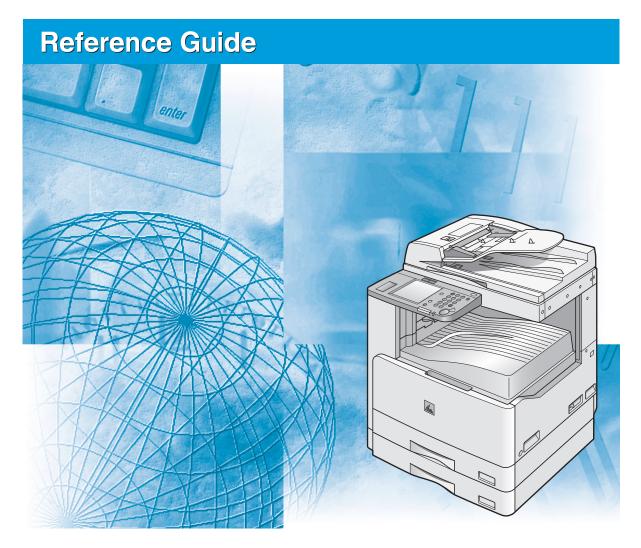
## Canon

# imageCLASS MF7280



## Read this guide first.

Please read this guide before operating this equipment.

After you finish reading this guide, store it in a safe place for future reference.



# imageCLASS MF7280 Reference Guide



## Manuals for the Machine

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



Guides with this symbol are printed manuals.

 Machine Set-Up Driver Installation

Quick Reference for Basic Operations

Basic Operations

Troubleshooting

Copying Instructions

Sending Instructions

Fax Instructions

 Setting Up the Network Connection and Installing the CD-ROM Software

Remote User Interface Instructions

Network Connectivity and Setup Instructions

PCL/UFR II Printer Instructions

 PCL Printer Driver Installation and Instructions

 UFR II Printer Driver Installation and Instructions

Fax Driver Installation and Instructions



Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

**Starter Guide** 











**Facsimile Guide** 





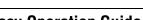
**Network Guide** 

**PCL/UFR II Printer Guide** 

**PCL Driver Guide** 

**UFR II Driver Guide** 

**Fax Driver Guide** 





































<sup>•</sup> To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).

<sup>•</sup> The machine illustration on the cover may differ slightly from your machine.



# How This Manual Is Organized

Chapter 1	Before You Start Using This Machine
Chapter 2	Basic Operations
Chapter 3	Customizing Settings
Chapter 4	Checking Job and Device Status
Chapter 5	System Manager Settings
Chapter 6	Routine Maintenance
Chapter 7	Troubleshooting
Chapter 8	Appendix

Includes report samples, specifications, and index.

## **Contents**

	How to Use This Manual ix
	Symbols Used in This Manual ix
	Keys Used in This Manual
	Displays Used in This Manual x
	Operations and Terms Used in This Manual
	Legal Notices       xiii         FCC (Federal Communications Commission)       xiii
	Laser Safety xiv
	International Energy Star-Program xv
	Trademarks xv
	Copyright xvi
	Disclaimersxvi
	Legal Limitations on the Usage of Your Product and the Use of Imagesxvii
	Customer Support       xviii         For Canadian Users       xviii
	Important Safety Instructionsxix
	Installation xix
	Power Supply
	Handlingxxi
	nandilingxxi
	Maintenance and Inspections
	<u> </u>
	Maintenance and Inspections
Chapter 1	Maintenance and Inspections
Chapter 1	Maintenance and Inspections xxiii  Consumables xxv  Other Warnings xxv
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2 Avoid Installing the Machine in the Following Locations 1-2
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2 Avoid Installing the Machine in the Following Locations 1-2 Select a Safe Power Supply 1-5
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2 Avoid Installing the Machine in the Following Locations 1-2 Select a Safe Power Supply 1-5 Provide Adequate Installation Space 1-6
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2 Avoid Installing the Machine in the Following Locations 1-2 Select a Safe Power Supply 1-5 Provide Adequate Installation Space 1-6 Moving the Machine 1-7
Chapter 1	Maintenance and Inspections xxiii Consumables xxv Other Warnings xxv  Before You Start Using This Machine  Installation Location and Handling 1-2 Installation Precautions 1-2 Avoid Installing the Machine in the Following Locations 1-2 Select a Safe Power Supply 1-5 Provide Adequate Installation Space 1-6 Moving the Machine 1-7 Handling Precautions 1-8

	Internal View
	Main Power and Control Panel Power       1-15         How to Turn ON the Main Power       1-15         Control Panel Power Switch       1-20         System Settings       1-21
Chapter 2	Basic Operations
·	What This Machine Can Do
	Using the Touch Panel Display2-13Frequently Used Keys2-13Touch Panel Key Display2-14Adjusting the Brightness2-15
	Entering Characters from the Touch Panel Display
	Entering the Department ID and Password. 2-21 Using the User ID Management 2-24 Making Prints Using the Stack Bypass 2-28 Multi-functional Operations 2-41 Available Paper Stock 2-43
Chapter 3	Customizing Settings
	What Are Additional Functions?
	Additional Functions Settings Table3-5Specifying Common Settings.3-15Initial Function at Power ON3-15Default Display after Auto Clear.3-18Tone Settings.3-20Setting the Toner Save Mode.3-22
	Printer Density

	Inch Entry
	Auto Paper Selection/Auto Drawer Switching
	Identifying the Type of Paper in a Paper Source
	Energy Consumption in the Sleep Mode
	Standard Paper for the Stack Bypass
	Paper Feed Method
	Changing the Language Shown on the Touch Panel Display3-41
	Reversing the Contrast of the Touch Panel Display
	Displaying a Feeder Error Message Prompt
	Returning the Common Settings to Their Defaults
	Timer Settings
	Current Date and Time
	Auto Sleep Time
	Auto Clear Time
	Cleaning and Adjusting the Machine
	Cleaning and Adjusting the Machine
	Improving Print Quality and Density (Special Mode M)
	Preventing Paper Curls or Jams (Special Mode N)
	Preventing Paper Jams in the Two-Sided Mode (Special Mode O)
	Using Lightweight Paper (Special Mode P)
	Setting the Bond Special Fixing Mode
	Cutting Down Waiting Time for a Next Job (Special Mode S)
	Feeder Smudge Adjustment3-67
Chapter 4	Checking Job and Device Status
	Checking the Serial Number4-2
	Checking Job Status
	Copy/Print Job Details4-8
	Canceling Copy/Print Jobs
Chapter 5	System Manager Settings
	Specifying the System Manager Settings
	Department ID Management
	Registering the Department ID, Password, and Page Limit
	Changing the Password and Page Limit
	Erasing the Department ID and Password
	Checking and Printing Counter Information
	Clearing Page Totals
	Accepting Print Jobs with Unknown IDs
	Accepting Finit Jobs with Onknown ibs5-20

	Device Information Settings5-28
	Managing User IDs5-30
	Remote UI
	Restricting Access to Destinations
	Restricting the New Addresses
	Restricting PC Faxing5-37
	Checking the Job Log5-39
	Restricting the USB Interface Port
	Displaying Department ID/User Name5-43
Chapter 6	Routine Maintenance
	Paper Drawers
	Loading Paper
	Adjusting a Paper Drawer to Hold a Different Paper Size6-7
	Feeder6-12
	Replacing the Stamp Cartridge
	Replacing the Cartridge6-14
	Routine Cleaning6-23
	Platen Glass and Underside of the Feeder
	Manual Feeder Cleaning
	Transfer Roller Cleaning6-30
	Fixing Unit Cleaning6-32
	Automatic Feeder Cleaning
	Consumables6-39
Chapter 7	Troubleshooting
	Reducing the Frequency of Paper Jams7-2
	Clearing Paper Jams7-3
	Screens Indicating the Locations of Paper Jams7-3
	Fixing Unit (Inside the Main Unit)7-6
	Duplex Unit
	Feeder
	Stack Bypass
	Paper Drawer 1
	Paper Drawer 2
	List of Error Messages7-26
	Self-Diagnostic Display7-26
	List of Error Codes without Messages
	If Memory Becomes Full during Scanning7-30

Chapter 8	Service Call Message	
	Appendix	
	Report Samples         8-2           User's Data List         8-2           Department ID List         8-2	
	Specifications.         8-3           Main Unit         8-3	
	Relationship between Original Orientation and Preprinted Paper Output Chart	

## **Preface**

Thank you for purchasing the Canon imageCLASS MF7280. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

## **How to Use This Manual**

NOTE

## Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

**WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

CAUTION Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use

the machine safely, always pay attention to these cautions.

IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

Indicates a clarification of an operation, or contains additional

explanations for a procedure. Reading these notes is highly

recommended.

## **Keys Used in This Manual**

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

Touch Panel Display Keys: [Key Name]

Examples: [Cancel]

[Done]

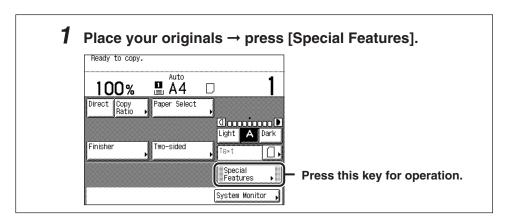
Control Panel Keys: <Key icon> + (Key Name)

(Stop)

## **Displays Used in This Manual**

The keys which you should press are marked with a \_\_\_\_\_, as shown below.

