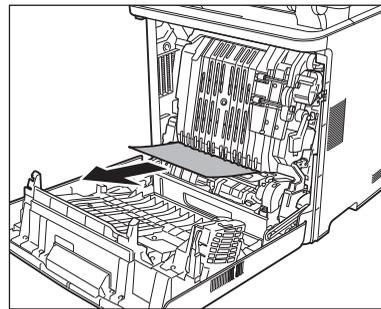
- 8** Hold the tab (A) of the delivery feeder unit, and lift the delivery feeder unit until it clicks.



NOTE

If the delivery feeder unit comes off, see "If the Delivery Feeder Unit Is Not Installed Correctly," on p. 12-22.

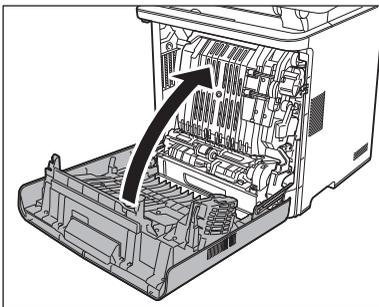
- 9** Remove the jammed paper in the direction of the arrow.



CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

10 Close the front cover.



CAUTION

Be careful not to get your fingers caught.

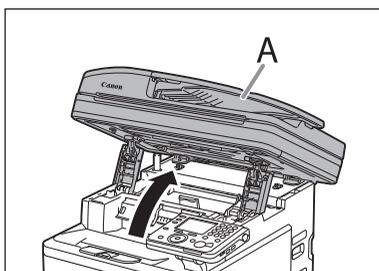
Fixing Unit

If a screen similar to the one shown below appears on the display, remove the jammed paper from the fixing unit. Then press the right Any key to display the next procedure.

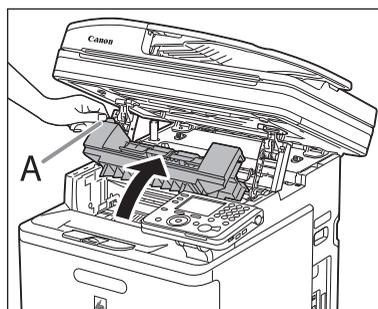
 Close the fixing cover and return the scanner unit.



1 Lift the scanning platform (A) until it is locked.

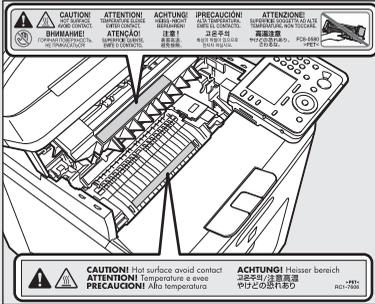


2 Open the fixing cover, holding it by its left tab (A).

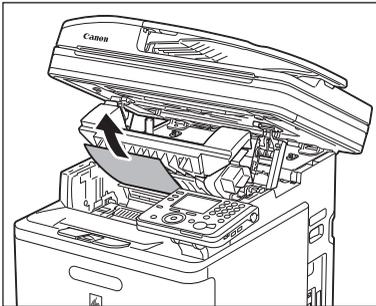


CAUTION

The fixing unit and its surroundings inside the machine are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.



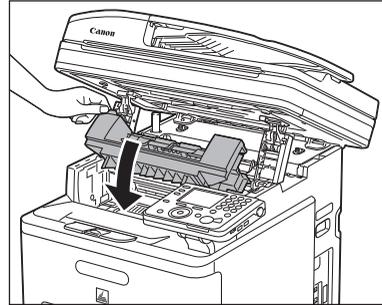
3 Hold both sides of any jammed paper and gently pull it out.



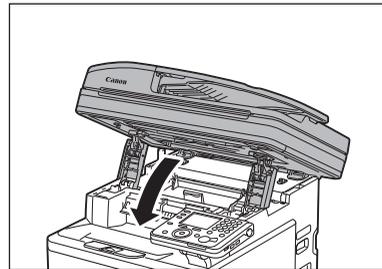
CAUTION

Do not force a jammed paper out of the machine. If the jammed paper cannot be removed easily, proceed to the next step.

4 Close the fixing cover.



5 Lower the scanning platform.



CAUTION

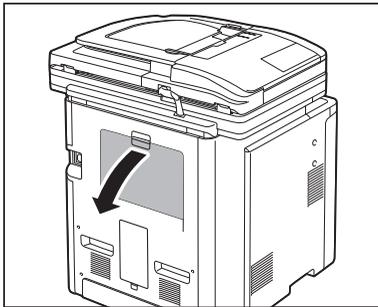
Be careful not to get your fingers caught.

Back Cover

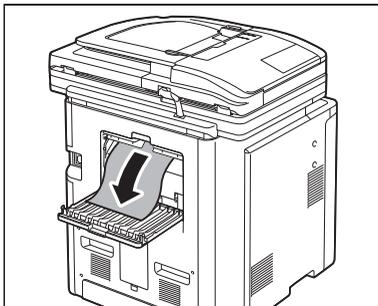
If a screen similar to the one shown below appears on the LCD display, remove the jammed paper from the back side of the machine. Then press the right Any key to display the next procedure.



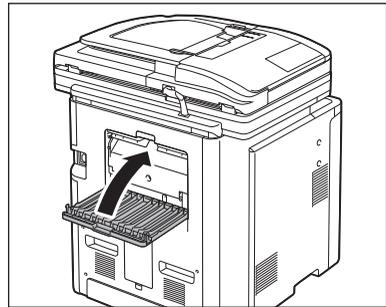
1 Open the back cover.



2 Hold both sides of any jammed paper and gently pull it out.

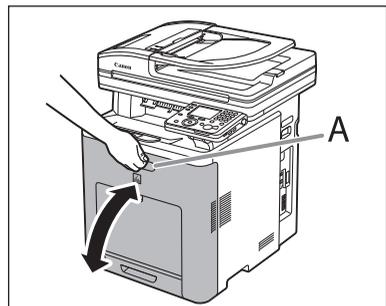


3 Close the back cover.



4 Open and close the front cover to reset the machine.

If you are using the stack bypass tray, close it before opening the front cover. Close the front cover gently holding the handle (A).

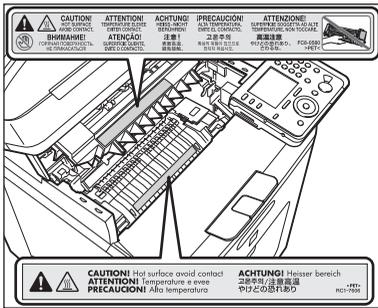


When the Message Does Not Disappear

When the message that indicates a paper jam occurring inside the top cover does not disappear even after the jammed paper is removed, this indicates that the jammed paper still remains in the fixing unit. Remove the fixing unit using the following procedure to remove the jammed paper.

CAUTION

The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.

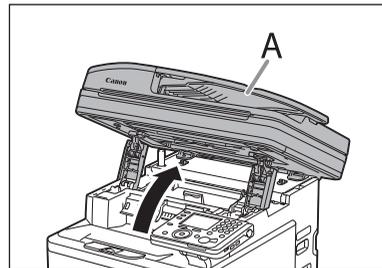


NOTE

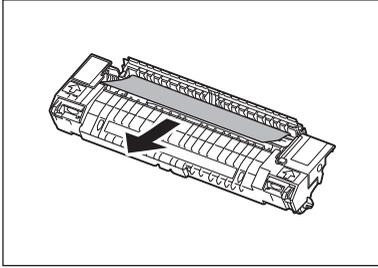
- When you remove the fixing unit, you have to turn the main power switch OFF.
- Sending or receiving documents cannot be done when the main power switch is OFF or the power cord is disconnected.
- If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
- Documents 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 OFF the main power switch and disconnect the power cord.

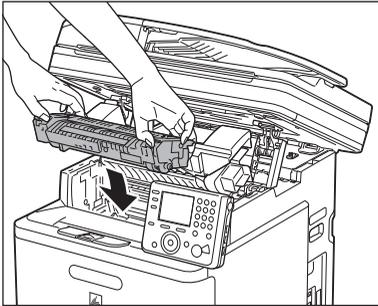
2 Lift the scanning platform (A) until it is locked.



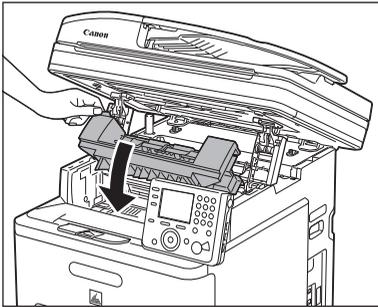
9 Remove the jammed paper.



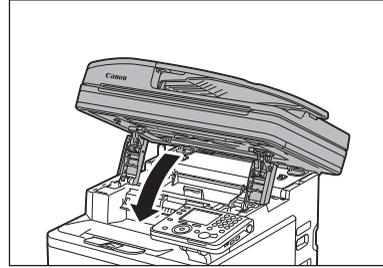
10 Install the fixing unit.



11 Close the fixing cover.



12 Lower the scanning platform.



! CAUTION

Be careful not to get your fingers caught.

13 Reconnect the power cord and turn on the main power switch.

If the Delivery Feeder Unit Is Not Installed Correctly

If the delivery feeder unit is not installed correctly, an error code <E00012> appears on the display. Follow the procedure below to install the delivery feeder unit correctly. If the error code does not disappear after the delivery feeder unit is installed correctly, contact Canon Customer Care Center.

NOTE

- You have to remove the delivery feeder unit and re-install the delivery feeder unit correctly.
- When you remove the delivery feeder unit, you have to turn the main power switch OFF.
- Sending or receiving documents cannot be done when the main power switch is OFF or the power cord is disconnected.
- 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.

