

# Starter Guide

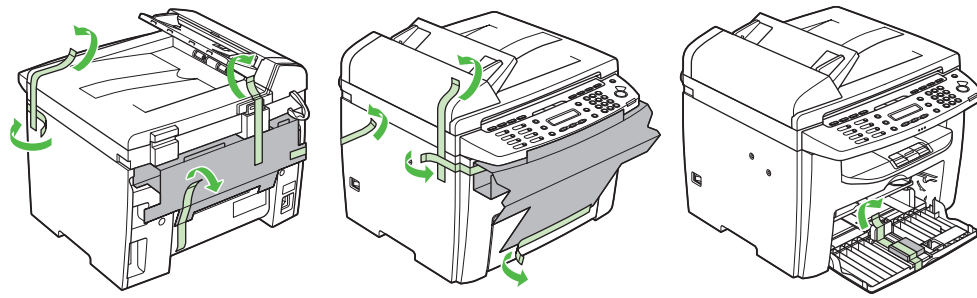
Please read this guide before operating this product.  
After you finish reading this guide, store it in a safe place for future reference.



# Set Up the Machine

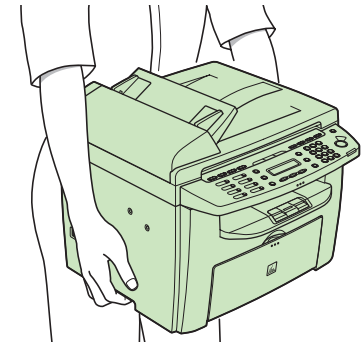
## Unpacking the Machine

- Remove all shipping tapes on the machine.

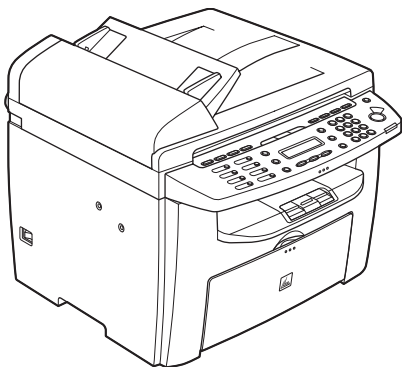


## Before Setting Up the Machine

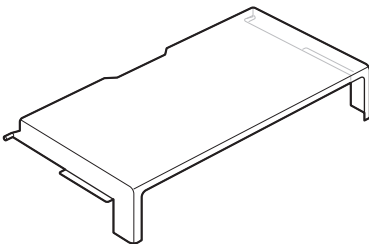
- When moving the machine, grip the handles on both left and right sides of the machine and lift it carefully, as shown in the illustration right.
- The shapes of your machine and supplies may differ slightly from those listed in this manual.



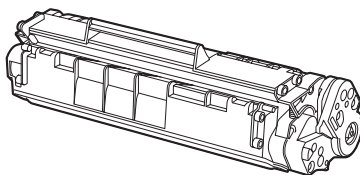
# Do You Have Everything?



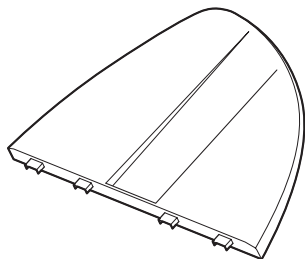
● Machine



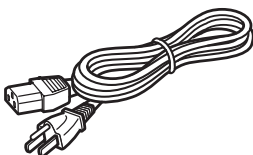
● Dust Cover (enclosed in the machine)



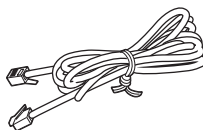
● Toner Cartridge



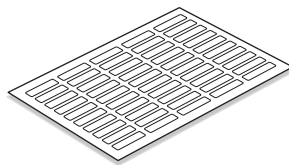
● Document Feeder Tray



● Power Cord



● Telephone Cable



● Destination Labels

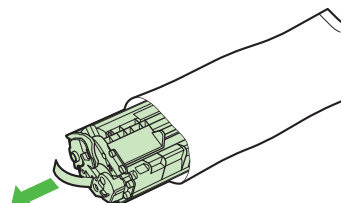
- Starter Guide (This Document)
- Basic Guide
- User Software CD
- Limited Warranty Notice
- Registration Card
- AXIS 1650 Network Print Server (Data sheet)

# Manuals for the Machine

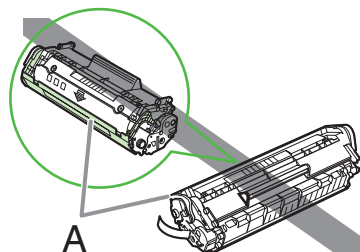
- Starter Guide (This Document): Machine set-up and software installation
- Basic Guide: Basic features, maintenance, machine settings, and specifications
- Advanced Guide (in User Software CD): Advanced features, system monitor, and reports and lists
- Scanner Driver Guide (in User Software CD): Scanner settings from a computer

## Install Toner Cartridge

1



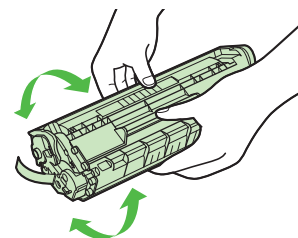
Remove the toner cartridge from the bag. Keep the bag for future use.



**CAUTION**

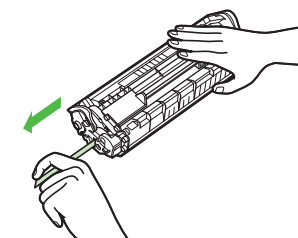
Do not open the drum protective shutter (A).

2



Gently rock the toner cartridge several times to distribute toner inside.

3

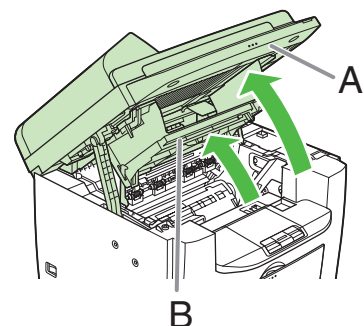


Pull out the seal completely.