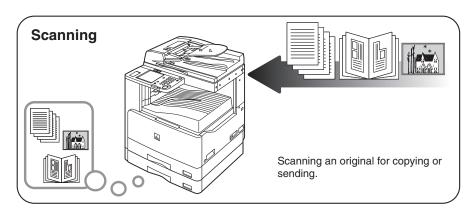
When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

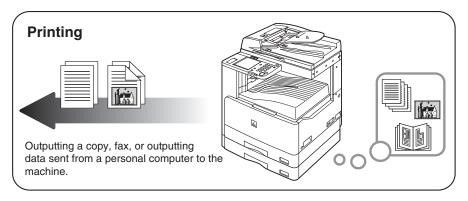


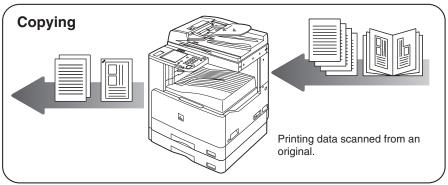
## **Operations and Terms Used in This Manual**

This machine makes effective use of the memory perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.







## **Legal Notices**

## FCC (Federal Communications Commission)

imageCLASS MF7280: Model F189000

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

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

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

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

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

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

Canon U.S.A. Inc. One Canon Plaza, Lake Success, NY 11042, U.S.A. TEL No. (516) 328-5600

## **Laser Safety**

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

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

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







#### CAUTION

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

## **International Energy Star-Program**



As an ENERGY STAR Partner, Canon USA, 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.

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- 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

## **Customer Support**

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

## For Canadian Users

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

- For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (www.canon.ca)
- Automated interactive telephone support on most current products 24 hours, 7 days a week (1-800-652-2666).
- Free live technical support 9:00 A.M. to 8:00 P.M. EST Monday through Friday (excluding holidays) for products still under warranty (1-800-652-2666)
- The location of the authorized service facility nearest you (1-800-652-2666) If the
  problem cannot be corrected by using one of the above technical support
  options, repair options are available at the time of your call to the Free live
  technical support number above or via the website at www.canon.ca
- \* Support program specifics are subject to change without notice.

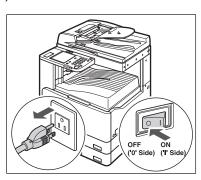
# Important Safety Instructions

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

## Installation

#### WARNING

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



#### **A** CAUTION

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

## **Power Supply**

#### WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- · Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

#### CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- · Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

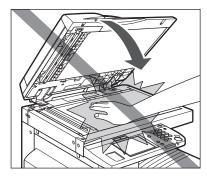
## Handling

#### WARNING

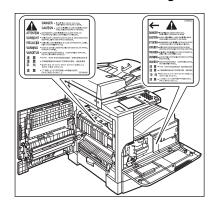
- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells. immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then contact Canon Authorized Service Facilities or the Canon Customer Care Center.

#### **A** CAUTION

- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder gently to avoid catching your hands, as this may result in personal injury.



- Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not put your hand close to the rollers on the output tray. The machine may suddenly begin to print even if it is not in operation, causing your clothing or fingers to become caught in the machine and resulting in injury.
- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.
- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.
   Read the following remarks and instructions for safety.
- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Never open covers other than those instructed in this manual.
- Do not remove the caution label attached to the fixing unit and the duplex unit.



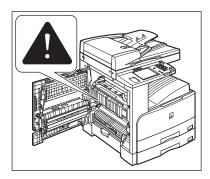
## Maintenance and Inspections

#### **▲** WARNING

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

#### **A** CAUTION

The fixing unit and its surroundings inside the machine may become hot during use.
 When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper or replacing the cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used cartridge, remove the cartridge carefully to prevent the toner 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.

## Consumables



### **WARNING**

- Do not burn or throw used cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- . When discarding used cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.



#### **A** CAUTION

Keep toner cartridges and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

## **Other Warnings**



#### WARNING

For cardiac pacemaker users:

This product generates a low-level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

# **Before You Start Using This Machine**



This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling	
Parts and Their Functions.	
External View	1-11
Feeder	1-12
Internal View	1-13
Control Panel Parts and Functions	1-14
Main Power and Control Panel Power	1-15
How to Turn ON the Main Power	1-15
Control Panel Power Switch	1-20
System Settings	1-21

## **Installation Location and Handling**

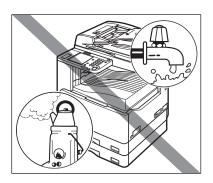
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

## **Installation Precautions**

## Avoid Installing the Machine in the Following Locations

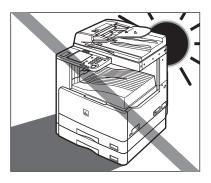
■ Avoid locations subject to temperature and humidity extremes, whether low or high.

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



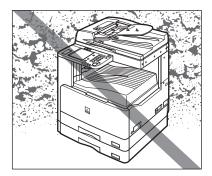
■ Avoid installing the machine in direct sunlight.

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.

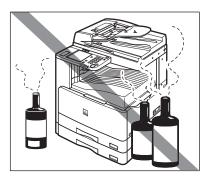


#### ■ Avoid poorly ventilated locations.

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



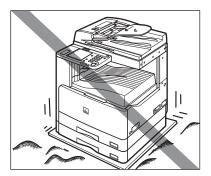
- Avoid locations where a considerable amount of dust accumulates.
- Avoid locations where ammonia gas is emitted.



■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.

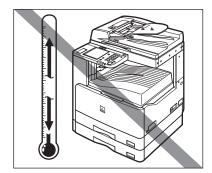
#### ■ Avoid locations that are subject to vibration.

For example, avoid installing the machine on unstable floors or stands.



#### ■ Avoid exposing the machine to rapid changes in temperature.

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



# ■ Avoid installing the machine near computers or other precision electronic equipment.

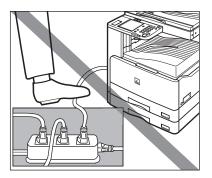
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

# ■ Avoid installing the machine near televisions, radios, or similar electronic equipment.

The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

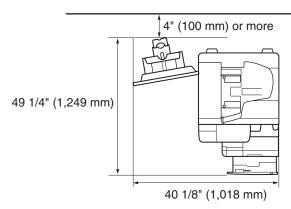
### Select a Safe Power Supply

- Plug the machine into a standard 120 V AC, three-wire grounded outlet.
- Make sure that the power supply for the machine is safe, and has a steady voltage.
- Do not connect other electrical equipment to the same power outlet to which the machine is connected.
- Do not connect the power cord to a multi-plug power strip, as this may cause a fire or electrical shock.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.



## Provide Adequate Installation Space

■ Provide enough space on each side of the machine for unrestricted operation.

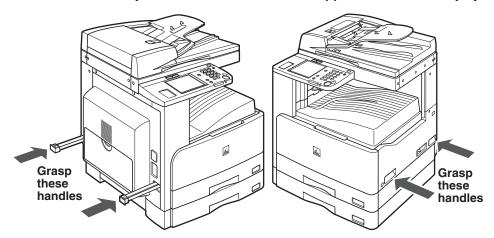




Be sure to provide enough space over the top of the machine to be able to open the feeder properly.

## Moving the Machine

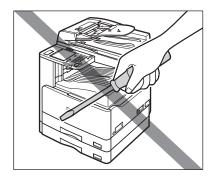
- The machine is heavy, and requires two or more people to lift it. Therefore, do not attempt to move it by yourself. Doing so may result in personal injury.
- Do not lift the machine by any of its attachments.
- When carrying the machine, be sure to hold the parts indicated below. Failure to do so may cause the machine to be dropped and result in injury.



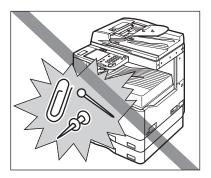
■ If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 8-3.)

## **Handling Precautions**

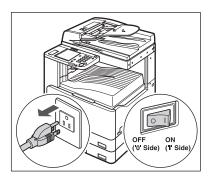
- Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.
- Do not attempt to disassemble or modify the machine.



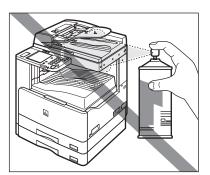
■ Be careful not to spill liquids or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.



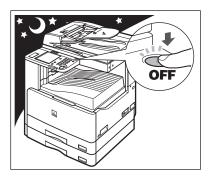
■ If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call Canon Authorized Service Facilities or the Canon Customer Care Center. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.



- Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.
- Do not use flammable sprays, such as spray glue near the machine. There is danger of ignition.



- This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.
- For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.

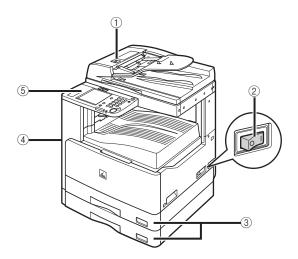


■ Do not use the telephone cable longer than 118" (3,000 mm).

### **Parts and Their Functions**

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, feeder, and control panel.

### **External View**



#### ① Feeder

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

#### (2) Main Power Switch

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-15.)