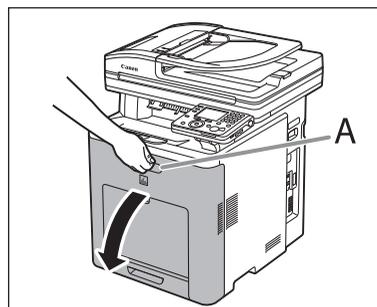
1 Turn OFF the main power switch and disconnect the power cord.

NOTE

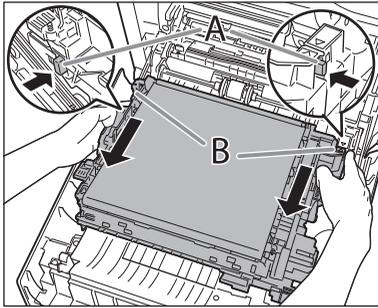
Make sure that the Processing/Data Indicator is turned off and check the display to confirm that a job is not being processed.

2 Open the front cover.

If you are using the stack bypass tray, close it before opening the front cover. Open the front cover gently holding the handle (A).

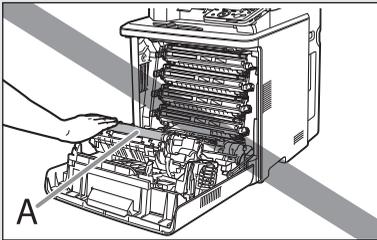


- 3** Push the levers (A) on both sides of the delivery feeder unit and remove the delivery feeder unit gently, holding it by the tabs (B).

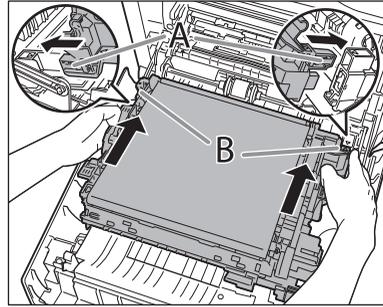


! CAUTION

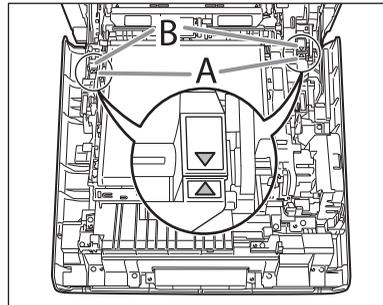
- Do not place any object on or touch the transfer belt (A) of the delivery feeder unit. The transfer belt of the delivery feeder unit is supplied with a function that cleans itself, therefore, do not clean the belt even when the toner is on it. If the delivery feeder unit is broken or transfer belt is damaged, this may result in misfeeds or deterioration in print quality.



- 4** Install the delivery feeder unit so that the protrusions (A) of the delivery feeder unit fit into the guides (B) and click into place.



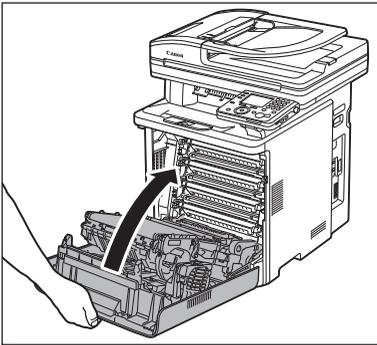
- 5** Confirm that the triangle marks (A) on the delivery feeder unit are aligned with the triangle marks (B) on the machine.



6

Close the front cover

Close the front cover gently holding the handle.



CAUTION

Be careful not to get your fingers caught.

7

Reconnect the power cord and turn on the main power switch.

Error Messages

When a message appears on the display, please refer to the examples of error messages in the table below.

Message	Description	Action
Avail. Mem.	This message shows the percentage of the memory currently available. This message is displayed when you set the originals in the feeder in Fax/Send mode.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
Cannot find server.	The IP address that the machine should connect to cannot be determined.	Check the DNS (Domain Name System) Server Settings in TCP/IPv4 or v6 in Network Settings in System Management Set (from the Additional Functions screen).
Cannot use this function at this time.	<ul style="list-style-type: none"> – You have specified the group addresses when the line is off the hook. – You have specified the One-touch that has registered with other than fax number when the line is off the hook. – The registered group is already nested for three levels of subgroups (e.g., a group registered in a group in a group in a group). – You selected the One-touch that has already been registered, when you are registering group addresses. – You selected group addresses that has already been registered, when you are registering a One-touch. 	<ul style="list-style-type: none"> – Specify the recipient other than group addresses. – Make sure that the line is disconnected. – You cannot register a group to contain more than three levels of subgroups. Modify the group so that it contains three levels of groups or less. – Register the One-touch that is not used.
Check TCP/IP.	The machine's TCP/IP is not operating.	Check the IP Address Settings in Network Settings in System Management Set (from the Additional Functions screen). (See "Network Settings," in the e-Manual.)
Check that all of the covers are closed.	The cover is open.	Check the cover and make sure that it is completely closed.

Message	Description	Action
Check the cable.	The machine and cable are not connected properly.	Turn OFF the machine, check that the machine is connected to the network using the proper cable, and then turn the machine ON.
Check the originals.	Paper or originals are jammed.	Remove any jammed paper or originals. (See "Clearing Jams," on p. 12-2)
Clean the scan area.	The feeder scanning area may be dirty.	Clean the feeder scanning area (See "Scanning Area," on p. 2-3), then press [OK].
Hang up the receiver.	The receiver of the external telephone is off the hook.	Hang up the receiver.
Insert the toner cartridge all the way holding the right & left grips.	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly tray.
Load paper.	<ul style="list-style-type: none"> – No paper is loaded in the paper cassette or multipurpose tray when copying or printing. – If the paper size is not appropriate for printing, <Change Paper Size> appears. – The appropriate paper for printing is not loaded. 	<ul style="list-style-type: none"> – Load the paper correctly by inserting it all the way to the back of the paper cassette. – Set the appropriate size paper for printing, and specify the correct size of paper in <Paper Settings>. For printing reports or lists, set the paper size to <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTRR>, <G-LGL> or <Custom Size>, and then load paper of the same size. – After setting the appropriate size paper for printing, specify the correct size of paper in the <Paper Settings> menu.
No response from the destination.	<ul style="list-style-type: none"> – The server was not running when you tried to send. – 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.) – A TCP/IP error occurred when you tried to send an e-mail or I-fax. 	<ul style="list-style-type: none"> – Check the destination. – Check the status of the network. – Check that the network cables and connectors are properly connected.
No response from the server. Check the settings.	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be below.	Wait for a while, and try browsing again. If you still fail, try selecting another server.

Message	Description	Action
Not enough TCP/IP resources. Wait a moment and perform the operation again.	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.
Perform the operation again.	A transmission error has occurred because the line condition was poor.	Check the line condition, then try again.
Prepare a new toner cartridge.	The toner is running low.	Prepare a new toner cartridge.
Preparing...	The machine is not ready for scanning.	Wait until the machine is ready.
Press the OK key.	[Stop] has been pressed while scanning the document using the feeder.	Press [OK], then set the originals again.
Printer Error	Some kind of error has occurred in the machine.	Turn OFF the main power switch, wait for more than 10 seconds, then turn it ON again. If the message persists, take a note of the error code that appears on the bottom left of the display, turn OFF the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
Received in memory.	The machine temporarily received the data in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. <Load paper.>, <A cover is open.>, <Check that all of the covers are closed.>, <The paper has jammed.>, <Remove the jammed paper from...>, <Replace the toner.>	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.
Remove the jammed paper from inside the cover of the feeder.	An original jam may have occurred in the feeder.	Remove the jammed original.
Remove the jammed paper from...	Paper jams have occurred in the machine.	Follow the procedure on the screen to remove the jammed paper. (See "Clearing Jams," on p. 12-2)
Remove the original from the feeder.	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.
Remove the paper from the output tray.	The paper delivery tray is full of paper.	Remove the printouts from the paper delivery tray.

Message	Description	Action
Replace the toner cartridge.	Printing is not possible because the toner has run out.	Replace the toner cartridge. (See "Replacing the Toner Cartridges," on p. 11-7.)
Return page 1 to the top, and then press the Start key.	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  (Start).
Set the correct paper.	<ul style="list-style-type: none"> – The paper size is not appropriate for printing a report or list. – The paper ran out while printing a received document, report or list. 	<ul style="list-style-type: none"> – Set the paper size to <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTRR>, <G-LGL> or <Custom Size>, and then load paper of the same size. – Load paper in the paper drawer or stack bypass tray.
Set the IP Address.	This machine is not set with an IP address.	Specify the IP Address Settings in TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen), then turn the machine's main power OFF and back ON again. (See "Network Settings," or "Setting Up the Machine," in the e-Manual.
The counter has reached the set value.	You cannot print because the set page limit for either scans, prints, or copies in the department ID management function has been reached.	Contact your system manager.

Message	Description	Action
The memory is full.	<ul style="list-style-type: none"> - The machine is full of jobs. - The number of TX/RX jobs that can be stored in memory reached the maximum. 	<ul style="list-style-type: none"> - Print, send, or delete any documents stored in memory. - Divide the document stack or data into a few parts and try again one by one. - Send the document with low resolution. - When this message appears during using the feeder, the scanning document stops halfway. In this case, clear the paper jam from the ADF. - The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the Color imageCLASS MF9170c, MF9150c and MF8450c with ITU-T No. 1 Chart standard mode); Up to 70 jobs for sending or 90 jobs for receiving, 95 fax jobs including sending and receiving, or 75 e-mail and I-fax jobs for receiving. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
The original is too long.	<ul style="list-style-type: none"> - The originals fed from the feeder is longer than 24 7/8" (630 mm), or are not feeding correctly. - The originals are longer than 14" (355.6 mm) when you are sending e-mail, I-fax or sending a document to a file server. 	<ul style="list-style-type: none"> - Reduce the length of the originals to within 24 7/8" (630 mm), then try again. - If the originals are shorter than 14" (355.6 mm), then try the procedure again.
The scan area is dirty.	The feeder's scanning area is dirty.	Clean the feeder's scanning area.
The TEL number is not registered.	No destination is registered for the One-touch you pressed.	Register the destinations before using the Address Book function.
This size cannot be used with 2-Sided unit modes.	The paper size is not appropriate for a two-sided copy.	Set the paper size to <LTR> or <LGL>, then load paper of the same size.
Wait a moment...	This message appears when turning ON the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.