**NOTE**

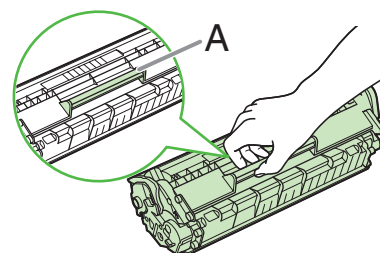
Do not pull out the seal at an angle.

4



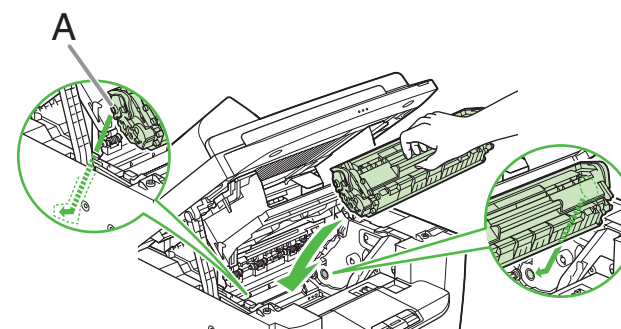
Lift the scanning platform until it is locked (A), and open the printer cover (B).

5



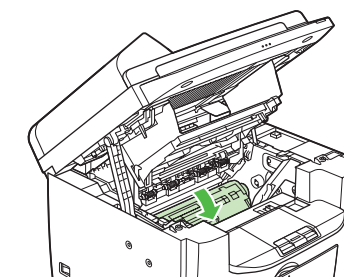
Hold the toner cartridge by its handle (A).

6



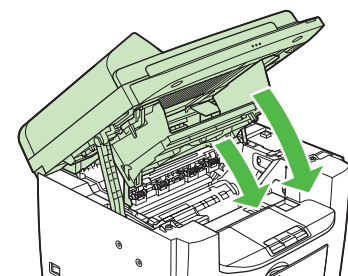
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.

7



Push the toner cartridge to make sure it is properly set in the machine.

8



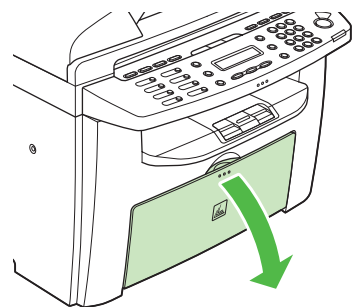
Close the printer cover and lower the scanning platform.

**CAUTION**

- Be careful not to get your fingers caught.
- If you cannot close the printer cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

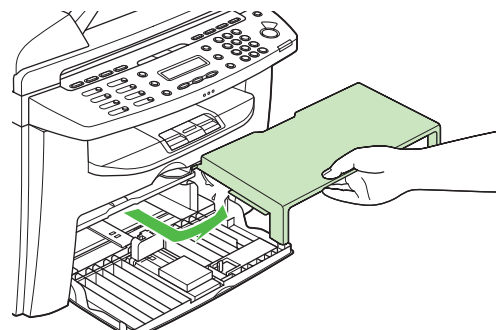
## Set Up the Paper Trays and Load Paper

1



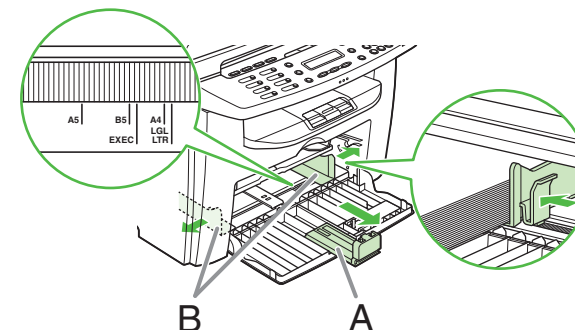
Open the paper feeding tray.

2



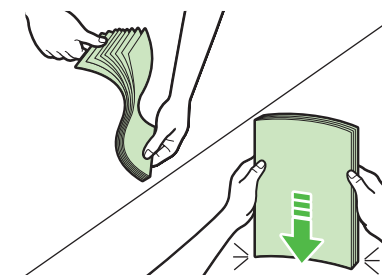
Take out the dust cover from inside the machine.

3



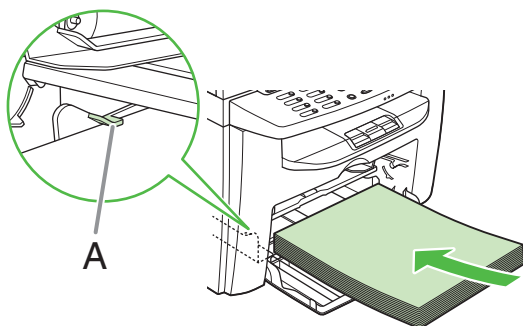
Slide the paper guide rail (A), and then pinch and slide the side paper guides (B) to match the size of paper.

4



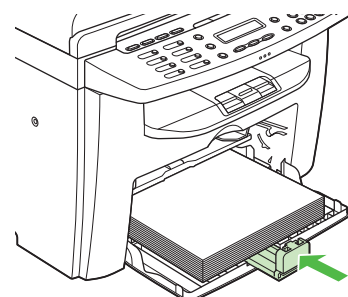
Fan the paper stack and even the edges.

5



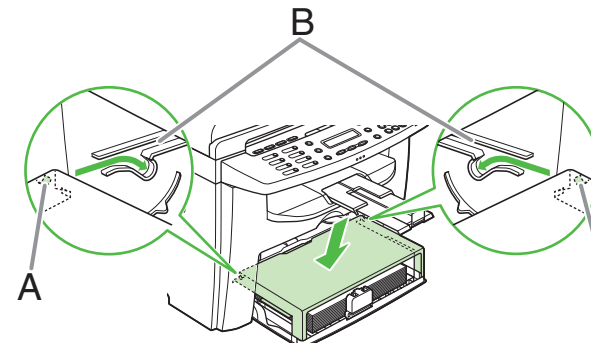
Load the paper into the paper feeding tray with the print side up. Make sure the paper stack sits below the hook (A) on the side paper guide.