### **③ Paper Drawers**

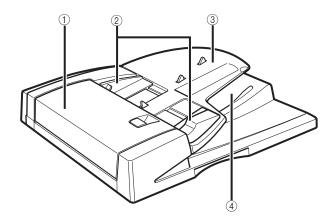
Holds up to 250 sheets of paper (20 lb bond (80  $g/m^2$ )).

#### (4) Stack Bypass

Use the stack bypass to feed paper manually and for loading nonstandard paper stock, such as envelopes. (See "Making Prints Using the Stack Bypass," on p. 2-28.)

#### (5) Main Control Panel

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-14.)



### 1) Feeder Cover

Open this cover to remove jammed originals.

#### 2 Slide Guides

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

### **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.

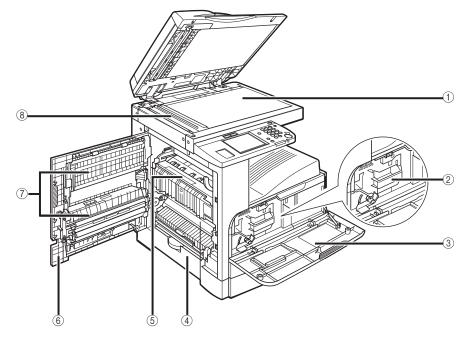
### (4) Original Output Area

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



### CAUTION

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



### 1) Platen Glass

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

#### 2 Cartridge

When toner runs out, pull out the cartridge, and replace it with a new one.

#### (3) Front Cover

Open this cover to replace the cartridges and drum cartridges.

### (4) Paper Drawer's Left Cover

Open these covers when clearing a paper jam in Paper Drawer 2.

### (5) Fixing Unit

When paper jam occurs in the fixing unit, see "Fixing Unit (Inside the Main Unit)," on. p. 7-6.

#### (6) Left Cover

Open this cover when clearing a paper jam inside the machine.

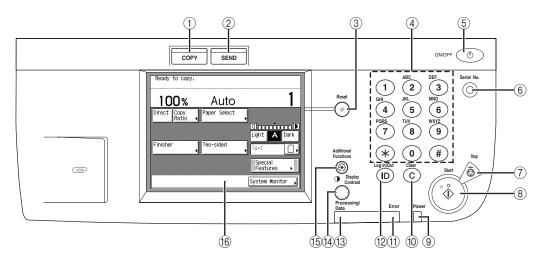
#### 7 Duplex Unit

The Duplex Unit enables you to use the Two-sided mode for copying or faxing.

### **8 Scanning Area**

Originals placed in the feeder are scanned here.

### **Control Panel Parts and Functions**



### ① COPY key

Press to use the Copy function. The Copy Basic Features screen appears on the touch panel display.

#### ② SEND key

Press to use the Send/Fax function. The Send Basic Features screen appears on the touch panel display.

#### 3 Reset key

Press to restore the standard settings of the machine.

#### (4) Numeric keys

Press to enter numerical values.

## (5) Control Panel Power Switch (Sub Power Supply)

Press to turn the control panel ON or OFF. When the control panel is turned OFF, the machine is in the Sleep mode.

#### (6) Serial No. key

Press to display the serial number on the touch panel display.

#### (7) Stop key

Press to stop a job in progress, such as a scan, copy, or fax job (scanning only).

#### (8) Start key

Press to start an operation.

### Main Power Indicator

Lights when the main power is turned ON.

#### 10 Clear key

Press to clear entered values or characters.

#### (11) Error Indicator

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

#### 12 Log In/Out key

Press when setting or enabling Department ID Management.

#### (13) Processing/Data Indicator

Flashes or blinks green when the machine is performing operations. When the Processing/ Data indicator maintains a steady green light, fax data is stored in memory.

#### (14) Display Contrast Dial

Use to adjust the brightness of the touch panel display.

#### **15 Additional Functions key**

Press to specify additional functions.

#### **16 Touch Panel Display**

The settings screen for each function is shown on this display.

### **Main Power and Control Panel Power**

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

### **How to Turn ON the Main Power**

This section explains how to turn ON the main power.

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

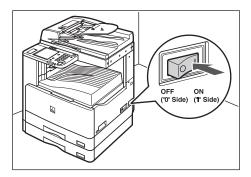
### Λ

### **WARNING**

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

Press the main power switch to ON ("I" side). The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, first turn the control panel power switch OFF, and then press the main power switch to the "\cap" side.



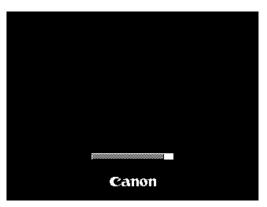
The main power indicator on the control panel lights when the main power switch is turned ON.

#### **IMPORTANT**

If the main power indicator does not light, make sure that the power cord is firmly inserted into the power outlet.

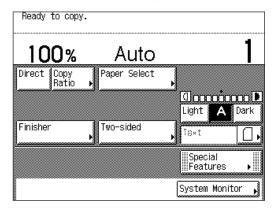
# 3 The screen shown below is displayed while the system software is loading.

☐ The Start Up screen is displayed until the machine is ready to scan.



If a message is displayed on the touch panel display, proceed to step 4.

The screen below is displayed when the machine is ready to scan.



### IMPORTANT

- If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.
- Do not turn the main power OFF if you want to be able to send or receive fax documents. Sending or receiving fax documents cannot be done when the main power is turned OFF.
- If User ID Management is set to 'On', the machine will take longer to become ready to scan.



- Once the message <Ready to copy.> appears on the touch panel display, you can specify settings. Copying or printing begins automatically, as soon as the machine finishes warming up. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)
- In the case above, the default settings are selected.
- The default copy settings are:

- Copy Ratio: Direct (100%)

- Paper Selection: Auto Paper Selection

- Copy Exposure: Automatic Exposure Adjustment

- Copy Quantity: 1

- Copy Quality: Text

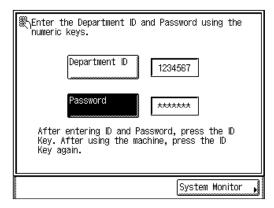
- Copy Function: 1▶1-sided copy

- The default settings for each function (Copy or Send/Fax) of the machine are already set at the factory, but you can change them to suit your needs. (See Chapter 4, "Customizing Settings," in the *Copying Guide*, Chapter 7, "Customizing Communications Settings," in the *Sending Guide*, and Chapter 4, "Customizing Fax Settings," in the *Facsimile Guide*.)
- You can select which functions to display on the Basic Features screen when turning the main power ON, according to the Additional Functions settings. (See "Initial Function at Power ON," on p. 3-15.)

# 4 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

If there are no messages displayed, this step is unnecessary.

- If the message <Enter the Department ID and Password using the numeric keys.> appears:
  - □ Press [Department ID] → enter the Department ID using ③ ⑨ (numeric keys).
  - □ Press [Password] → enter the password using ① ⑨ (numeric keys).
  - ☐ Press ⑩ (Log In/Out).



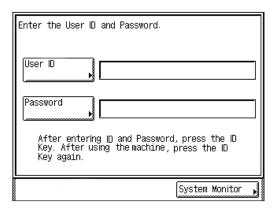
The Basic Features screen is displayed.



- If Department ID Management has not been enabled, this message will not appear.
- For instructions on entering the Department ID and password, see "Entering the Department ID and Password," on p. 2-21.

### ● If the message <Enter the User ID and Password.> appears:

- $\square$  Press [User ID]  $\rightarrow$  enter the User ID  $\rightarrow$  press [OK].
- $\square$  Press [Password]  $\rightarrow$  enter the password  $\rightarrow$  press [OK].
- ☐ Press ⑩ (Log In/Out).



The Basic Features screen is displayed.

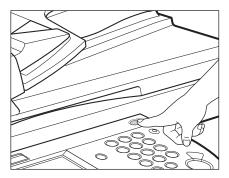


For instructions on entering the User ID and password on the User ID Management screen, see "Using the User ID Management," p. 2-24.

### **Control Panel Power Switch**

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. (See "Auto Sleep Time," on p. 3-53.)

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.





### NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-Fax/Fax documents can also be received while the machine is in the Sleep mode.
- The energy consumption while the machine is in the Sleep mode can be set from the Additional Functions screen. (See "Energy Consumption in the Sleep Mode," on p. 3-32.)
- The machine will not enter the Sleep mode if it is scanning or printing. (See "Auto Sleep Time," on p. 3-53.)
- It takes approximately 10 seconds for the machine to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.

## **System Settings**

It is necessary to set up the machine before using it on a network, as a printer, or with the Send or Fax function.

To set up the machine, refer to the following guides or sections for instructions:

### ■ Connecting the Machine to the Network See the Network Quick Start Guide.

## ■ Setting Up the Network See the Network Guide.

- Setting Up the Printer
  See the PCL/UFR II Printer Guide.
- Installing the Printer Driver
  See the PCL Driver Guide or UFR II Driver Guide.
- Using the Send Function See the Sending Guide.
- Using the Fax Function See the Facsimile Guide.
- Date and Time Settings
  See "Current Date and Time," on p. 3-48.
- System Manager Settings
  See Chapter 5 "Specifying the System Manager Settings."