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 select <Log> on the System Monitor screen.

If a send, receive, or fax job does not complete successfully, the error code is printed in the RESULT column on the Activity Report and TX Report.

Perform the necessary procedures according to the error code.

```

05/16/2008 15:50 FAX 123XXXXXX          CANON          001
*****
***  ERROR TX REPORT  ***
*****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO          0005
RECIPIENT ADDRESS 111XXXXX
DESTINATION ID
ST. TIME          05/16 15:50
TIME USE          00'00
PAGES SENT        0
RESULT            NG          # 0018 BUSY/NO SIGNAL
  
```

Error Code

For details on reports, see “Introduction of the Machine,” in the e-Manual.

See the table below for individual error codes.

Error Code	Description	Action
#0001	Paper or originals are jammed.	Remove any jammed paper or originals. (See “Clearing Jams,” on p. 12-2.)
#0003	Communications that take longer than the preset time (64 minutes) caused the error.	<ul style="list-style-type: none"> – Reduce the resolution or divide the document into two or more parts, and then try sending the document again. (See “Selecting Resolution,” on p. 5-41.) – When receiving a document, ask the sender to either reduce the resolution at which the document is scanned, or divide the document into two or more parts before sending it.

Error Code	Description	Action
#0005	<ul style="list-style-type: none"> – The recipient did not answer within 35 seconds. – The recipient's machine is not a G3 fax. 	<ul style="list-style-type: none"> – Confirm that the recipient's machine is able to communicate, and try again. – Check the type of receiving machine with the receiving party.
#0009	<ul style="list-style-type: none"> – There is no paper. – The paper drawer is not correctly inserted into the machine. 	<ul style="list-style-type: none"> – Load paper. (See "Loading Paper," on p. 2-10.) – Insert the paper drawer properly. (See "Loading Paper," on p. 2-10.)
#0012	The document could not be sent because the recipient's machine was out of paper.	Ask the recipient to load paper into their fax machine.
#0018	<ul style="list-style-type: none"> – The recipient's machine did not respond when your machine redialed. – The documents could not be sent because the recipient's machine was busy. – The settings on your machine do not match the settings on the recipient's machine. – No pause was included in the telephone number when sending a fax overseas. 	<ul style="list-style-type: none"> – Confirm that the recipient's machine is able to communicate, and then try again. – Confirm that the recipient's machine is able to communicate, and then try again. – Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again. – Insert a pause after the country code, or after the fax number of the recipient, and then dial the number again. (See "Dialing an Overseas Number (With Pauses)," on p. 5-22.) – Change the Long Distance setting if you are sending documents to a destination stored in the Address Book or One-touch. (See "Registering Fax Numbers in the Address Book," on p. 3-2 or "Storing/Editing One-Touch," on p. 3-26.)
#0037	<ul style="list-style-type: none"> – Documents could not be received because there is insufficient memory available. – The data size exceeds the available memory. 	<ul style="list-style-type: none"> – Print, send, or delete any documents stored in memory. – Reduce the data size by lowering the resolution or by changing the file format.
#0059	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.
#0099	A job was interrupted when the Direct Print or network scan function was being used.	Try to execute the job if necessary.
#0401	When the data was being written to the medium, the machine detected that the medium was full.	Use the memory medium with sufficient free space.

Error Code	Description	Action
#0403	The job was failed because the same file name existed. Generally, if the same file name exists, a file will be automatically renamed by adding a number, which ranges from 1 to 999, to the tail of its file name in order to avoid naming conflicts. However, this error occurred because the file with the same number already added to its file name existed.	Rename the file, and then write the data again.
#0404	The job was failed because the write protect switch of the medium was turned ON.	Turn OFF the write protect switch of the medium.
#0407	<ul style="list-style-type: none"> – The job was failed because the medium was pulled out while the job was in progress. – While data, such as image data, were being transferred to the medium, some error occurred. – The length of the full path to the specified file (or folder) exceeded the supported limit. – The transfer of the image to the USB memory was not properly performed because the length of the full path including the root and file name exceeded the limit. 	<ul style="list-style-type: none"> – Confirm that the medium is properly inserted, and then write the data again. – Confirm a status of the medium and a file format. – The limit of the length of the full path is 120. Change or shorten the file name to be written. – The limit of the length of the full path is 120. Change or shorten the file name to be written. – Change the folder to which the data is saved.
#0408	<ul style="list-style-type: none"> – The job was failed because the medium was pulled out while the read job was in progress. – While the data, such as image data, was being transferred from the medium, some error occurred. 	<ul style="list-style-type: none"> – Confirm that the medium is inserted, and then read the data again. – Confirm the status of the medium and the file format.
#0703	The memory for image data is full when sending color documents.	<ul style="list-style-type: none"> – Wait a few moments, and then try sending again after other send jobs are complete. – Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0705	The send operation was interrupted because the size of the image data is larger than the Send Data Size Limit set in E-mail/I-Fax Settings in Communications Settings in System Management Set (from the Additional Functions screen).	<ul style="list-style-type: none"> – Change the setting for the Send Data Size Limit in E-mail/I-Fax Settings in Communications Settings in System Management Set (from the Additional Functions screen). – Select a lower resolution. – 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 Send Data Size Limit. – Set Divide into Pages to 'On' in the File Format screen.
#0751	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"> – Check the recipient's address. – Check that the network is up.

Error Code	Description	Action
#0752	<p>The SMTP server name for e-mail or I-fax is not correct, or the server is not functioning.</p> <p>The domain name or e-mail address may not be set.</p> <p>The network is down.</p>	<p>Check the SMTP Server name, domain name, and E-mail Address in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen).</p> <p>Check that the SMTP server is operating properly.</p> <p>Check the network status.</p>
#0753	<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>
#0755	<ul style="list-style-type: none"> – You cannot send jobs because TCP/IP is not functioning correctly. – The IP address is not set. – When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server. 	<ul style="list-style-type: none"> – Check TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen). – Check TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen). – Check TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen).
#0801	<ul style="list-style-type: none"> – A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message. – 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. 	<ul style="list-style-type: none"> – Check that the SMTP server is functioning normally, or check the network status. – 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.
#0802	<p>The name of the SMTP Server in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen) is incorrect.</p> <p>The DNS server name in DNS Server Settings in TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen) is incorrect.</p> <p>Connection to the DNS server failed.</p>	<p>Check the name of the SMTP Server in E-mail/I-Fax in Network Settings in System Management Set (from the Additional Functions screen). (See “Setting IPv4 DNS,” in the e-Manual.)</p> <p>Check the DNS server name in DNS Server Settings in TCP/IP Settings in Network Settings in System Management Set (from the Additional Functions screen). (See “Settings from the Machine (E-Mail/I-fax),” in the e-Manual.)</p> <p>Check that the DNS server is functioning normally.</p>
#0804	<p>You have no permission to access the folder.</p>	<p>Change the setting on the server to enable access to the folder.</p>
#0806	<ul style="list-style-type: none"> – An incorrect user name or password was specified for the sending of a file to a file server. – An incorrect destination was specified for the sending of an e-mail message or I-fax. 	<ul style="list-style-type: none"> – Change the user name or password. (See “Specifying a New Destination (Scan to File Server),” in the e-Manual.) – Check the e-mail or I-fax address.

Error Code	Description	Action
#0808	<ul style="list-style-type: none"> - A timeout error occurred while the machine was communicating with the FTP server. - The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission. 	<ul style="list-style-type: none"> - Check that the FTP server is functioning normally. - Check the network status. - 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.
#0810	<ul style="list-style-type: none"> - A POP (Post Office Protocol) server connection error occurred while receiving an I-fax. - The POP server returned an error during the connection. - A timeout error occurred on the server while connecting to the POP server. 	<ul style="list-style-type: none"> - Check the POP Server name in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen). - Confirm that the POP server is functioning normally. - Check the network status. - Check the POP Server name in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen). - Confirm that the POP server is functioning normally. - Check the network status. - Check the POP Server name in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen). - Confirm that the POP server is functioning normally. - Check the network status.
#0812	The POP password setting is incorrect.	Check the POP Server password in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen).
#0813	The POP Server name setting is incorrect.	Check the POP Server name in E-mail/I-Fax Settings in Network Settings in System Management Set (from the Additional Functions screen).
#0816	You have reached the quota for the number of pages you can scan for faxing.	Reset or increase the page quota or contact your system administrator.
#0818	You have received data that cannot be processed (cannot print the attached file).	Check the settings and ask the sender to resend the data.
#0819	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data.
#0820	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.

Error Code	Description	Action
#0821	<ul style="list-style-type: none"> – You have received data that cannot be processed (TIFF analysis error). – The read job failed because TIFF or JPEG files were not supported or the image data was corrupted. 	<ul style="list-style-type: none"> – Check the settings, and then ask the sender to resend the data. – Confirm that the supported file format is used, and then read data again.
#0827	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.
#0828	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
#0829	Data that contains more than approximately 1,000 pages is received.	This machine can store up to approximately 1,000 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.
#0839	The user name or password for the SMTP Authentication in Authentication/Encryption in E-mail/I-Fax in Network Settings in System Management Set (from the Additional Functions screen) is incorrect.	Check the user name and password for SMTP Authentication in Authentication/Encryption in E-mail/I-Fax in Network Settings in System Management Set (from the Additional Functions screen). (See “Confirming Necessary Information for Scan to E-Mail and I-fax,” in the e-Manual.)