6



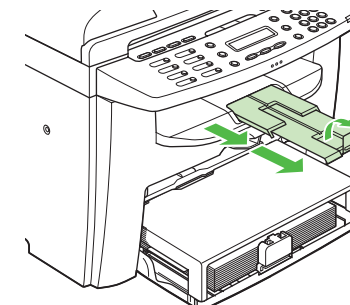
Adjust the paper guide rail to match the size of paper.

7



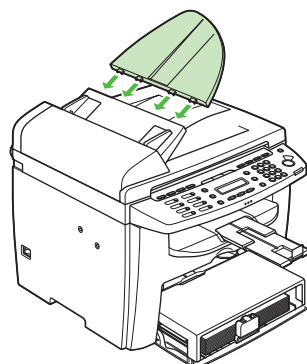
Aligning the protrusions (A) on the both sides of the dust cover to the guides (B) inside the machine, set the dust cover.

8



Slide the output tray extension on the front of the machine, and lift the paper stopper.

9

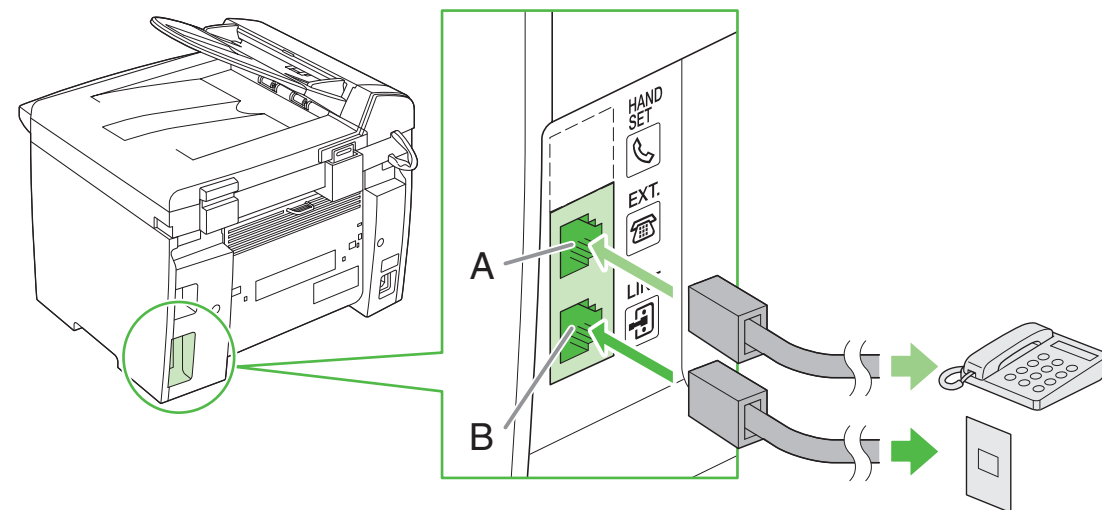


Attach the document feeder tray on the document feeder.

### NOTE

- The default paper size/type setting is <LTR> and <PLAIN PAPER>. When you load other size and/or type of paper, change the paper size/type setting. For details, see Chapter 3, “Setting Paper Size and Type,” in the Basic Guide.
- For loading paper in the multi-purpose tray, see Chapter 3, “Loading Paper,” in the Basic Guide.

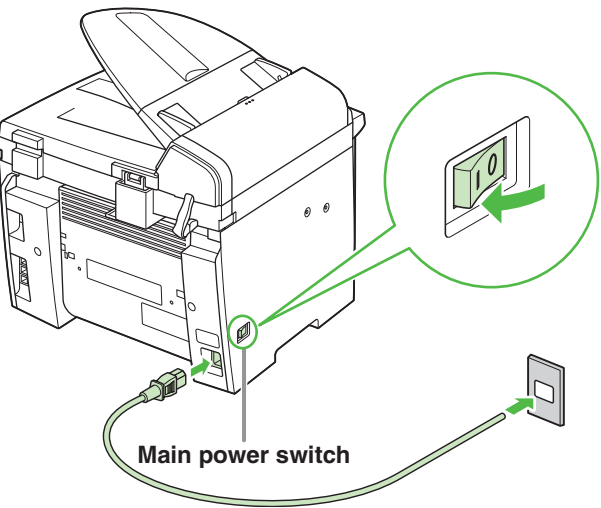
## Connect Telephone Cables



Connect your external telephone to the external device jack (A) if required.  
Connect the supplied telephone cable to the telephone line jack (B) and the wall jack.


# Connect the Power Cord and Turn On the Machine

1



Main power switch

2



Ex.  
100% LTR  
TEXT/PHOTO 1

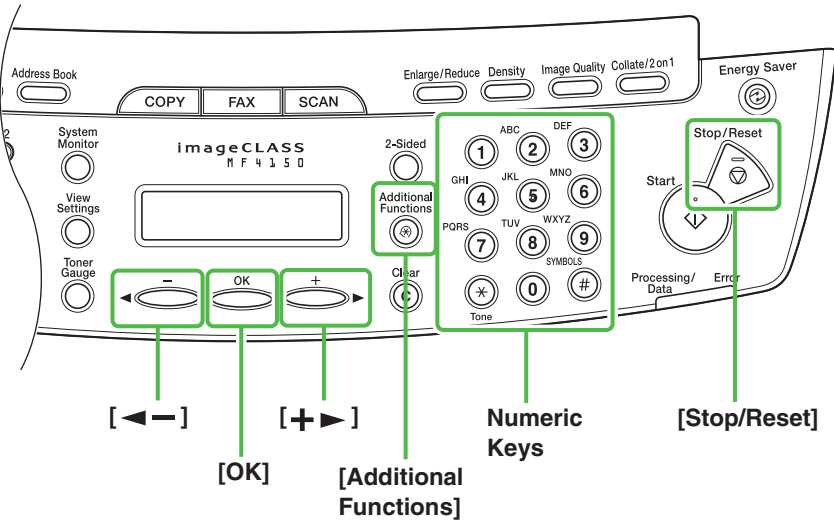
Connect the power cord into the rear socket and the wall outlet, and press the [I] side of the main power switch to ON.