# 2 CHAPTER

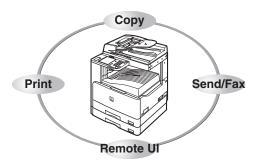
# **Basic Operations**

This chapter describes the main features and basic operations of the machine.

What This Machine Can Do	2-2
Overview of the imageCLASS MF7280	2-5
Switching the Functions Indicated on the Touch Panel Display	2-5
Specifying Settings	2-7
Functions That Conserve Power	2-8
Checking, Changing, and Canceling Print Jobs	2-9
Other Useful Functions	2-11
Using the Touch Panel Display	2-13
Frequently Used Keys	2-13
Touch Panel Key Display	2-14
Adjusting the Brightness	2-15
Entering Characters from the Touch Panel Display	2-16
Alphanumeric Characters	2-16
Symbols	2-18
Values in Inches	2-20
Entering the Department ID and Password	2-21
Using the User ID Management	2-24
Making Prints Using the Stack Bypass	2-28
Multi-functional Operations	2-41
Available Paper Stock	2-43

### What This Machine Can Do

### All the elements you will ever need in a digital multitasking machine.



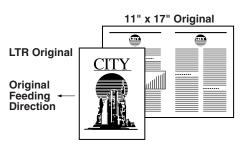
The imageCLASS MF7280 incorporates a rich array of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized office, the imageCLASS MF7280 represents the ultimate in digital multitasking machines.

### Copying

In addition to normal copying functions, convenient new functions, such as Different Size Originals Mode for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

### See the Copying Guide



**Different Size Originals Mode** 

### **Faxing**

This machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments. If the Fax Driver is installed, you can send facsimiles from your computer.







See the Facsimile Guide

Fax

### Original

### Printing

See the PCL/UFR II Printer Guide

This machine uses UFR II (Ultra Fast Rendering II) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. Also the PCL Printer enables you to use the machine as an emulation printer of PCL5e and PCL6.



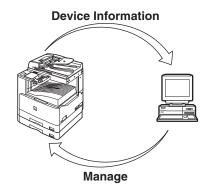
### **Network Interface**

See the Network Guide

This machine can be connected to a network using Ethernet (standard equipment). Connecting to a network enables you to use utility software, including the Remote UI, NetSpot\*, NetSpot Console, etc.

NetSpot enables you to manage and make various settings for the printers and copiers connected to a network from a PC. NetSpot Console enables you to perform the same operations as NetSpot, but from a Web browser.

\*NetSpot and NetSpot Console can be downloaded from Cannon's Web site (http://www.usa.canon.com).

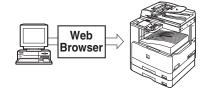


### **Using the Remote UI**

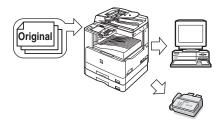
See the Remote UI Guide

You can control functions, such as confirming the status of the machine, job operations, and printing instructions, all from your PC's Web browser.

The imageCLASS MF7280 comes standard equipped with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the imageCLASS MF7280 can be controlled and set up through the Remote UI and network. Also, you can use the Remote UI to fax from your PC using the Ethernet connection. For instructions on configuring the Ethernet port, see the *Network Guide*.



The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (TIFF and PDF (for sending black-and-white scanned images or document data); and JPEG and PDF (Compact) (for sending color scanned images or document data)). These file formats offer you greater flexibility in accommodating digital workplace environments.



## Overview of the imageCLASS MF7280

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



### **⚠** CAUTION

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



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

### Switching the Functions Indicated on the Touch Panel Display

After the power is turned ON, the following screen appears on the touch panel display. You can press (COPY) or (SEND) on the control panel, or [System Monitor] on the touch panel display to switch functions. (See "Initial Function at Power ON," on p. 3-15.)

The area on the bottom of the touch panel display is used for messages that indicate the status of the machine. Pressing [System Monitor] enables you to check the status of the various devices, jobs, and consumables, and they are also displayed here.

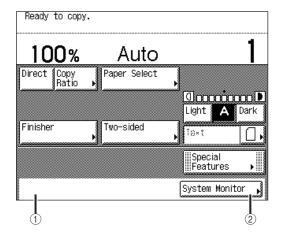


### ∧ NOTE

You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send, or System Monitor screen.

### ■ Keys Displayed on the Touch Panel Display

The example shown below is the Copy Basic Features screen.



### 1 Job/Print Status Display Area

The progress of jobs and copy operations, and the status of devices and consumables are displayed here.

### ② System Monitor

Press this key to check or cancel jobs, and to check the job log. You can also check the current status of the machine. (See Chapter 4, "Checking Job and Device Status.")

### ■ User Management and Restriction

A login service manages data relating to users using the machine. The following two login services are available:

#### Department ID Management

If Department ID Management in System Settings (from the Additional Functions screen) is set to 'On', only the users who enter the correct Department ID and password (up to seven digits for each) can gain access to the machine. (See "Department ID Management," on p. 5-6.)

#### · User ID Management

User ID Management is linked to the Department ID Management function of this machine. You can register user information from a web browser, such as IDs and passwords. (See the Remote UI Guide.)

### **Specifying Settings**

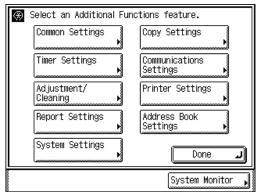
The Additional Functions screen appears when you press (additional Functions). The Additional Functions screen enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. For more information on the settings not explained in this manual, see the following manuals:

Copy Settings: The Copying Guide

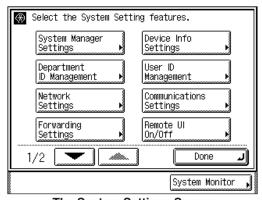
 Report Settings, Communications Settings, The Sending Guide/Facsimile Guide Address Book Settings:

• Printer Settings: The PCL/UFR II Printer Guide

Network Settings: The Network Guide



The Additional Functions Screen



The System Settings Screen



- Settings made from the Additional Functions screen are not changed even if you press (Reset).
- For instructions on customizing settings, see Chapter 3, "Customizing Settings."
- For instructions on specifying System Settings, see Chapter 5, "System Manager Settings."
- For instructions on specifying Printer Settings, see the PCL/UFR II Printer Guide.
- For instructions on specifying Network Settings, see the Network Guide.

### **Functions That Conserve Power**

You can conserve power efficiently by setting the Sleep mode.

You can set the machine to enter the Sleep mode whenever you desire, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again.

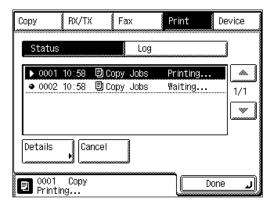


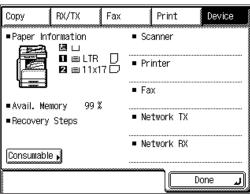
#### NOTE

- The touch panel display turns OFF when the machine enters the Sleep mode.
- The machine can continue to receive fax documents, and process or print data sent from computers even if the machine is in the Sleep mode.
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- The Sleep mode can be set from OFF (0) or 3 to 30 minutes. The default setting is '5 min(s)'. (See "Auto Sleep Time," on p. 3-53.)
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

### Checking, Changing, and Canceling Print Jobs

The System Monitor screen enables you to check the status of the machine or cancel print jobs.







- For instructions on checking the status of Copy and Send/Fax jobs, see Chapter 4, "Checking Job and Device Status," in this manual, Chapter 6, "Checking/Changing the Send/Receive Status," in the *Sending Guide*, and Chapter 3, "Checking/Changing the Fax Status," in the *Facsimile Guide*.
- The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) indicate a certain status of each job. The meanings of the icons are described as shown below:

Icon (Type of Job)	Description
₽	Copy Job
<b>A</b>	Send Job
	Fax Job
<u>A</u>	Printer Job
E	Report Job
(₩)	Additional Functions Job

Icon (Machine Status)	Description
Δ	Error
8∿	Paper Jam
M	Replace Cartridge

### Other Useful Functions

Other useful functions include:

### ■ Auto Drawer Switching

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.



You can set whether a paper drawer is subject to Automatic Drawer Switching for each function. The default setting is 'Off' for the stack bypass, and 'On' for the other paper drawers. (See "Auto Paper Selection/Auto Drawer Switching," on p. 3-26.)

#### ■ Auto Clear

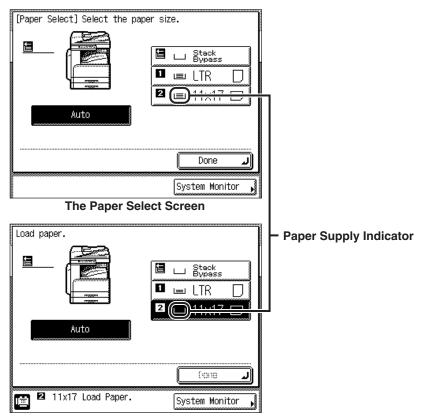
If the machine is not used for a period of approximately two minutes after the last print job or key operation is performed, the machine automatically restores the standard settings.



- You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. 3-54.)
- The Auto Clear mode does not activate if Auto Clear Time is set to '0'.