If <Set the correct paper.> is displayed

When <Set the correct paper.> appears on the display, the size of the paper in the paper drawer or stack bypass tray is different from that of the paper specified in <Drawer 1>, <Drawer 2>*, or <Stack Bypass Paper> of <Paper Settings>. You need to load the correct size paper or change the paper size in <Drawer 1>, <Drawer 2>*, or <Stack Bypass Paper> of <Paper Settings>.

* Only when the optional Paper Drawer (Paper Drawer 2) is attached.



NOTE

For print jobs, you need to specify the paper size from your computer.

Reloading the Paper

- 1 Load the correct size paper as shown on the display, then press [OK] to resume the job.

The machine re-starts printing.

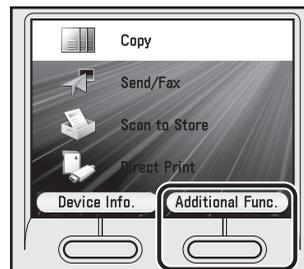
Changing the Paper Size Setting

For the stack Bypass Tray

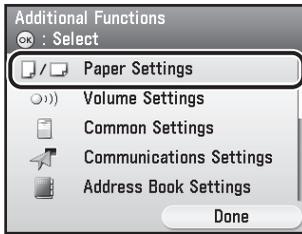
If you set the standard settings for stack bypass tray, follow the procedures below to change paper size.

- 1 Press  (Main Menu).

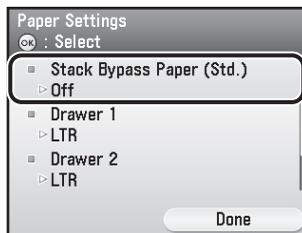
- 2 Press the right Any key to select <Additional Func.>.



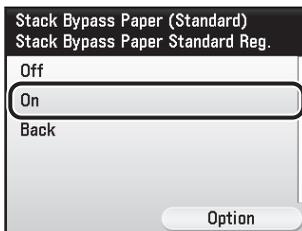
- 3** Use [▼], [▲] or  (Scroll Wheel) to select <Paper Settings>, then press [OK].



- 4** Use [▼], [▲] or  (Scroll Wheel) to select <Stack Bypass Paper (Std.)>, then press [OK].

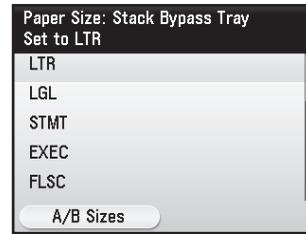


- 5** Use [▼], [▲] or  (Scroll Wheel) to select <On>, then press the right Any key to select <Option>.



If you do not want to set the stack bypass standard settings, select <Off>, then press [OK], and press  (Main Menu) to return to the Main Menu screen.

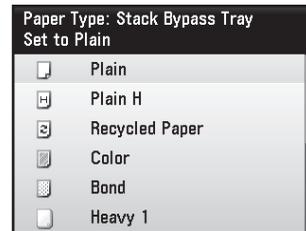
- 6** Use [▼], [▲] or  (Scroll Wheel) to select paper size, then press [OK].



You can select from the following paper sizes: <LTR>, <LGL>, <STMT>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>, <G-LTRR>, <G-LGL>, <Custom Size>, <COM 10>, <Monarch>, <DL>, <ISO-C5>, <ISO-B5>

If you use A/B size paper, press the right Any key to select <A/B Sizes> and select the paper size you want to use.

- 7** Use [▼], [▲] or  (Scroll Wheel) to select paper type, then press [OK].



You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>, <Rough>

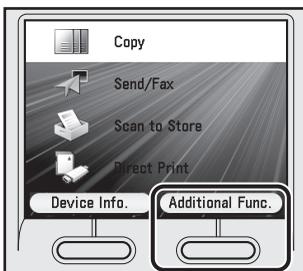
- 8** Press  (Main Menu) to return to the Main Menu screen.

● For the Paper Drawer

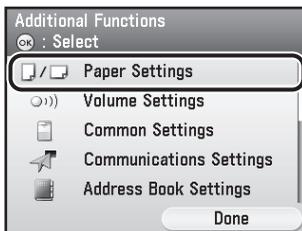
Follow this procedure to change the paper size setting.

1 Press  (Main Menu).

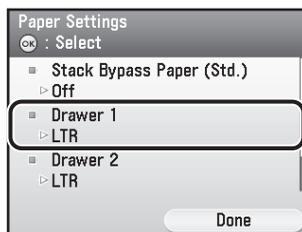
2 Press the right Any key to select <Additional Func.>.



3 Use [▼], [▲] or  (Scroll Wheel) to select <Paper Settings>, then press [OK].

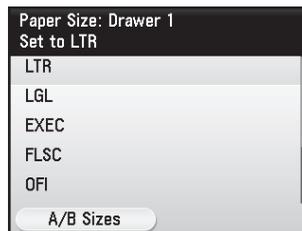


4 Use [▼], [▲] or  (Scroll Wheel) to select <Drawer 1> or <Drawer 2>*, then press [OK].



* Only when the optional Paper Drawer (Paper Drawer 2) is attached.

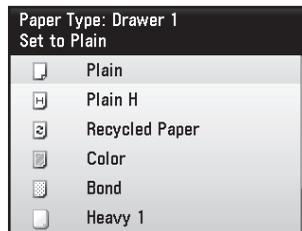
5 Use [▼], [▲] or  (Scroll Wheel) to select paper size, then press [OK].



You can select from the following paper sizes: <LTR>, <LGL>, <EXEC>, <FLSC>, <OFI>, <B-OFI>, <M-OFI>

If you use A/B size paper, press the right Any key to select <A/B Sizes> and perform the step above.

6 Use [▼], [▲] or  (Scroll Wheel) to select paper type, then press [OK].



You can select from the following paper types: <Plain>, <Plain H>, <Recycled Paper>, <Color>, <Bond>, <Heavy 1>, <Heavy 2>, <Transparencies>, <Labels>, <Rough>

7 Press  (Main Menu) to return to the Main Menu screen.

If a Power Failure Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the Address Book settings. Any sent or received documents stored in memory are backed up for about 60 minutes.

During a power cut, functions are limited as follows:

- You cannot send, receive, copy, or print documents.
- You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.
- You can receive telephone calls using an external telephone depending on the type of telephone you use.

NOTE

To fully charge the built-in battery, it takes approximately 2 hours when the main power switch is on. If the built-in battery is not fully charged, the data may not be saved properly.

Furthermore, charging of the built-in battery may stop if the machine enters sleep mode with the <Sleep Mode Energy Use> set to <Low>. During the approximate 2 hours it takes to fully charge the built-in battery, set the <Sleep Mode Energy Use> to <High> or prevent the machine from entering sleep mode by setting the <Auto Sleep Time> to <Off>.

If You Cannot Solve a Problem

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.

<http://www.canontechsupport.com/>

Customer Support (Canada)

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

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 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 live technical support number above or via the website at <http://www.canon.ca/>

* Support program specifications are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name Color imageCLASS MF8450c/Color imageCLASS MF9170c/Color imageCLASS MF9150c
- Serial number (On the label located inside top of the front cover)
- 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 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.

This chapter explains how to change and check the machine settings.

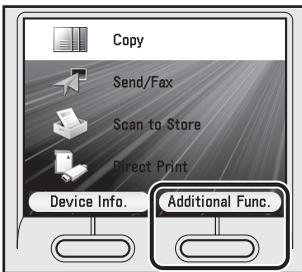
Machine Settings	13-2
Printing USER'S DATA LIST	13-2
Accessing the Setting Menu	13-3
Setting Menu	13-5
Paper Settings	13-5
Volume Settings	13-6
Common Settings	13-6
Communications Settings	13-8
Address Book Settings	13-11
Printer Settings	13-13
Timer Settings	13-17
Adjustment/Cleaning	13-18
Report Settings	13-19
System Management Settings	13-19

Machine Settings

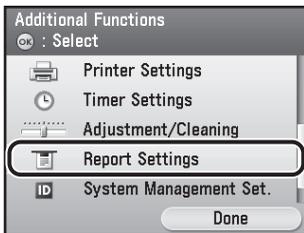
You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out **USER'S DATA LIST**.

Printing **USER'S DATA LIST**

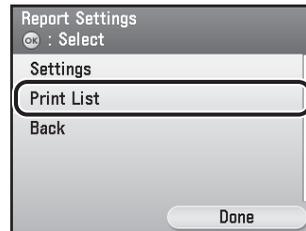
- 1 Press  (Main Menu).
- 2 Press the right Any key to select <Additional Func>.



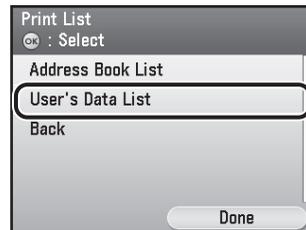
- 3 Use [▼], [▲], or  (Scroll Wheel) to select <Report Settings>, then press [OK].



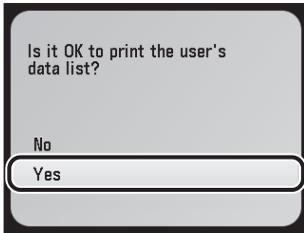
- 4 Use [▼], [▲], or  (Scroll Wheel) to select <Print List>, then press [OK].