The machine enters the standby mode.

## What if...

- **<CLOSE COVER/PRINTER COVER> is displayed:**  
Make sure that the printer cover and scanning platform are closed properly. (See “Install Toner Cartridge,” on p. 5.)
- **<TONER IS NOT SET/INSERT TONER> is displayed:**  
Make sure that the toner cartridge is installed properly. (See “Install Toner Cartridge,” on p. 5.)
- **<LOAD PAPER> is displayed:**  
Make sure that paper is loaded in the machine. (See “Set Up the Paper Trays and Load Paper,” on p. 7.)

# Set the Date and Time



[Left Arrow] [OK] [Right Arrow] [Additional Functions] Numeric Keys [Stop/Reset]

● Entering Information

- Numeric keys: Enters numbers.
- [Left Arrow] or [Right Arrow]: Moves the cursor position.
- [OK]: Confirms the entry.

1 Press [Additional Functions].

2 Use [Left Arrow] or [Right Arrow] to select <4 TIMER SETTINGS>, then press [OK].

3 Use [Left Arrow] or [Right Arrow] to select <2 DATE&TIME SETTING>, then press [OK].

4 Use the numeric keys to enter the time (in 24-hour format) and date (month/day/year), then press [OK].

5 Press [Stop/Reset] to return to the standby mode.

Ex.

| DATE&TIME SETTING |    |    |     |
|-------------------|----|----|-----|
| 11:19             | 12 | 31 | '06 |

NOTE

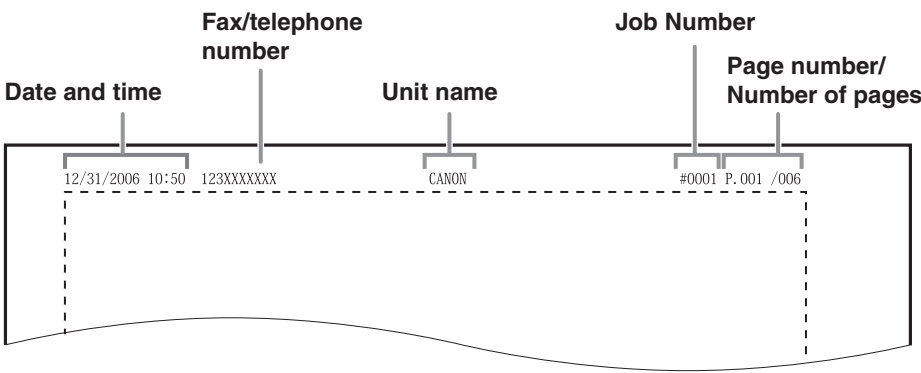
- You can select the date format among three types listed below at <3 DATE TYPE SELECT>.
  - <MM/DD/YYYY>
  - <DD/MM YYYY>
  - <YYYY MM/DD>
- By default, <4 DAYLIGHT SV.TIME> in the <4 TIMER SETTINGS> menu is set to <ON>. If you want to set <4 DAYLIGHT SV.TIME> in the <4 TIMER SETTINGS> menu to <OFF>, see Chapter 1, “Before Using the Machine,” in the Basic Guide.



# Set the Machine for Sending Faxes

## Guidelines for Entering Information

The sender information you register in the machine appears in the header of each page received by your recipient.

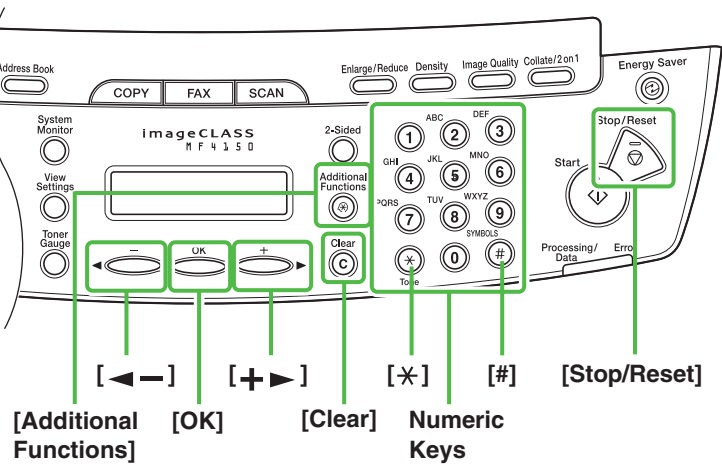


### NOTE

Before sending a fax, you MUST register your fax number, unit name, and the current date and time in the machine.

## Entering Information

Use the following keys to enter information in the machine.