### ■ Paper Supply Indicator

The paper supply indicator shows whether paper is loaded in each paper drawer. appears on the Paper Select screen when paper is loaded in a paper drawer. \_\_\_\_ blinks on the screen that appears when paper in a paper drawer has run out during printing. (See Chapter 2, "Basic Copying Features," in the Copying Guide.)



The Screen When Paper Has Run Out

### ■ Auto Orientation

Using information, such as the size of the original and zoom ratio, the machine automatically rotates the image to the most suitable orientation for the selected paper size.

If the image, after it is rotated, does not fit onto the paper, the machine will not rotate the image, and will print it as is, with part of the image cut off.

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals mode is set. (See Chapter 4, "Custom Settings," in the Copying Guide.)

## **Using the Touch Panel Display**

This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.



### CAUTION

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



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

### Frequently Used Keys

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

Press to cancel the mode that you are currently setting, or a Cancel mode that has already been set, on screens other than the Additional Functions screen. Also, press to close the current mode's setting screen, and keep the original settings set from the Additional Functions screen. Press to confirm the current settings and proceed to the next Next step in the procedure. Press to go back to the previous step in the procedure, without Back saving the current settings. Press to close the current screen. Done Press to confirm the current settings of a mode.

### **Touch Panel Key Display**

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

### ■ Mode Setting Keys

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

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

Mode Is Turned Off	Mode Is Turned On
	(Highlighted)

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

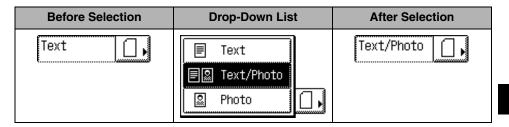
Keys That Display Additional Settings	Keys That Turn Modes On/Off
Paper Select	2+2-Sided

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

Settings Are Stored	No Settings Are Stored
M1	M1

### ■ Keys That Display a Drop-Down List

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



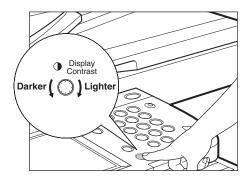
### ■ Numeric Keys

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

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

### **Adjusting the Brightness**

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





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

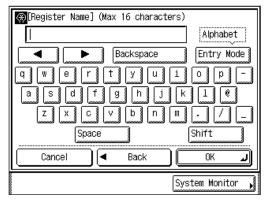
## **Entering Characters from the Touch Panel Display**

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

### **Alphanumeric Characters**

Example: Enter < Canon>.

To enter alphanumeric characters, make sure that <Alphabet> is displayed above [Entry Mode].



Each press of [Entry Mode] switches the entry mode between <Alphabet> and <Other>

### 2 Enter < Canon>.

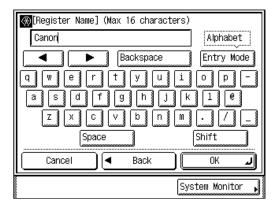
To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter symbols, press [Entry Mode] to select [Other]  $\rightarrow$  enter the desired symbols.

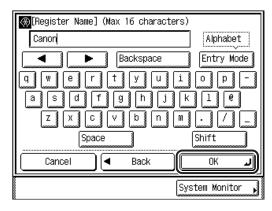
The characters you entered are displayed, as shown below.



### ∧ NOTE

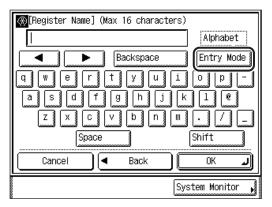
- If you make a mistake when entering characters, press [◄] or [▶] to position the
  cursor on the right side of the characters to be deleted → press [Backspace] to
  delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press © (Clear).
- The available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

### **3** When you have entered all characters, press [OK].



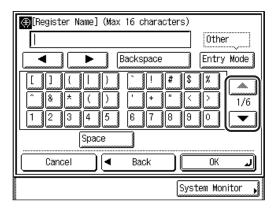
Example: Enter <é>.

### **1** Press [Entry Mode] to select [Other].



Each press of [Entry Mode] switches the entry mode between <Alphabet> and <Other>.

# **2** Press [▼] or [▲] to display the desired symbol that you want to enter.



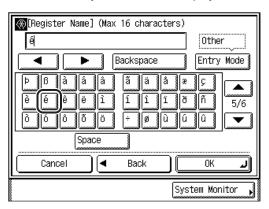
### Press [é].

To enter a space, press [Space].

To move the cursor, press  $[\blacktriangleleft]$  or  $[\blacktriangleright]$ .

To enter alphanumeric characters, press [Entry Mode] to select [Alphabet] → enter the desired characters.

The characters you entered are displayed, as shown below.

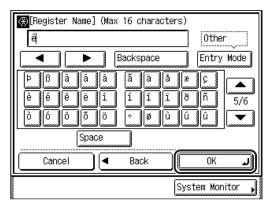




### ∧ NOTE

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

### 4 When you have entered all characters, press [Next].



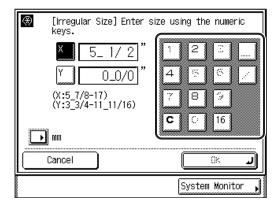
### Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. 3-24.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

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

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

Press  $[5] \rightarrow [] \rightarrow [] \rightarrow [] \rightarrow [] \rightarrow [2]$  using the numeric keys on the touch panel display.



The entered values are displayed, as shown above.



### ∅ NOTE

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

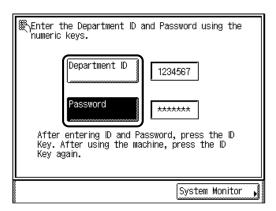
## **Entering the Department ID and Password**

If Department ID Management has been set, the Department ID and password must be entered before using this machine.



#### ∧ NOTE

- For instructions on setting the Department ID and password, see "Department ID Management," on p. 5-6.
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.
- If User ID Management is set to 'On', see "Using the User ID Management," on p. 2-24.
- Use ① ⑨ (numeric keys) to enter your Department ID and password.
  - □ Press [Department ID] → enter your Department ID.
  - □ Press [Password] → enter the password.



If no password has been set, proceed to step 2.

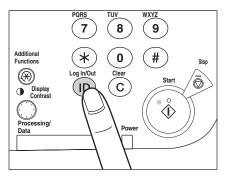
The numbers that you enter for the password are displayed as asterisks (\*\*\*\*\*\*).



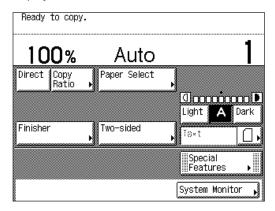
### NOTE

If you make a mistake when entering the Department ID or password, press 

### Press (1) (Log In/Out).



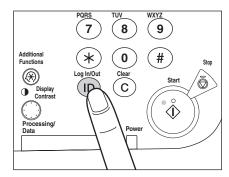
The Basic Features screen of the selected function appears on the touch panel display.



### ∧ NOTE

If the Department ID or password that you entered is incorrect, the message <This number has not been registered. Enter the number again. > appears. Repeat this procedure from step 1.

### When your operations are complete, press (D) (Log In/Out) on the control panel.



The screen for entering the Department ID and password appears.



#### NOTE

- To perform operations again, you have to re-enter your Department ID and
- If you do not press (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.
- Even if you forget to press (Log In/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 3-54.)
- After pressing @ (Log In/Out), all settings are canceled, and the machine returns to the screen for entering the Department ID and password.

## **Using the User ID Management**

If you are managing the machine with the User ID Management, enter the User ID and password before using this machine.



### **IMPORTANT**

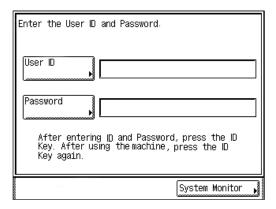
Register User IDs and passwords before setting the User ID Management to 'On'.



#### NOTE

For instructions on how to register a User ID and password, see the Remote UI Guide.

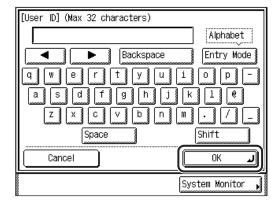
### Press [User ID].





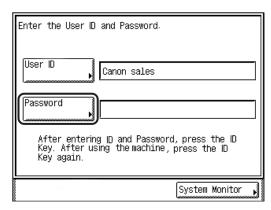
You can use only alphanumeric characters for User IDs and passwords.

### **2** Enter the User ID $\rightarrow$ press [OK].

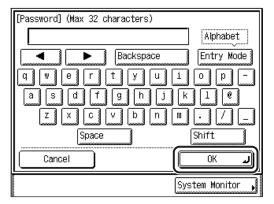


You can also enter values using ① - ⑨ (numeric keys).

### **3** Press [Password].



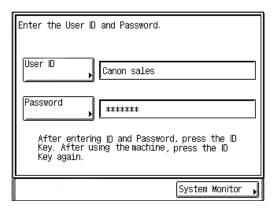
# Enter the password → press [OK].



You can also enter the password using ① - ⑨ (numeric keys).

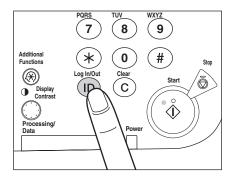
# Press (b) (Log In/Out).

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



If the User ID or password that you entered is incorrect, a message appears prompting you to verify your User ID and password. Repeat this procedure from step 1.

# When your operations are complete, press (D) (Log In/Out) on the control panel.



The screen for entering the User ID and password appears.