- 5 Use [▼], [▲], or  (Scroll Wheel) to select <User's Data List>, then press [OK].



- 6** Use [▼], [▲], or (Scroll Wheel) to select <Yes>, then press [OK].

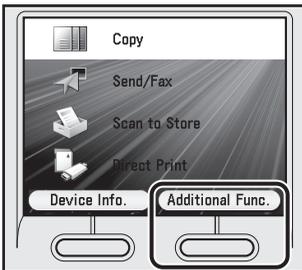


If you do not want to print the list, Use [▼], [▲], or (Scroll Wheel) select <NO>, then press [OK].

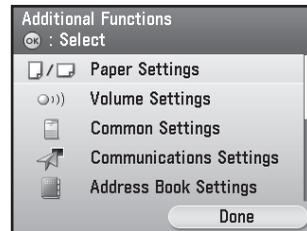
- 7** Press (Main Menu) to return to the Main Menu screen.

Accessing the Setting Menu

- 1** Press (Main Menu).
- 2** Press the right Any key to select <Additional Func>.

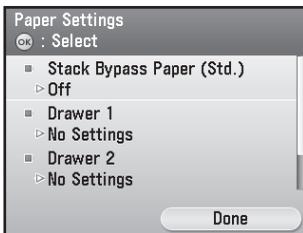


- 3** Use [▼], [▲], or (Scroll Wheel) to select the menu you want to access, then press [OK].



<Paper Settings>
 <Volume Settings>
 <Common Settings>
 <Communications Settings>
 <Address Book Settings>
 <Printer Settings>
 <Timer Settings>
 <Adjustment/Cleaning>
 <Report Settings>
 <System Management Set.>

- 4** Use [▼], [▲], or  (Scroll Wheel) to select a submenu, then press [OK].



NOTE

For details on the submenu, see "Setting Menu," on p. 13-5.

- 5** To register the settings or go to a submenu item, press [OK].

- 6** Press  (Main Menu) to return to the Main Menu screen.

Setting Menu

The default settings are indicated in bold text.

 **NOTE**

- Depending on the country of purchase, some settings may not be available.
- The menus described in this section are based on the model Color imageCLASS MF9170c.
- Depending on the model of your machine, some settings may not be available.

Paper Settings

Item	Settings	Applicable Page
Stack Bypass Paper (Std.)	<ul style="list-style-type: none"> - Off - On 	
Paper Size	<ul style="list-style-type: none"> - Inch Size : LTR, LGL, STMT, EXEC, FLSC, OFI, B-OFI, M-OFI, G-LTR, G-LGL, Custom Size, COM10, Monarch, DL, ISO-C5, ISO-B5 - A/B Size : A4, A5, B5 	p. 2-20
Paper Type	Plain , Plain H, Recycled Paper, Color, Bond, Heavy 1, Heavy 2, Transparencies, Labels, Rough	
Drawer 1		
Paper Size	<ul style="list-style-type: none"> - Inch Size : LTR, LGL, EXEC, FLSC, OFI, B-OFI, M-OFI, - A/B Size : A4, A5, B5 	
Paper Type	Plain , Plain H, Recycled Paper, Color, Bond, Heavy 1, Rough	
Drawer 2*		
Paper Size	<ul style="list-style-type: none"> - Inch Size : LTR, LGL, EXEC, FLSC, OFI, B-OFI, M-OFI, - A/B Size : A4, A5, B5 	p. 2-22
Paper Type	Plain , Plain H, Recycled Paper, Color, Bond, Heavy 1, Rough	

* Only when the Cassette Feeding Unit-AC1 (Optional) is attached.

Volume Settings

Item	Settings	Applicable Page
Monitor Volume Settings	<ul style="list-style-type: none"> - Volume Key Settings Priority - Screen Settings Priority 	e-Manual "Introduction of the Machine"
Audible Tones		
Incoming Ring	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
Entry Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
Error Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
TX Done Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
Receive Done Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
Print Done Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	
Scan Done Tone	<ul style="list-style-type: none"> - Off - On (1 to 3)(1) 	

Common Settings

Item	Settings	Applicable Page
Initial Function Settings		e-Manual "Introduction of the Machine"
Select Initial Function	Main Menu , Copy, Scan to Send, Scan to Store, Direct Print*	
Set System Monitor to Def.	<ul style="list-style-type: none"> - Off - On 	
Status Monitor Device	<ul style="list-style-type: none"> - Off - On 	
Custom Key Registration		p. 1-8
Key 1	Copy , Send/Fax, Scan to Send, FAX, E-mail, I-Fax, File Server Send Log, Address Book, Favorites, One-touch, Scan to Store, Store on Memory Media, Remote Scan, Direct Print*	
Key 2	Copy, Send/Fax, Scan to Send, FAX, E-mail, I-Fax, File Server Send Log, Address Book, Favorites, One-touch, Scan to Store, Store on Memory Media, Remote Scan, Direct Print* (The default settings is Store on Memory Media for the Color imageCLASS MF9170c and MF9150, Send/Fax for the Color imageCLASS 8450c)	

Item	Settings	Applicable Page
Brightness Adjustment	Darker - Brighter (5)	e-Manual "Introduction of the Machine"
Reverse Color Display	– Off – On	
Auto Clear Settings	– Selected Function – Initial Function	
Inch Entry	– Off – On	
Auto Drawer Selection		
Copy		
Stack Bypass	– Off – On	
Drawer 1	– Off – On	
Drawer 2	– Off – On	
Printer		
Drawer 1	– Off – On	
Drawer 2	– Off – On	
Receive		
Stack Bypass	– Off – On	
Drawer 1	– Off – On	
Drawer 2	– Off – On	
Other		
Stack Bypass	– Off – On	
Drawer 1	– Off – On	
Drawer 2	– Off – On	
Sleep Mode Energy Use	– Low – High	

Item	Settings	Applicable Page
Paper Feed Method Switch		e-Manual "Introduction of the Machine"
Stack Bypass	<ul style="list-style-type: none"> - Speed Priority - Print Side Priority 	
Drawer 1	<ul style="list-style-type: none"> - Speed Priority - Print Side Priority 	
Drawer 2	<ul style="list-style-type: none"> - Speed Priority - Print Side Priority 	
Language Switch	<ul style="list-style-type: none"> - Off - On 	
Error when Feeder is Dirty	<ul style="list-style-type: none"> - Off - On 	
Initialize Common Settings	<ul style="list-style-type: none"> - No - Yes 	

* Only for the Color imageCLASS MF9170c/MF9150c.

Communications Settings

Item	Settings	Applicable Page
Common Settings		
TX Settings		
Register Unit Name	Max. 24 characters	p. 5-14
Data Compression Ratio	<ul style="list-style-type: none"> - High Ratio - Normal - Low Ratio 	e-Manual "Scan" "E-mail"
Retry Times	0 to 5 Times (3)	e-Manual "Fax" "Scan" "E-mail"
Change Send Func. Mode	<ul style="list-style-type: none"> - Register - Initialize 	e-Manual "Fax" "Scan" "E-mail"
Color Mode Settings	<ul style="list-style-type: none"> - Color PDF (Compact) - Color PDF - Color JPEG - B&W TIFF - B&W PDF 	e-Manual "Scan" "E-mail"
Divide Pages	<ul style="list-style-type: none"> - Off - On 	

Item	Settings	Applicable Page
Resolution Settings	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi (Normal), 200 × 200 dpi (Fine), 200 × 400 dpi (Super Fine), 300 × 300 dpi, 400 × 400 dpi (Ultra Fine), 600 × 600 dpi	e-Manual "Fax" "Scan" "E-mail"
Density/Background Removal	Lighter - Darker (0)	e-Manual "Fax" "Scan" "E-mail"
Background	<ul style="list-style-type: none"> - Off - Background Removal - Background Fine Adjust. (Yellow, Red, Green, Blue) 	e-Manual "Fax" "Scan" "E-mail"
Original Type	<ul style="list-style-type: none"> - Text/Photo - Text - Photo 	e-Manual "Fax" "Scan"
Priority level	Text Priority - Photo Priority (0)	"E-mail"
2-sided Original Settings	<ul style="list-style-type: none"> - Off - Book Type Original - Calender Type Original 	p. 5-47
TX Terminal ID	<ul style="list-style-type: none"> - Off - On 	p. 5-80
Printing Position	<ul style="list-style-type: none"> - Inside - Outside 	
Tel. Number Mark	<ul style="list-style-type: none"> - FAX - TEL 	
Color Send Gamma Value	Gamma 1.0, Gamma 1.4, Gamma 1.8 , Gamma 2.2	e-Manual "Scan" "E-mail"
Sharpness	Low - High (0)	p. 5-83
PDF (Compact) Img. Quality		e-Manual "Scan" "E-mail"
Text/Photo, Photo Mode	<ul style="list-style-type: none"> - Data Size Priority - Normal - Image Quality Priority 	
Text Mode	<ul style="list-style-type: none"> - Data Size Priority - Normal - Image Quality Priority 	
Default Screen for Send	<ul style="list-style-type: none"> - Favorites - One-touch - Default Screen 	p. 5-85
Initialize TX Settings	<ul style="list-style-type: none"> - No - Yes 	p. 5-87