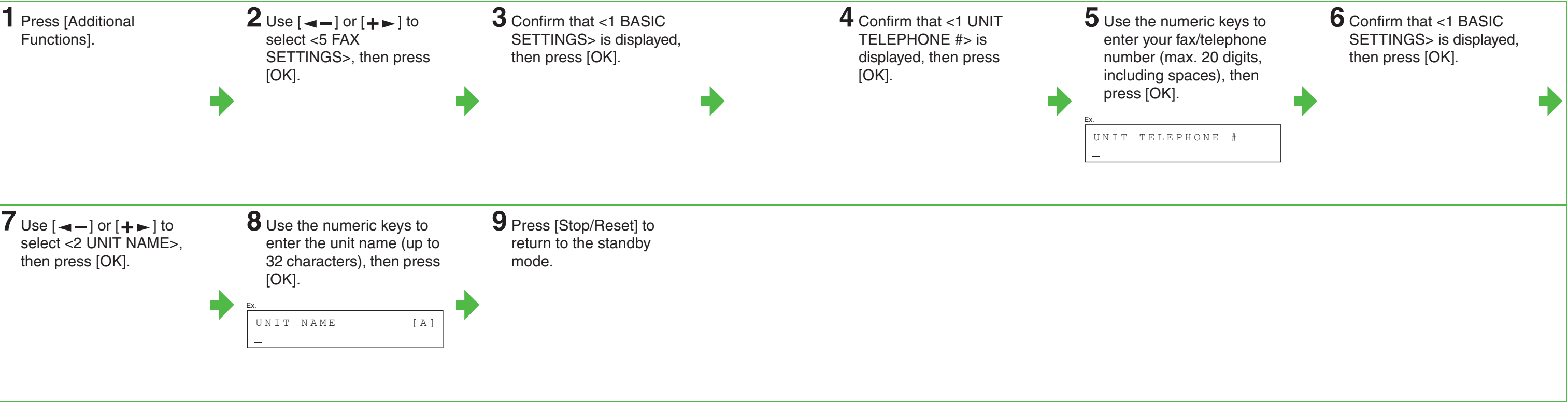
- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [\*] to switch among input modes:
  - [A]: Letter mode
  - [1]: Number mode
- Press [<-] or [>+] to move the cursor.
- Press [Clear] to delete the character at the cursor position. Hold [Clear] for more than one second to delete the entire entry.
- Press [OK] to confirm the entry.

You can enter the following characters in each input mode:

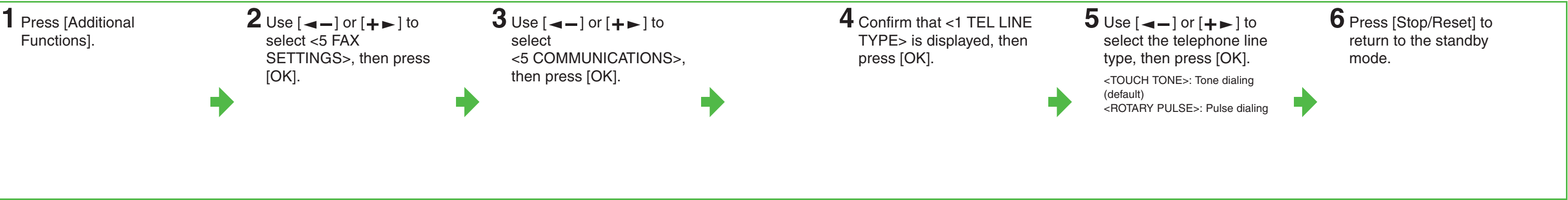
|     | [A]  | [1] |
|-----|--|-----|
| [1] |  | 1   |
| [2] | ABCabc   | 2   |
| [3] | DEFdef   | 3   |
| [4] | GHIghi   | 4   |
| [5] | JKLjkl   | 5   |
| [6] | MNOmno   | 6   |
| [7] | PQRSpqrs   | 7   |
| [8] | TUVtuv   | 8   |
| [9] | WXYZwxyz   | 9   |
| [0] | 0  | 0   |
| [*] | ↪ [A] → [1] ↩  |     |
| [#] | (space) – . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & + ( ) [ ] { } < > | #   |