### NOTE

- To perform operations again, you have to re-enter the User ID and password.
- If you do not press (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the User ID who previously logged on to the machine.
- Even if you forget to press (Log In/Out) after you are finished operating the machine, the screen for entering the User ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. 3-54.)
- After pressing (b) (Log In/Out), all settings are cancelled, and the machine returns to the screen for entering the Department ID and password.

# **Making Prints Using the Stack Bypass**

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

### **IMPORTANT**

- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 80 sheets (22 lb bond (80 g/m²), stack approximately 3/8" (10 mm) high)
  - Paper Size: 3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)
  - Paper Weight: 18 to 32 lb bond (64 to 128 g/m<sup>2</sup>)
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/4" (5 mm) for heavyweight paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Depending on the type of heavyweight paper you want to load, if you load multiple sheets
  of heavyweight paper into the stack bypass, a paper jam may occur. In this case, load
  only one sheet of heavyweight paper at a time.
- If you are making two-sided prints, select the Two-sided mode. The printed paper may
  crease depending on the moisture absorption condition of the paper, and if you copy the
  two pages as two one-sided documents.
- When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- 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 [Irreg. Size] for copying, you cannot use the 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, or Two-page Separation mode. (See Chapter 5, "Appendix," in the Copying Guide.)
- If you select [Envelope] for copying, you cannot use 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation mode. (See Chapter 5, "Appendix," in the Copying Guide.)



### NOTE

- 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 "Available Paper Stock," on p. 2-43.

### ■ Standard Size

You can select standard inch paper, or A or B series paper.

### ■ Irregular Size

You can load nonstandard paper sizes (3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)).

### **■** Envelope

The following envelopes can be loaded into the stack bypass:

• COM10: 4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)

• Monarch: 3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)

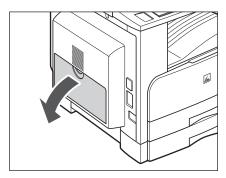
• DL: 4 3/8" x 8 5/8" (110 mm x 220 mm)

• ISO-C5: 6 3/8" x 9" (162 mm x 229 mm)

• ISO-B5: 7" x 9 7/8" (176 mm x 250 mm)

For more information on specific envelope types, see "Available Paper Stock," on p. 2-43.

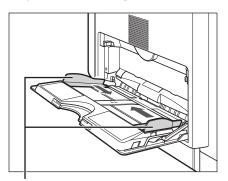
# Open the stack bypass.



### NOTE

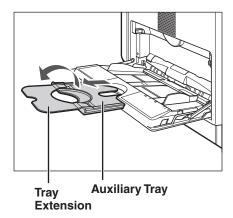
If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. 3-34.)

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



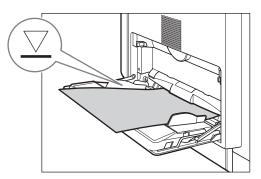
### **Slide Guides**

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

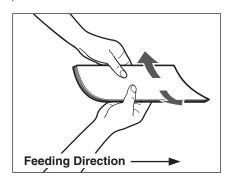


# Load the paper into the stack bypass.

☐ Make sure that the height of the paper stack does not exceed the loading limit mark ( $\overline{\nabla}$ ).



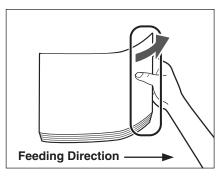
When you use the stack bypass to make copies, straighten out curled paper prior to use, as shown below.



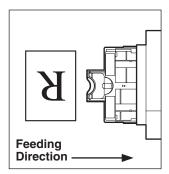
# IMPORTANT

Curled paper may cause a paper jam.

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



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



The screen for selecting the paper size appears.

# IMPORTANT

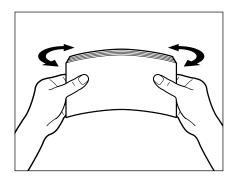
- When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.
- If you are printing on heavyweight paper or envelopes using the stack bypass, and find that the paper or envelopes are not being fed smoothly or evenly through the stack bypass, remove the paper or envelopes, curl the feeding edges upward approximately 1/8" (3 mm), and then reload the paper or envelopes. Curling the feeding edges enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.



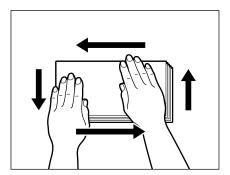
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing down is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 8-7.

### If you are loading envelopes into the stack bypass:

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



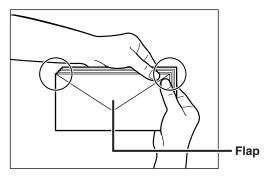
☐ Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls. Repeat this step five times for each set of five envelopes.



# **IMPORTANT**

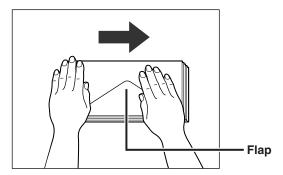
Take particular care to spread the envelopes out in the direction that they will be fed.

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

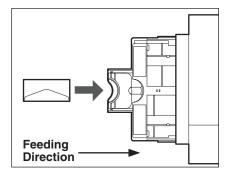


# IMPORTANT

- 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.



☐ Load the envelopes, as shown below.



The screen for selecting the paper size appears.

# **IMPORTANT**

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

# Select the desired paper size.

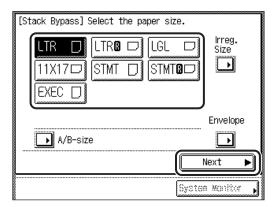


### ∅ NOTE

The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to 'Off' in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to 'On', copying can be performed only for the registered paper size and type. (See "Standard Paper for the Stack Bypass" on p. 3-34.)

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

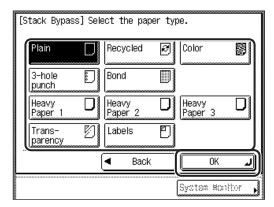
Select the desired paper size → press [Next].





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

 $\square$  Select the desired paper type  $\rightarrow$  press [OK].



## MPORTANT

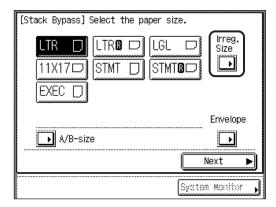
When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

# ∧ NOTE

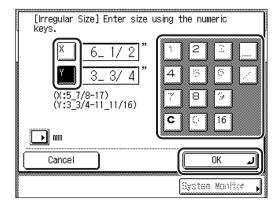
- If you select [Transparency] or [Labels], make sure that you do not specify any finishing modes (Collate, or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-43.

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

☐ Press [Irreg. Size].



- $\square$  Press [X] to specify the horizontal axis of the paper  $\rightarrow$  enter a value.
- $\square$  Press [Y] to specify the vertical axis of the paper size  $\rightarrow$  enter a value.
- ☐ Press [OK].

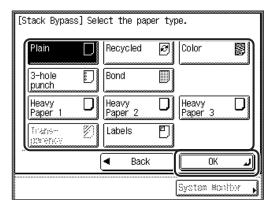


The display returns to the paper size selection screen.



- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- You can enter only 2, 4, 8 or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in milimeters, press [mm].
- When entering the value in millimeters, you can also use ① ⑨ (numeric keys), and © (Clear) to clear your entry.
- When entering the value in millimeters, you can also change the value by pressing [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- If you enter a value outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can use values for [X] between 5 7/8" (148 mm) and 17" (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).
- ☐ Press [Next].

 $\square$  Select the desired paper type  $\rightarrow$  press [OK].



# IMPORTANT

- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select a nonstandard paper size, the Auto Zoom, finishing modes, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode cannot be specified.

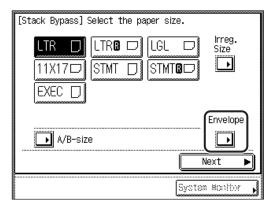


### ∅ NOTE

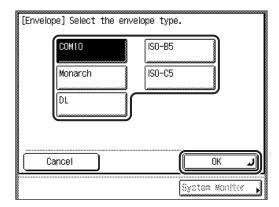
For more information on paper types, see "Available Paper Stock," on p. 2-43.

### If you want to select an envelope size:

☐ Press [Envelope].



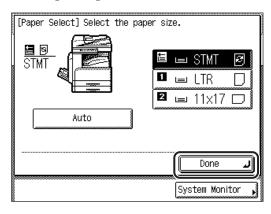
 $\square$  Select the envelope type  $\rightarrow$  press [OK].



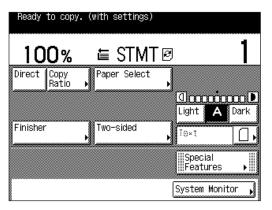
# IMPORTANT

- If the envelope type is not selected correctly, a paper jam may occur.
- If an envelope size is selected, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode cannot be specified.
- ☐ Press [OK].

# Press [Done].



The display returns to the Copy Basic Features screen, and the selected paper size and type are displayed.



- If the Copy function is selected, place your originals → select the desired copy settings.
- **7** Press ③ (Start).

Copying starts.



To cancel all settings and return the machine to the Basic Features screen, press (Reset).

# **Multi-**functional Operations

The imageCLASS MF7280 offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following tables provide you with the details of multi-functional operations.