Item	Settings	Applicable Page
RX Settings		
2-sided Print	– Off – On	p. 5-91
Receive Reduction	– Off – On	p. 5-93
RX Reduction	– Auto – Fixed Reduction	
Reduce %	97%, 95%, 90% , 75%	
Reduce Direction	– Vertical and Horizontal – Vertical Only	
Received Page Footer	– Off – On	p. 5-96
Toner Out Continuous Print	– Off – On	p. 5-98
YCbCr Receive Gamma Val.	Gamma 1.0, Gamma 1.4, Gamma 1.8 , Gamma 2.2	e-Manual "E-mail"
Fax Settings		
User Settings		
Register Unit Telephone #	Max. 20 characters	p. 5-16
Tel. Line Type Selection		p. 5-13
Manual	– Pulse – Tone	
TX Settings		
ECM TX	– Off – On	p. 5-67
Set Pause Time	1 to 15 Seconds (2)	e-Manual "Fax"
Auto-redial	– Off – On	p. 5-71
Redial Times	1 to 10 Times (2)	
Redial Time	2 to 99 Minutes (2)	
TX Error Redial	– Off – On	
Check Tone Before Sending	– Off – On	p. 5-74
RX Settings		
ECM RX	– Off – On	p. 5-100

Item	Settings	Applicable Page
Reception Mode Selection	<ul style="list-style-type: none"> – Auto RX – Fax/TEL Auto Switch – Manual RX – Answer Mode – DRPD. Select Fax 	p. 5-9
Incoming Ring	<ul style="list-style-type: none"> – Off – On 1 to 99 seconds (2) 	p. 5-102
Remote RX	<ul style="list-style-type: none"> – Off – On 00 to 99 ID 	p. 5-104
Manual/Auto Switch	<ul style="list-style-type: none"> – Off – On 1 to 99 seconds (15) 	p. 5-106
RX Restriction	<ul style="list-style-type: none"> – Off – On 	p. 5-108

Address Book Settings

Item	Settings	Applicable Page
Register Address*		
Fax		p. 3-2
Register Name	Max. 16 characters	
Destination Registration	Max. 120 characters	
ECM TX	<ul style="list-style-type: none"> – Off – On 	
Sending Speed	33600bps , 14400bps, 9600bps, 4800bps	
Long Distance	Domestic , Long Distance 1, Long Distance 2, Long Distance 3	
E-Mail		p. 3-7
Register Name	Max. 16 characters	
Destination Registration	Max. 120 characters	
I-Fax		p. 3-10
Register Name	Max. 16 characters	
Destination Registration	Max. 120 characters	

Item	Settings	Applicable Page
File		p. 3-12
Register Name	Max. 16 characters	
Destination Registration	FTP , Windows (SMB), Windows (SMB): Browse	
Host Name	Max. 120 characters	
Folder Name	Max. 120 characters	
User Name	Max. 24 characters	
Password	Max. 24 characters	
Group		p. 3-18
Register Name	Max. 16 characters	
Destination Registration	Max. 299 destinations	
Register One-Touch		p. 3-26
Fax		
Register Name	Max. 16 characters	
Register One-Touch Name	Max. 12 characters	
Destination Registration	Max. 120 characters	
ECM TX	– Off – On	
Sending Speed	33600bps , 14400bps, 9600bps, 4800bps	
Long Distance	Domestic , Long Distance (1), Long Distance (2), Long Distance (3)	
E-Mail		p. 3-31
Register Name	Max. 16 characters	
Register One-Touch Name	Max. 12 characters	
E-mail Address	Max. 120 characters	
I-Fax		p. 3-34
Register Name	Max. 16 characters	
Register One-Touch Name	Max. 12 characters	
I-Fax Address	Max. 120 characters	

Item	Settings	Applicable Page
File		p. 3-37
Register Name	Max. 16 characters	
Register One-Touch Name	Max. 12 characters	
Protocol	FTP , Windows (SMB), Windows (SMB): Browse	
Host Name	Max. 120 characters	
Folder Name	Max. 120 characters	
User Name	Max. 24 characters	
Password	Max. 24 characters	
Group		p. 3-44
Register Name	Max. 16 characters	
Register One-Touch Name	Max. 12 characters	
Destination Registration	Max. 299 destinations (Max. 199 destinations for the Color imageCLASS 8450c)	

* Only for the Color imageCLASS MF9170c and MF9150c.

Printer Settings

Item	Settings	Applicable Page
Number of Copies	1 to 999 Copies (1)	e-Manual "Print"
2-sided	– 2-sided – 1-sided	p. 7-10
Paper Feed		e-Manual "Print"
Default Paper Size	LTR , LGL, STMT, EXEC, FLSC, OFI, B-OFI, M-OFI, G-LTR, G-LGL, COM10, Monarch, DL, ISO-C5, ISO-B5, A4, A5, B5	
Default Paper Type	Plain , Plain H, Recycled Paper, Color, Heavy 1, Heavy 2, Transparencies, Labels, Rough, Envelope	

Item	Settings	Applicable Page
Printing Quality		e-Manual "Print"
Gradation level	<ul style="list-style-type: none"> - High Gradation 1 - High Gradation 2 	
Toner Density		
Cyan (C)	Lighter - Darker (0)	
Magenta (M)	Lighter - Darker (0)	
Yellow (Y)	Lighter - Darker (0)	
Black (Bk)	Lighter - Darker (0)	
Save Toner	<ul style="list-style-type: none"> - Off - On 	
Line Control	<ul style="list-style-type: none"> - Resolution Priority - Gradation Priority 	
Layout		
Margin Direction	<ul style="list-style-type: none"> - Long Edge - Short Edge 	
Unit of Measure	<ul style="list-style-type: none"> - Millimeter - Inch 	
Margin	-1.97 to +1.97 inch (0.00) (-50.0 to +50.0 mm (0.0))	
Auto Error Skip	<ul style="list-style-type: none"> - Off - On 	
Collate	<ul style="list-style-type: none"> - Off - On 	
Timeout	<ul style="list-style-type: none"> - Off - Timeout (5 to 300 seconds) (15) 	
Color Mode	<ul style="list-style-type: none"> - Auto Detect - Color - Black and White 	
Gradation Settings		
Gradation	<ul style="list-style-type: none"> - Off - Smooth 1 - Smooth 2 	
Graphics	<ul style="list-style-type: none"> - Off - On 	
Image	<ul style="list-style-type: none"> - Off - On 	
Compressed Image Output	<ul style="list-style-type: none"> - Output - Display Error Message 	
Initialize Printer Settings	<ul style="list-style-type: none"> - No - Yes 	

Item	Settings	Applicable Page
PCL Setting*		
Paper Save	<ul style="list-style-type: none"> – Off – On 	
Orientation	<ul style="list-style-type: none"> – Portrait – Landscape 	
Font Number	0 to 91 (0)	
Point Size	4.00 to 999.75 point (12)	
Pitch	0.44 to 99.99 cpi (10)	
Form Lines	5 to 128 Lines (60)	
Symbol Set	DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, ISOL9, LEGAL, MCTEXT, PC775, PC8 , PC850, PC852, PC858, PC8DN, PC8TK, PC1004, PSTEXT, Roman9, ROMAN8, WIN30, WINBALT, WINL1, WINL2, and WINL5	
Custom Paper Size Setting	<ul style="list-style-type: none"> – Off – On 	
Unit of Measure	<ul style="list-style-type: none"> – Millimeter – Inch 	e-Manual "Print"
Width	3.00 to 8.50 inch (8.50) (76.2 to 216.0 mm (216.0))	
Height	5.00 to 14.00 inch (14.00) (127.0 to 356.0 mm (356.0))	
Append CR to LF	<ul style="list-style-type: none"> – Yes – No 	
Enlarge A4 Print Width	<ul style="list-style-type: none"> – Off – On 	
Halftones	<ul style="list-style-type: none"> – Off – On 	
Text	<ul style="list-style-type: none"> – Resolution – Gradation 	
Graphics	<ul style="list-style-type: none"> – Resolution – Gradation 	
Image	<ul style="list-style-type: none"> – Resolution – Gradation 	

Item	Settings	Applicable Page
RGB Source Profile		e-Manual "Print"
Text	<ul style="list-style-type: none"> - sRGB - Gamma 1.5 - Gamma 1.8 - Gamma 2.4 	
Graphics	<ul style="list-style-type: none"> - sRGB - Gamma 1.5 - Gamma 1.8 - Gamma 2.4 	
Image	<ul style="list-style-type: none"> - sRGB - Gamma 1.5 - Gamma 1.8 - Gamma 2.4 	
Output Profile		
Text	<ul style="list-style-type: none"> - Normal - Photo 	
Graphics	<ul style="list-style-type: none"> - Normal - Photo 	
Image	<ul style="list-style-type: none"> - Normal - Photo 	
Matching Method		
Text	<ul style="list-style-type: none"> - Perceptual - Saturation - Colorimetric 	
Graphics	<ul style="list-style-type: none"> - Perceptual - Saturation - Colorimetric 	
Image	<ul style="list-style-type: none"> - Perceptual - Saturation - Colorimetric 	
Gray Compensation		
Text	<ul style="list-style-type: none"> - Off - On 	
Graphics	<ul style="list-style-type: none"> - Off - On 	
Image	<ul style="list-style-type: none"> - Off - On 	
CMS (Matching) Selection	<ul style="list-style-type: none"> - Printer - Host 	

Item	Settings	Applicable Page
CMS (Matching) / Gamma		e-Manual "Print"
Text	– Gamma – CMS	
Graphics	– Gamma – CMS	
Image	– Gamma – CMS	
Gamma Correction		
Text	1.0, 1.4 , 1.8, 2.2	
Graphics	1.0, 1.4 , 1.8, 2.2	
Image	1.0, 1.4 , 1.8, 2.2	
Advanced Smoothing		
Advanced Smoothing	– Off – Smooth 1 – Smooth 2	
Graphics	– Off – On	
Text	– Off – On	

* Only for the Color imageCLASS MF9170c.