Register Sender Information



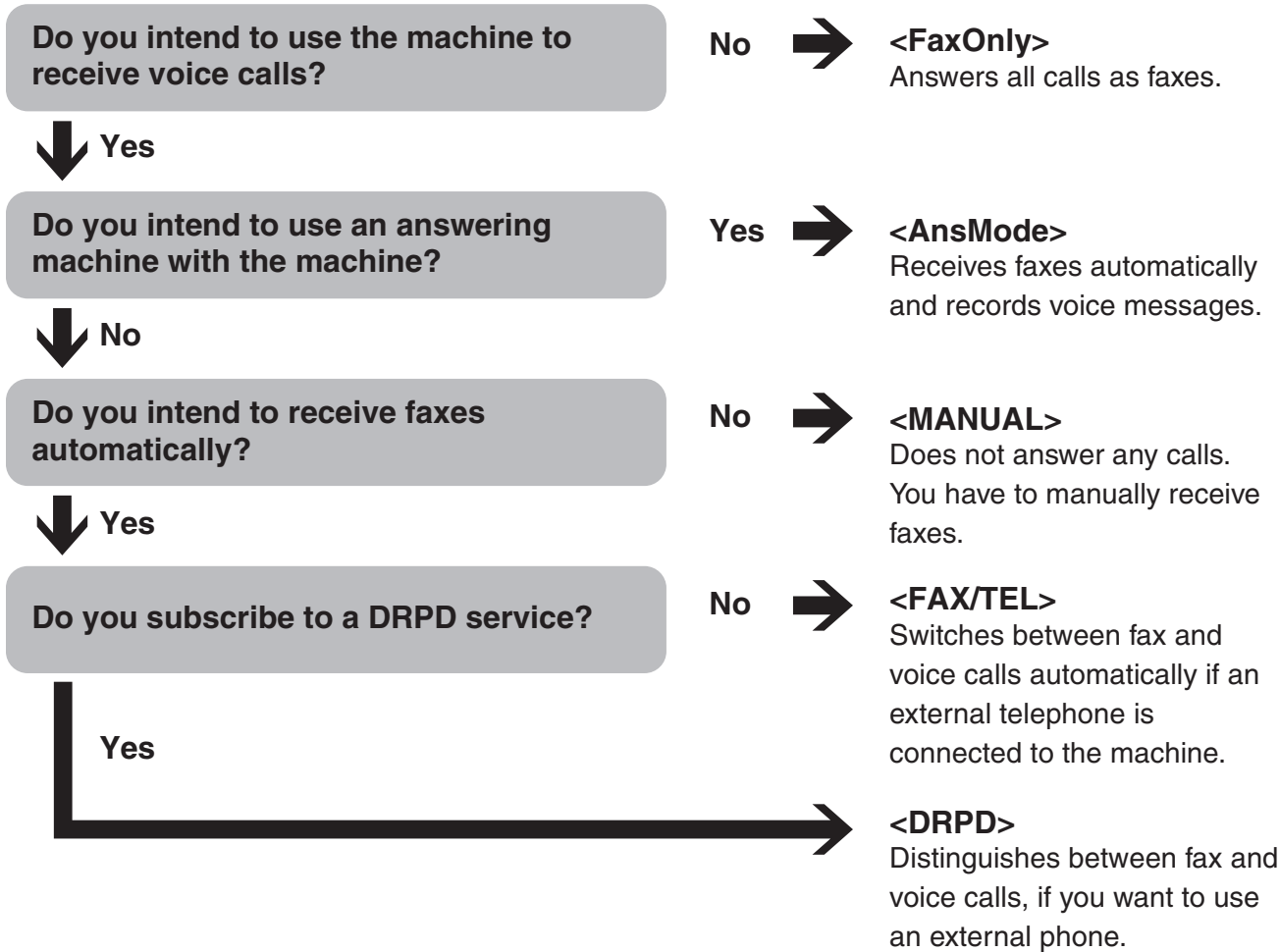
Set the Telephone Line Type



# Set the Machine for Receiving Faxes

## Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the correct receive mode for your needs.



### NOTE

- The answering machine must be connected directly to the machine for <AnsMode> to work. (See “Connect Telephone Cables,” on p.9.)
- The external telephone must be connected to the machine for <FAX/TEL> or <Manual> to work. (See “Connect Telephone Cables,” on p.9.)
- Voice mail is not supported with <AnsMode>.
- The <DRPD> mode requires subscription to a DRPD (Distinctive Ring Pattern Detection) service. Contact your telephone company for availability.

## Set the Receive Mode



### NOTE

- For <AnsMode>, make sure an answering machine is connected to the machine.
- If <AnsMode>, <FAX/TEL>, or <DRPD> is selected, you can select some settings as below;
  - <AnsMode>
  - <AnsMode CHK TIME>
  - <FAX DETECT TIME>
  - <FAX/TEL>
  - <RING START TIME>
  - <F/T RING TIME>
  - <F/T SWITCH ACTION>
  - <DRPD>
  - <NORMAL RING>
  - <DOUBLE RING>
  - <SHORT-SHORT-LONG>
  - <SHORT-LONG-SHORT>
  - <OTHER RING TYPE>

### NOTE

For details, see Chapter 1, “Setting the Receive Mode” in the Advanced Guide.

# Installing/Uninstalling Software

## Installation Procedure

### Before Installation:

- Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel] and disconnect the USB cable.
- For Windows 2000/XP, log on as an Administrator to install the software.
- Make sure the machine is turned on before connecting the USB cable.
- On the screen shown at each step, click on the circled button to proceed.
- The machine does not come with a USB cable.

### System Requirements

#### Microsoft Windows 98/98SE

CPU: Intel® Pentium® 90 MHz or higher  
Memory: 128 MB or more

#### Microsoft Windows Me

CPU: Intel® Pentium® 150 MHz or higher  
Memory: 128 MB or more

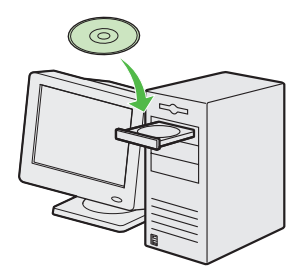
#### Microsoft Windows 2000

CPU: Intel® Pentium® 133 MHz or higher  
Memory: 128 MB or more

#### Microsoft Windows XP (32-bit version)

CPU: Intel® Pentium® II/Celeron® 300 MHz or higher  
Memory: 128 MB or more

1

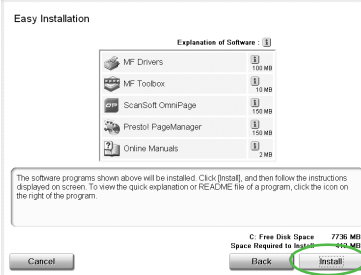


2



If the MF4100 Series CD-ROM Setup screen is not displayed, click [start] on the Windows task bar → [My Computer] (Windows 98/Me/2000: double-click [My Computer] on the Windows desktop). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

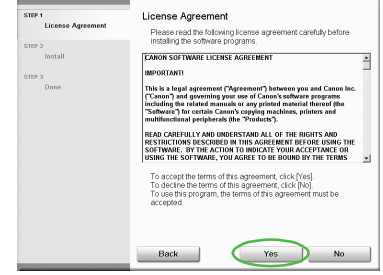
3



### NOTE

If the disk space is insufficient to install the software, an error message is displayed. Free the disk space, and then try again.