### ■ How to read the tables

The tables below indicate the availability of the operations listed in the vertical columns when the operations listed in the horizontal rows are already being performed.

### Examples:

You cannot scan originals for a copy job and a send job at the same time.

- √: Available
- -: Unavailable
- △: Available, but with conditions

	Current Jobs	Сору		Printer	
Next Jobs		Scanning	Printing	Receiving Data	Printing
	Сору		Δ	✓	Δ
	Scanning		<b>✓</b>	<b>✓</b>	✓
	Manual TX*		<b>√</b>	✓	✓
Send	Memory TX	✓	<b>√</b>	✓	✓
	Memory RX	✓	✓	✓	<b>√</b>
	Printing of Auto RX Documents	_		<b>√</b>	Δ
Printer	Receiving Data	✓	<b>√</b>	✓	<b>√</b>
	Printing			<b>√</b>	_

<sup>\*</sup> Manual TX includes the direct sending.

- √: Available
- -: Unavailable
- △: Available, but with conditions

	Current Jobs			Send		
Next Jobs		Scanning	Manual TX*	Memory TX	Memory RX	Printing of Auto RX Documents
	Сору	_	_	✓	✓	Δ
	Scanning	_	_	<b>✓</b>	✓	<b>✓</b>
	Manual TX*	_	_	_	_	✓
Send	Memory TX	✓	_	Δ	Δ	✓
	Memory RX	<b>✓</b>	_	_	_	✓
	Printing of Auto RX Documents	<b>✓</b>	<b>√</b>	<b>√</b>	<b>✓</b>	Δ
Printer	Receiving Data	<b>✓</b>	✓	✓	✓	<b>√</b>
Filler	Printing	<b>✓</b>	✓	✓	✓	Δ

<sup>\*</sup> Manual TX includes the direct sending.



The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.

# **Available Paper Stock**

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. 3-29.)

- √: Available
- -: Unavailable

Paper Type		Paper Source		
		Paper Drawer (18 to 24 lb bond (64 to 90 g/m²))	Stack Bypass (18 to 32 lb bond (64 to 128 g/m²))	
Plain*1		$\checkmark$	✓	
Recycled*1	₩.	✓	✓	
Color*1		<b>√</b>	✓	
3-hole punch*2	***	<b>√</b>	✓	
Bond*3		✓	✓	
Transparency*4		-	✓	
Heavy Paper 1*5		✓	✓	
Heavy Paper 2*6		-	✓	
Heavy Paper 3*7		_	✓	
Labels		_	✓	
Envelopes	Q	_	✓	

<sup>\*1</sup> From 18 lb to 22 lb bond (64 g/m<sup>2</sup> to 80 g/m<sup>2</sup>).

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

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

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

<sup>\*5</sup> From 22 lb to 24 lb bond (81 g/m2 to 90 g/m2).

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

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

- √: Available
- -: Unavailable

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



For instructions on loading paper, see the following sections:

- Paper Drawers: "Loading Paper," on p. 6-2
- Stack Bypass: "Making Prints Using the Stack Bypass," on p. 2-28

# 3 CHAPTER

# **Customizing Settings**

This chapter describes the default settings and procedures to change them according to your needs.

What Are Additional Functions?	3-3
Accessing the Additional Functions Screen	
Additional Functions Settings Table	3-5
Specifying Common Settings	3-15
Initial Function at Power ON	
Default Display after Auto Clear	
Tone Settings	
Setting the Toner Save Mode	
Printer Density	
Inch Entry	
Auto Paper Selection/Auto Drawer Switching	
Identifying the Type of Paper in a Paper Source	
Energy Consumption in the Sleep Mode	
Standard Paper for the Stack Bypass	
Paper Feed Method	
Changing the Language Shown on the Touch Panel Display	
Reversing the Contrast of the Touch Panel Display	
Displaying a Feeder Error Message Prompt	
Returning the Common Settings to Their Defaults	
Timer Settings	3-48
Current Date and Time	
Auto Sleep Time	
Auto Clear Time	
Cleaning and Adjusting the Machine	3-56
Cleaning	
Improving Print Quality and Density (Special Mode M)	
Preventing Paper Curls or Jams (Special Mode N)	
Preventing Paper Jams in the Two-Sided Mode (Special Mode O)	
Using Lightweight Paper (Special Mode P)	
Setting the Bond Special Fixing Mode	

# 3. Customizing Settings

Cutting Down Waiting Time for a Next Job (Special Mode S)	3-65
Feeder Smudge Adjustment	3-67

# What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.



- When User ID Management is set to 'On', users whose user type is registered as "User" (end user) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to 'On', users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.



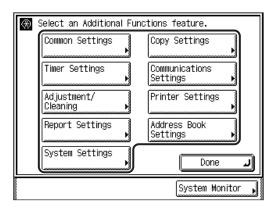
Settings specified from the Additional Functions screen are never changed when you press  $\bigcirc$  (Reset).

# **Accessing the Additional Functions Screen**

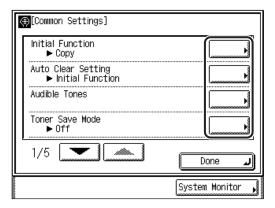
**1** Press ( (Additional Functions).

The Additional Functions screen is displayed.

2 Select an Additional Functions setting.



# Press a mode key to specify its settings.

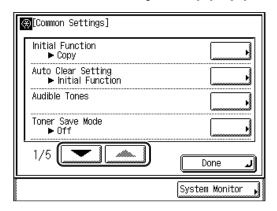


For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table," on p. 3-5.



# ∧ NOTE

The Common Settings, Adjustment/Cleaning, and System Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.



# **Additional Functions Settings Table**

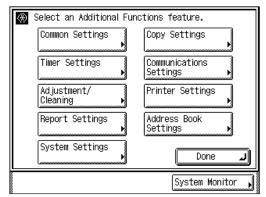
The following settings can be selected or stored from the Additional Functions screen. For more information, consult the following guides.

• Copy Settings: The Copying Guide

 Communications Settings, Address Book Settings, and Report Settings:
 The Facsimile Guide, The Sending Guide

• Printer Settings and Report Settings: The PCL/UFR II Printer Guide

Network Settings and Report Settings: The Network Guide



The Additional Functions Screen

# **■** Common Settings

Item	Settings	Applicable Page
Initial Function	Select Initial Function: Copy*1, Send  Set System Monitor Screen as initial function: On, Off*1  Set [Device] as the default for System Monitor: On*1, Off	p. 3-15
Auto Clear Setting	Initial Function*1, Selected Function	p. 3-18
Audible Tones	Entry Tone: On*1 (1*1 to 3 levels), Off Error Tone: On*1 (1*1 to 3 levels), Off Send Done Tone: On (1 to 3 levels), Off*1 Receive Done Tone: On (1 to 3 levels), Off*1 Print Done Tone: On*1 (1*1 to 3 levels), Off Scan Done Tone: On*1 (1*1 to 3 levels), Off	p. 3-20
Toner Save Mode	High, Low, Off*1	p. 3-22
Printer Density	1 to 9 levels; 5*1	p. 3-23
Inch Entry	On*1, Off	p. 3-24
Drawer Eligibility For APS/ ADS	Copy: (Stack Bypass: On, Off*1, All Other Paper Sources: On*1, Off) Printer: (Stack Bypass: cannot be set, All Other Paper Sources: On*1, Off) Receive: (Stack Bypass: On, Off*1, All Other Paper Sources: On*1, Off) Other: (Stack Bypass: On, Off*1, All Other Paper Sources: On*1, Off)	p. 3-26
Register Paper Type	Paper Drawer 1, Paper Drawer 2: Plain*1, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1	p. 3-29
Energy Consumption in Sleep Mode	Low*1, High	p. 3-32

<sup>\*1</sup> Indicates the default setting.

# **■** Common Settings Table Continued

Item	Settings	Applicable Page
Stack Bypass Standard Settings	On: Option Off*1	p. 3-34
Paper Feed Method Switch	Stack Bypass, Paper Drawer 1, Paper Drawer 2: Speed*1, Print Side	p. 3-40
Language Switch	On, Off*1	p. 3-41
Reversed Display (B/W)	On, Off*1	p. 3-43
Error Display for Dirty Feeder	On*1, Off	p. 3-44
Initialize Common Settings	Initialize	p. 3-46

<sup>\*1</sup> Indicates the default setting.

# **■** Timer Settings

Item	Settings	Applicable Page
	Date and Time Setting (12 digit number)	
Date & Time Settings	Time Zone Settings: GMT -12:00 to GMT +12:00; GMT -03:00*1  Daylight Saving Time Settings: On, Off*1	p. 3-48
	On*1 3 to 30 minutes; 5*1	
Auto Sleep Time	Off	p. 3-53
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min.*1	p. 3-54

<sup>\*1</sup> Indicates the default setting.