Timer Settings

Item	Settings	Applicable Page
Date/Time Settings		
Current Time Settings	MM/DD/YYYY	p. 5-12
Time Zone Settings	GMT-12:00 to GMT+12:00 (GMT-5:00)	e-Manual "Introduction of the Machine"
Daylight Saving Time Set.	– Off – On	p. 1-24
Auto Sleep Time	– Off – On (3 to 240 minutes) (15)	p. 1-22
Auto Clear Time	0=Off, 1 to 9 minutes (2)	p. 1-23

Adjustment/Cleaning

Item	Settings	Applicable Page
Auto Gradation Correction		e-Manual "Maintenance"
Full Correction	Test Print 1	
Quick Correction	Start	
Copy Image Correction	Test Print 1	
Feeder Dirty Auto Correct.	- Off - On	
First Calibration	- Off - On	
ACS Function Adjustment		
Feeder	Color Priority - B&W Priority (0)	
Platen Glass	Color Priority - B&W Priority (0)	
Color Black Char. Process		
Feeder	Color Priority - B&W Priority (0)	
Platen Glass	Color Priority - B&W Priority (0)	
Image Special Processing	- Off - Level 1 - Level 2	
Paper Length Confirmation	- Off - On	
Special Mode P	- Off - On	
Fixing Unit Cleaning	Start Cleaning	p. 11-3
Feeder Cleaning	Start	p. 11-5

Report Settings

Item	Settings	Applicable Page
Settings		
TX Report	<ul style="list-style-type: none"> - Off - On - Only When Error Occurs 	e-Manual "Introduction of the Machine"
Activity Report		
Display Send Original	<ul style="list-style-type: none"> - Off - On 	
Color Send Original Display	<ul style="list-style-type: none"> - Off - On 	
Auto Report	<ul style="list-style-type: none"> - Off - On 	
Send/Receive Separate	<ul style="list-style-type: none"> - Off - On 	
RX Report	<ul style="list-style-type: none"> - Off - On - Only When Error Occurs 	
Print List		
Address Book List		
Address Book	<ul style="list-style-type: none"> - No - Yes 	
One-Touch	<ul style="list-style-type: none"> - No - Yes 	
User's Data List	<ul style="list-style-type: none"> - No - Yes 	p. 13-2

System Management Settings

Item	Settings	Applicable Page
System Manager Info. Set.		e-Manual "Security"
System Mgmt. Dept.ID	Max. 7 digits	
System Mgmt. Password	Max. 7 digits	
System Manger Name	Max. 32 characters	
Device Info. Settings		p. 1-18
Device Name	Max. 32 characters	
Location Information	Max. 32 characters	
Dept. ID Management	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"

Item	Settings	Applicable Page
Register Dept.ID/Pass		e-Manual "Security"
Register		
Dept. ID	Max. 7 characters	
Password	Max. 7 characters	
Limit On/Off & Page Limit		
Total Prints	- Off - On (0 to 999999)(0)	
Total Color Print	- Off - On (0 to 999999)(0)	
Total Black	- Off - On (0 to 999999)(0)	
Color Copy	- Off - On (0 to 999999)(0)	
Color Scan	- Off - On (0 to 999999)(0)	
Color Print	- Off - On (0 to 999999)(0)	
Black Copy	- Off - On (0 to 999999)(0)	
Black Scan	- Off - On (0 to 999999)(0)	
Black Print	- Off - On (0 to 999999)(0)	
Page Totals	Total Prints, Total Color Print, Total Black Prints, Color Copy, Color Scan, Color Print, Black Copy, Black Scan, Black Print	
Print List	All, Total Print Only, Color Only, Black Only	
All Clear	- No - Yes	
Allow Unknown ID Printing	- Off - On	
Allow Unknown ID R. Scan	- Off - On	
Allow Unknown Black Copy	- Off - On	
User ID Management	- Off - On	

Item	Settings	Applicable Page
Network Settings		e-Manual "Network Settings"
TCP/IP Settings		
IPv4 Settings		
IP Address Settings		
Manual Settings	– Off – On	
IP Address	IP Address (0.0.0.0)	
Subnet Mask	IP Address (0.0.0.0)	
Gateway Address	IP Address (0.0.0.0)	
Obtain Automatically	– Off – On	
DHCP	– Off – On	
BOOTP	– Off – On	
RARP	– Off – On	
PING Command	IP Address	
IP Address Range Settings	– Off – On	
Register		
Single Address	IP Address	
Multiple Destinations	Max. 10 IPv4 Addresses	
DNS Settings		
DNS Server Address		
Primary DNS Server	IP Address (0.0.0.0)	
Secondary DNS Server	IP Address (0.0.0.0)	
DNS Host/Domain Name		
Host Name	Max. 47 characters (Canon***** ("*****" represents the last six digits of a MAC address))	
Domain Name	Max. 47 characters	
DNS Dynamic Update Settings	– Off – On	

Item	Settings	Applicable Page
IPv6 Settings		e-Manual "Network Settings"
Use IPv6	– Off – On	
Stateless Address Settings	– Off – On	
Manual Address Settings	– Off – On	
Manual Address	IP Address	
Prefix Length	0 to 128 (64)	
Default Router Address	IP Address	
Use DHCP v6	– Off – On	
PING Command		
IPv6 address	IP Address	
Host Name	Max. 47 characters	
IP Address Range Settings	– Off – On	
Register		
Single Address	IP Address	
Multiple Destinations	Max. 10 IPv6 Addresses	
Prefix Address	IP Address	

Item	Settings	Applicable Page
DNS Setting		e-Manual "Network Settings"
DNS Server Settings		
Primary DNS Server	IP Address	
Secondary DNS Server	IP Address	
DNS Host/Domain Name		
Use Same Host Name/ Domain Name as IPv4	– Off – On	
Host Name	Max. 47 characters (Canon***** ("*****" represents the last six digits of a MAC address))	
Domain Name	Max. 47 characters	
DNS Dynamic Update Set.	– Off – On	
Manual Address Regist.	– Off – On	
Register Stateful Address	– Off – On	
WINS Configuration	– Off – On	
WINS Server Address	IP Address (0.0.0.0)	
LPD Print Settings	– Off – On	
RAW Print Settings	– Off – On	
Use Bidirectional	– Off – On	
WSD Print Setting		
Use WSD Print	– Off – On	
Use WSD Browsing	– Off – On	
Use Multicast Discovery	– Off – On	
Use PASV Mode for FTP	– Off – On	
FTP Extension	– Off – On	
Use HTTP	– Off – On	

Item	Settings	Applicable Page
Port Number Settings		e-Manual "Network Settings"
LPD	1 to 65535 (515)	
RAW	1 to 65535 (9100)	
HTTP	1 to 65535 (80)	
SMTP Receive	1 to 65535 (25)	
POP3 Receive	1 to 65535 (110)	
FTP Sending	1 to 65535 (21)	
SMTP Sending	1 to 65535 (25)	
SNMP	1 to 65535 (161)	
Proxy Settings		
Use Proxy	- Off - On	
HTTP Proxy Server Address	Max. 128 characters	
HTTP Proxy Server Port Number	1 to 65535 (80)	
Use Proxy within the Same Domain	- Off - On	
Use Proxy Authentication Settings	- Off - On	
User Name	Max. 24 characters	
Password	Max. 24 characters	
Receive MAC Address	- Off - On	
Confirm Dept. ID/Password	- Off - On	
SMB Settings	- Off - On	
Server Name	Max. 15 characters	
Workgroup	Max. 15 characters	
Comment	Max. 48 characters	
Use LM Announce	- Off - On	

Item	Settings	Applicable Page
SNMP Settings	– Off – On	e-Manual “Network Settings”
Community Name 1	Max. 15 characters (Public)	
Community Name 2	Max. 15 characters	
Writable SNMP1	– Off – On	
Writable SNMP2	– Off – On	
Printer Mgt Info from Host	– Off – On	
Dedicated Port Settings	– On – Off	
Startup Time Settings	0 to 300 seconds (0)	
Ethernet Driver Settings		
Auto Detect	– On – Off	
Communication Mode	– Half Duplex – Full Duplex	
Ethernet Type	– 10Base-T – 100Base-TX	
E-mail/I-Fax		
SMTP Receive	– Off – On	
POP	– Off – On	
SMTP Server	Max. 48 characters	
E-mail Address	Max. 64 characters	
POP Server	Max. 48 characters	
POP Address	Max. 32 characters	
POP Password	Max. 32 characters	
POP interval	0 to 99 minutes (0)	

Item	Settings	Applicable Page
Authentication/ Encryption		e-Manual "Network Settings"
POP Auth. before Send	– Off – On	
SMTP Authentication	– Off – On	
User Name	Max. 64 characters	
Password	Max. 32 characters	
Communication Settings		
E-mail / I-Fax Settings		
Send Data Size Limit	0 to 99 MB (3)	e-Manual "Fax" "E-mail"
Divide TX Data Oversize	– Off – On	
Default Subject	Max. 40 characters (Attached Image)	
Fax Settings		
Send Start Speed	33600bps , 14400bps, 9600bps, 7200bps, 4800bps, 2400bps	p. 5-89
Receive Start Speed	33600bps , 14400bps, 9600bps, 7200bps, 4800bps, 2400bps	p. 5-110
Memory Lock Settings	– Off – On	p. 5-112
Memory Lock Password	Max. 7 digits	
Report Print	– Off – On	
Memory Lock Time Settings	– Do not Specify – Specify	