4



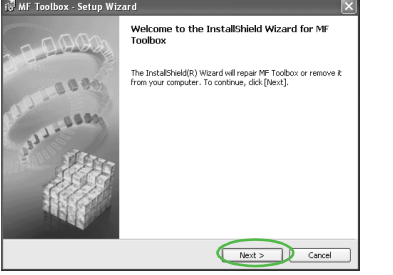
5



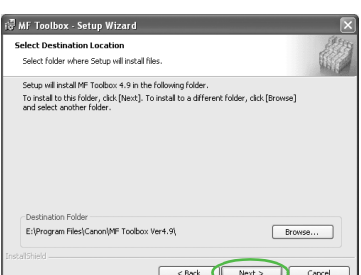
6



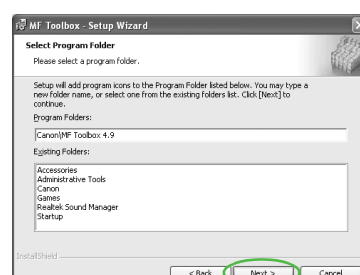
7



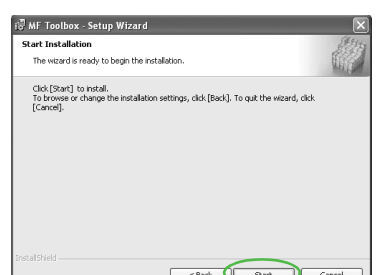
8



9



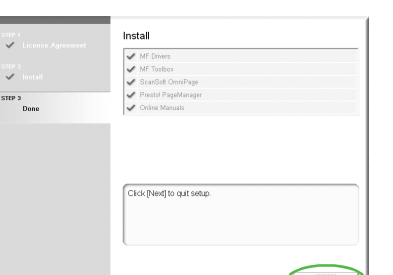
10

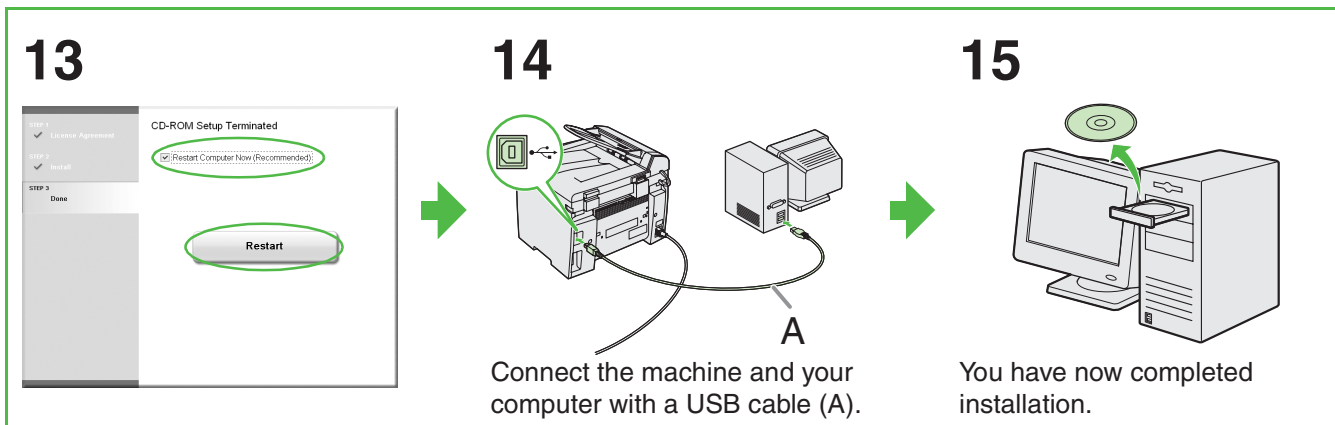


11



12





## Uninstallation Procedure

Before you remove the driver, make sure of the following:

- You have the installation software available for installation.
- No application is running on your computer.

### NOTE

- To uninstall the software in Windows 2000/XP, you must be the user with administrative privileges.
- When uninstalling the software, first uninstall the MF Toolbox, and then the MF drivers.

## Uninstalling the MF Toolbox

**1** Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].

**2** Follow the on-screen instructions.

When the Repair or Remove program selection screen is displayed, check [Remove], then click [Next >]. If asked to confirm removal of an application etc., click [Remove]. Restart your computer if asked to do so.

## Uninstalling the MF Drivers

**3** Click [Exit].

**1** Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF4100 Series] → [Uninstall Drivers].

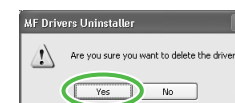
The [MF Drivers Uninstaller] dialog box appears.

**2** Click [Delete].

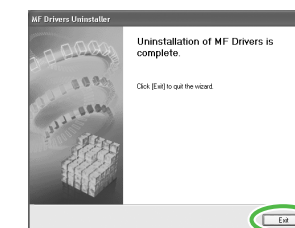


**3** Click [Yes].

Uninstallation proceeds automatically and next dialog box appears.



**4** Click [Exit].



### NOTE

Restart your computer if asked to do so.

## Bundled on the User Software CD

To install the following programs, load the User Software CD into a computer, then follow the instructions on the CD-ROM Setup (Software programs) screen. If the screen is not displayed, click [Start] on the Windows task bar → [My Computer] (Windows 98/Me/2000: double-click [My Computer] on the Windows desktop). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

- **ScanSoft OmniPage**

OmniPage makes it easy to convert scanned paper documents and images from image files into editable text for use in your favorite computer applications. For details, see online help for this program.

- **Presto! PageManager**

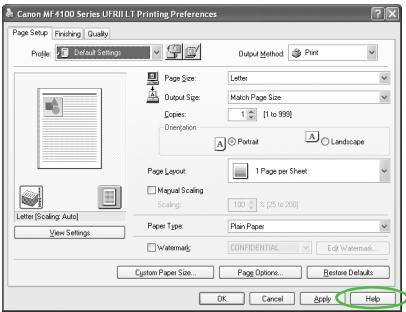
PageManager makes it easy to scan, share and organize photos and documents. For details, see the online manual and online help for this program.

# Using Help

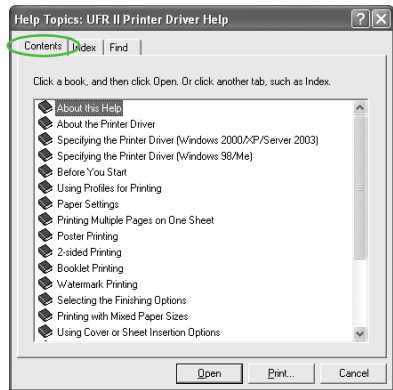
The user software CD includes programs (driver software and application software) which the supplied instruction guides do not cover. When you utilize such programs, refer to online help and context sensitive help following the instructions below.

## Online Help

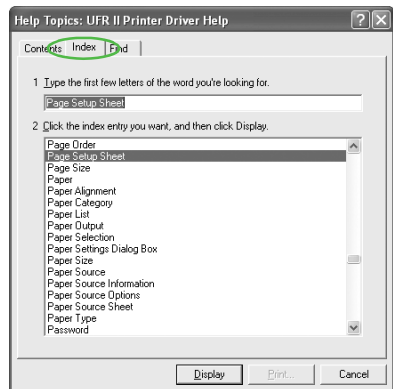
You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.