Item	Settings	Applicable Page
Forwarding Settings		
Register		p. 5-117
Forwarding Cond. Name	Max. 50 characters	
Forwarding Condition Setting	<ul style="list-style-type: none"> – Fax – I-Fax 	
Forwarding Condition	disregard , equals, differs from, begins with, ends with, contains, does not contain	
Forwarding Destination	Select from the list of registered addresses	
File Format	<p>When <Fax> is selected in <Forwarding Conditions Settings>:</p> <ul style="list-style-type: none"> – TIFF – PDF <p>When <I-Fax> is selected in <Forwarding Conditions Settings>:</p> <ul style="list-style-type: none"> – TIFF(Black)/PDF(Color) – TIFF(Black)/JPEG(Color) – PDF – PDF(Black)/JPEG(Color) 	
Divide Pages	<ul style="list-style-type: none"> – Off – On 	
Forward w/o Condition		
Forwarding Destination	Select from the list of registered addresses	p. 5-121
File Format	<p>When <Fax> is selected in <Forwarding Conditions Settings>:</p> <ul style="list-style-type: none"> – TIFF – PDF <p>When <I-Fax> is selected in <Forwarding Conditions Settings>:</p> <ul style="list-style-type: none"> – TIFF(Black)/PDF(Color) – TIFF(Black)/JPEG(Color) – PDF – PDF(Black)/JPEG(Color) 	
Divide Pages	<ul style="list-style-type: none"> – Off – On 	
Erase	<ul style="list-style-type: none"> – No – Yes 	p. 5-125
Print List	<ul style="list-style-type: none"> – No – Yes 	p. 5-127

Item	Settings	Applicable Page
Forwarding Error Settings		
Print Image	<ul style="list-style-type: none"> - Off - On 	p. 5-131
Store Image to Memory	<ul style="list-style-type: none"> - Off - On 	
Remote UI	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"
Restrict the Send Function		
Address Book Password	Max. 7 digits	
Restrict New Addresses	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"
Allow Fax Driver TX	<ul style="list-style-type: none"> - Off - On 	
Restrict Sending From Log	<ul style="list-style-type: none"> - Off - On 	
Confirm Entered Fax No.	<ul style="list-style-type: none"> - Off - On 	
Restrict Seq. Broadcast	<ul style="list-style-type: none"> - Off - Broadcast Confirmation - Prohibit Confirmation 	
Auto Online/Offline		
Auto Online	<ul style="list-style-type: none"> - Off - On 	e-Manual "Scan"
Auto Offline	<ul style="list-style-type: none"> - Off - On 	
Job Log Display	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"
Memory Media Store Log	<ul style="list-style-type: none"> - Do not retain - Retain 	e-Manual "Security"
USB Device	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"
Dept.ID/User Name Display	<ul style="list-style-type: none"> - Off - On 	e-Manual "Security"
PDL Selection (PnP)	FAX, UFRII LT, PCL5c, PCL6, UFRII LT (XPS)	e-Manual "Introduction of the Machine"
Update Firmware	<ul style="list-style-type: none"> - Off - On 	Follow the Machine's instruction
Start Setup Guide	<ul style="list-style-type: none"> - No - Yes 	e-Manual "Introduction of the Machine"

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Specifications

General	
Type	Personal Desktop
Power Source	120 V-127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	Max: Less than 1300 W, 1350 W (with optional Cassette Feeding Unit-AC1)
Weight	Approx. 96 lb (44 kg) (including toner cartridges)
Dimensions	21 1/2" (W) × 20 3/4" (D) × 24 7/8" (H) (546 mm (W) × 527 mm (D) × 632 mm (H)) 21 1/2" (W) × 21 3/8" (D) × 36 7/8" (H) (546 mm (W) × 543 mm (D) × 936 mm (H)) (with optional Cassette Feeding Unit-AC1)
Installation Space	21 1/2" (W) × 44 7/8" (D) × 31 1/4" (H) (546 mm (W) × 1140 mm (D) × 792 mm (H)) (with drawer pulled out and with back cover and feeder open) 21 1/2" (W) × 44 7/8" (D) × 43 1/8" (H) (546 mm (W) × 1140 mm (D) × 1095 mm (H)) (with optional Cassette Feeding Unit-AC1 attached, drawer pulled out, and back cover and feeder open)
Environmental Conditions	Temperature: 50 °F–86°F (10°C–30°C) Humidity: 10%–80% RH
Display Languages	ENGLISH/FRENCH/SPANISH/PORTUGUESE
Acceptable Documents	See "Originals Requirements," on p. 2-2.
Acceptable Paper Stock	See "Paper Requirements," on p. 2-7.
Printable Area	See "Printable Area," on p. 2-9.
Scanning Area	See "Scanning Area," on p. 2-3.

Copier	
Scanning Resolution	600 dpi × 600 dpi
Printing Resolution	600 dpi × 600 dpi
Magnification	Direct 1:1 ±1.0% Reduction 1:0.78 (LGL → LTR) 1:0.64 (11" × 17" → LTR) 1:0.50 (11" × 17" → STMT) Enlargement 1:1.29 (LTR → 11" × 17") 1:2.00 (STMT → 11" × 17") Auto Zoom 50% - 200%, 1% increments
Copy Speed	Color imageCLASS MF9170c/MF9150c: Direct: Color: 22 ppm (LTR), Black: 22 cpm (LTR) Color imageCLASS MF8450c: Direct: Color: 17 cpm (LTR), Black: 17 cpm (LTR)
No. of Copies	Max. 99 copies
Warm-Up Time	less than 60 sec*. (from when main power switch is turned on until standby display appears, when temperature is 68°F (20°C) and humidity is 65%) * Warm-up time may differ depending on the condition and environment of the machine.
First Print Time	Platen glass: Color imageCLASS MF9170c/MF9150c: less than 13 sec. (LTR) Color imageCLASS MF8450c: less than 16 sec. (LTR) Feeder: Color imageCLASS MF9170c/MF9150c: less than 19 sec. (LTR) Color imageCLASS MF8450c: less than 22 sec. (LTR)

Printer	
Printing Method	Indirect electrostatic method (On-demand fixing)
Paper Handling	<ul style="list-style-type: none"> – Paper drawer: 250 sheets (20 lb (75 g/m²)) x 1 – Stack Bypass tray: 100 sheets (20 lb (75 g/m²))
Paper Delivery	250 sheets (20 lb (75 g/m ²))
Print Speed	Copy Speed
Printing Resolution	600 dpi x 600 dpi (2400 dpi enhanced x 600 dpi)
Number of Tones	256
Toner Cartridge	See "Toner Cartridges," on p. 1-15.

Facsimile	
Applicable Line	Public Switched Telephone Network (PSTN)*1
Compatibility	G3
Data Compression Schemes	MH, MR, MMR, JBIG
Modem Speed	33.6 Kbps Automatic fallback
Transmission Speed	Approx. 3 seconds/page*2 at 33.6 Kbps, ECM-JBIG, transmitting from the memory
Transmission/Reception Memory	More than 1000 pages*2 (total pages of transmission/reception)
Fax Resolution	<200 × 100 dpi>: 203 pels/in. × 98 lines/in. (8 pels/mm × 3.85 lines/mm) <200 × 200 dpi>: 203 pels/in. × 196 lines/in. (8 pels/mm × 7.7 lines/mm) <200 × 400 dpi>: 203 pels/in. × 391 lines/in. (8 pels/mm × 15.4 lines/mm) <400 × 400 dpi>: 406 pels/in. × 391 lines/in. (16 pels/mm × 15.4 lines/mm)
Dialing	<ul style="list-style-type: none"> – Color imageCLASS MF9170c/MF9150c: Speed dialing Address Book dialing (100 destinations) One-touch speed dialing (200 destinations) Group dialing (299 destinations) – Color imageCLASS MF8450c: Speed dialing One-touch speed dialing (200 destinations) Group dialing (199 destinations) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (Recalling from the log.) – Sequential broadcast (Color imageCLASS MF9170c/MF9150c: 301 destinations Color imageCLASS MF8450c: 201 destinations) – TTI (Transmit Terminal Identification)
Receiving	<ul style="list-style-type: none"> – Automatic reception – Remote reception by telephone (Default ID: 25)
Report	<ul style="list-style-type: none"> – ACTIVITY REPORT (after every 40 transactions) – TX (Transmission)/RX (Reception) REPORT

*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

*2 Based on ITU-T Standard Chart No. 1, JBIG standard mode.

Telephone	
Connection	External telephone/answering machine (CNG detecting signal)/data modem

Send	
Send to file server	
Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)
Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Color) (Compact)
Resolution	TIFF, PDF (B&W): 100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi JPEG, PDF (color): 100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 600 × 600 dpi PDF (color) (compact): 300 × 300 dpi
System Environment	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
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, B&W (black and white)
Original Type	Text, Text/Photo, Photo
E-mail and I-Fax Features	
Communication Protocol	SMTP, POP3, I-FAX (Simple mode)
Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
Resolution	I-FAX: 200 × 100 dpi, 200 × 200 dpi TIFF, PDF (B&W): 100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi JPEG, PDF (color): 100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 600 × 600 dpi PDF (color) (compact): 300 × 300 dpi
System Environment	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
Original Size	E-mail: LTR, LGL, A4, A5, B5 I-Fax: LTR, LGL ^{*1} , A4, A5, B5 ^{*1} Sent as LTR
Mail Forwarding Server Software	Sendmail 8.93 or later (UNIX) Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later) Lotus Domino R4.6 or later (Windows)
Mail Receiving Server Software	Qpopper 2.53 or later (UNIX) Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later) Lotus Domino R4.6 or later (Windows)

Cassette Feeding Unit-AC1 (Optional)	
Paper Feeding System	500 sheets × 1 drawer (20 lb (75 g/m ²))
Acceptable Paper Stock	See "Paper Requirements," on p. 2-7.
Power Source	From the main unit
Dimensions	17 3/8" (W) × 21 3/8" (D) × 12" (H) (440 mm (W) × 543 mm (D) × 304 mm (H))
Weight	Approx. 28.7 lb (13 kg)

 **NOTE**

Specifications are subject to change without notice.

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