In the help dialog box, you can click [Contents], then double-click your desired title to display information.




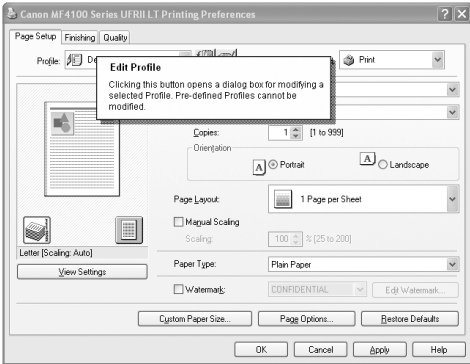
In the help dialog box, you can click [Index], then double-click your desired keyword in the list to display information. To search the desired keyword quickly, enter a keyword in the upper text box. The nearest keyword is located in the list below.



## Context Sensitive Help

Context sensitive help displays an explanation of each item in the current dialog box. Use one of the following methods to show context sensitive help.

- Click  (Help) in the title bar of the dialog box → click the desired item.
- Right-click the desired item → select [What's this?]
- Select the desired item → press [F1]



# Contacting Service Center

When you have a problem with your machine and you cannot solve it even if you refer to the manuals or online help, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Canadian customer support is available on-line at [www.canon.ca](http://www.canon.ca) or by calling 1-800-652-2666 Monday through Friday from 9 am to 8 pm EST.

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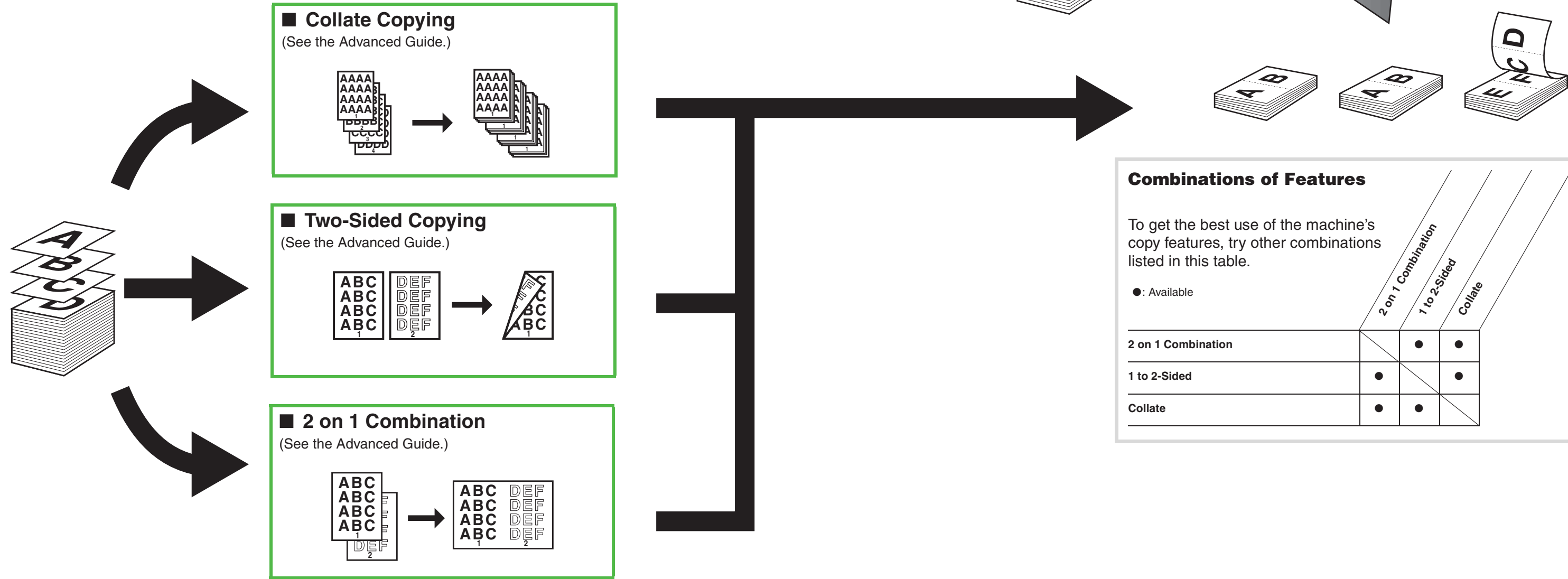
# A Tip for Saving Paper

The machine comes with useful features that can be combined to reduce the volume of paper used when copying.

## Copying regularly



## Copying with features combined



### Combinations of Features

To get the best use of the machine's copy features, try other combinations listed in this table.

●: Available

|                    | 2 on 1 Combination | 1 to 2-Sided | Collate |
|--------------------|--------------------|--------------|---------|
| 2 on 1 Combination | ●                  | ●            | ●       |
| 1 to 2-Sided       | ●                  | ●            | ●       |
| Collate            | ●                  | ●            | ●       |

**CANON INC.**

30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

**CANON U.S.A., INC.**

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

**CANON CANADA INC.**

6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

**CANON EUROPA N.V.**

Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

**CANON FRANCE S.A.S.**

17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France

**CANON COMMUNICATION & IMAGE FRANCE S.A.S.**

12, rue de l'Industrie 92414 Courbevoie Cedex, France

**CANON (U.K.) LTD.**

Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

**CANON DEUTSCHLAND GmbH**

Europark Fichtenhain A10, 47807 Krefeld, Germany

**CANON ITALIA S.p.A.**

Via Milano, 8 20097 San Donato Milanese (MI) Italy

**CANON ESPAÑA, S.A.**

c/ Joaquín Costa 41, 28002 Madrid, Spain

**CANON LATIN AMERICA, INC.**

703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.

**CANON AUSTRALIA PTY. LTD**

1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

**CANON CHINA CO., LTD**

15F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China

**CANON SINGAPORE PTE. LTD.**

1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632

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