# ■ Adjustment/Cleaning

Item	Settings	Applicable Page
Transfer Roller Cleaning	Press [Start]	p. 6-30
Fixing Unit Cleaning	Press [Cleaning Sheet Print]	p. 6-32
Feeder Cleaning	Press [Start]	p. 6-37
Special Mode M	Normal*1, Low, High	p. 3-57
Special Mode N	On, Off*1	p. 3-59
Special Mode O	Stack Bypass: On, Off*1 Drawer: On, Off*1	p. 3-60
Special Mode P	On, Off*1	p. 3-62
Bond Special Fixing Mode	On, Off*1	p. 3-64
Special Mode S	Speed Priority 1, Speed Priority 2, Off*1	p. 3-65
Auto Adjustment for Dirty Feeder	On*1, Off	p. 3-67
Maintenance Code	This setting is not functional in this model.	-

<sup>\*1</sup> Indicates the default setting.

## **■** Report Settings

Item	Settings	Applicable Page
Settings	TX Report: On, For Error Only*1, Off	
	Report With TX Image: On*1, Off	
	Activity Report	
	Auto Print: On*1, Off Send/Receive Separate: On, Off*1	*2, *3
	RX Report: On, For Error Only, Off*1	2, 0
Print List	Address Book List	
	One-touch Buttons: Yes, No Address Book: Yes, No	
	User's Data List: Yes, No	

<sup>\*1</sup> Indicates the default setting.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

# ■ System Settings

Item	Settings	Applicable Page
System Manager Settings		
System Manager	32 characters maximum	p. 5-2
System Manager ID	Seven digit number maximum	ρ. 5-2
System Password	Seven digit number maximum	
Department ID Management		
Department ID Management	On, Off*1	
Register ID/Password	Register, Edit, Erase, Set page limits	p. 5-6
Page Totals	Clear, Clear All Totals, Print List	
Allow ID Unknown Printer Jobs	On*1, Off	
Network Settings		*4

<sup>\*1</sup> Indicates the default setting.

<sup>\*4</sup> See the Network Guide.

# ■ System Settings Table Continued

Item	Settings	Applicable Page
Forwarding Settings		
Receive Type	All*1, Fax, I-Fax	
Validate/Invalidate	On, Off*1	
	Condition Name: 50 characters maximum	
	Forwarding Conditions	
Danistan	Receive Type: Fax*1, I-Fax	
Register	Forwarding Destination: Select from the registered addresses.	
	File Format: TIFF*1, PDF, Divide into Pages	
	Receive Type: Fax*1, I-Fax	
Forward w/o Cond.	Forwarding Destination: Select from the registered addresses.	*2, *3
	File Format: TIFF*1, PDF, Divide into Pages	
	Condition Name: 50 characters maximum	ľ
	Forwarding Conditions	
D - 4 - 11/E -114	Receive Type: Fax*1, I-Fax	
Detail/Edit	Forwarding Destination: Select from the registered addresses.	
	File Format: TIFF*1, PDF, Divide into Pages	
Erase	Yes, No	
Print List	Yes, No	
Device Info Settings		
Device Name	32 characters maximum	p. 5-28
Location	32 characters maximum	
User ID Management	On, Off*1	p. 5-30

<sup>\*1</sup> Indicates the default setting.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

### ■ System Settings Table Continued

Item	Settings	Applicable Page
Communications Settings		
	Maximum TX Data Size: 0 to 99 MB, in one MB increments, 3 MB*1	
E-mail/I-Fax	Divided TX over Max.Data Size: On, Off*1	
	Default Subject: 40 characters maximum	*0 *0
	Send Start Speed: 33600 bps <sup>*1</sup> , 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	*2, *3
Fax Settings	Receive Start Speed: 33600 bps*1, 14400 bps, 9600 bps, 7200 bps, 4800 bps, 2400 bps	
Memory Lock Settings	On: Option Off*1	
Remote UI On/Off	On*1, Off	p. 5-32 *5
Restrict Access to Destinations	Restrict New Addresses: On, Off*1	5.04
	Allow Fax Driver TX: On*1, Off	p. 5-34
License Registration	This setting is not functional in this model.	-
Display Dept. ID/User Name	On*1, Off	p. 5-43
Job Log Display	On*1, Off	p. 5-39
Use USB Device	On*1, Off	p. 5-41

<sup>\*1</sup> Indicates the default setting.

# **IMPORTANT**

- When User ID Management is set to 'On', users whose user type is registered as "User" (end users) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to 'On', users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

<sup>\*5</sup> See the Remote UI Guide.

# ■ Copy Settings

Item	Settings	Applicable Page
Image Orientation Priority	On, Off*1	
Auto Orientation	On*1, Off	*6
Standard Settings	Store, Initialize	U
Initialize Copy Settings	Yes, No	

<sup>\*1</sup> Indicates the default setting.

# **■** Communications Settings

Item	Settings	Applicable Page
Common Settings		
TX Settings	Unit Name (24 characters maximum)	
	Data Compression Ratio: High Ratio, Normal <sup>*1</sup> , Low Ratio	
	Retry Times: 0 to 5 times; 3 times*1	
	Edit Standard Send Settings	
	Store, Initialize	
	TX Terminal ID	
	On*1 (Printing Position: Inside, Outside*1; Telephone # Mark: FAX*1, TEL), OFF	*2, *3
	Gamma Value for Color Send Jobs: Gamma 1.0, Gamma 1.4, Gamma 1.8*1, Gamma 2.2	
	Sharpness: 1 to 7 levels, 4*1	
	Register Favorites Button: M1 to M18	
	Color TX Scan Settings: Speed Priority*1, Image Priority	
	Default Screen for Send: Favorite Buttons, One-touch Buttons, Initial Function*1	
	Initialize TX Settings: Yes, No	

<sup>\*1</sup> Indicates the default setting.

<sup>\*6</sup> See the Copying Guide.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

# **■** Communications Settings Table Continued

Item	Settings	Applicable Page
RX Settings	Two-sided Print: On, Off*1	
	Select Cassette	1
	Switch A: On*1, Off Switch B: On*1, Off Switch C: On*1, Off Switch D: On*1, Off	
	Receive Reduction	
	On*1 RX Reduction: Auto*1, Fix. Red.	
	Reduce %: 97, 95, 90*1, 75%	
	Reduce Direction: Ver. Hor., Vertical Only*1	
	Off	
	Continue Printing When Toner Is Out: Yes*1, No	
Fax Settings		
User Settings	Unit Telephone # (20 characters maximum)	*2, *3
	Tel Line Type: Pulse, Tone*1	
	Monitor Volume Control: Volume Control: 0 to 3 levels, 1*1	
TX Settings	ECM TX: On*1, Off	
	Pause Time: 1 to 15 seconds; 2 seconds*1	
	Auto Redial:	
	On*1 Option: Redial Times: 1 to 10 times; 2 times*1 Redial Interval: 2 to 99 minutes; 2 minutes*1 TX Error Redial: On*1, Off	
	Off	
	Check Dial Tone Before Sending: On*1, Off	
DV 0	Rotate Send: On*1, Off	
RX Settings	ECM RX: On*1, Off	

<sup>\*1</sup> Indicates the default setting.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

# ■ Printer Settings

See the PCL/UFR II Printer Guide.

# ■ Address Book Settings

	Item	Settings	Applicable Page
Register	Address		
Register	New Add		
	Fax	Fax Number: 120 characters maximum	
		Option: Sending Speed, Long Distance, ECM TX	
		Register Name: 16 characters maximum	
	E-mail	E-mail Address: 120 characters maximum	
		Register Name: 16 characters maximum	
	I-Fax	I-Fax Address: 120 characters maximum	
		Register Name: 16 characters maximum	
	File	Protocol: FTP*1, Windows (SMB)	
		Host Name: 120 characters maximum	
		File Path: 120 characters maximum	
		User: 24 characters maximum	*2, *3
		Password: 24 characters maximum (FTP), 14 characters maximum (Windows (SMB))	
		Register Name: 16 characters maximum	
	Group	Address Book	
		Erase	
		Register Name: 16 characters maximum	
Erase		*2, *3	
Edit		2, 3	
One-tou	ch Buttons		
Register/	Edit	You can register or edit the items of One-touch Buttons for Fax, E-mail, I-Fax, File, and Group shown in Register New Add above.  Key Name: 12 characters maximum	

<sup>\*1</sup> Indicates the default setting.

<sup>\*2</sup> See the Facsimile Guide.

<sup>\*3</sup> See the Sending Guide.

# **Specifying Common Settings**

You can specify the settings that are common to the Copy and Send/Fax functions.

# Initial Function at Power ON

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates. The System Monitor screen can also be specified as the initial screen.



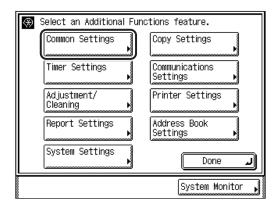
The default settings are:

- <Select Initial Function>: Copy

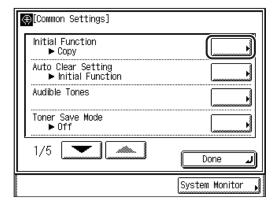
- <Set System Monitor Screen as the initial function.>: Off

- <Set [Device] as the default for System Monitor>: On

# **1** Press ⊚ (Additional Functions) → [Common Settings].



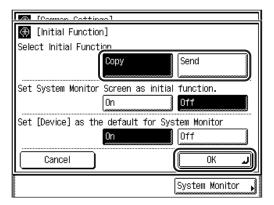
# Press [Initial Function].



### ∧ NOTE

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

# Select [Copy] or [Send] → press [OK].



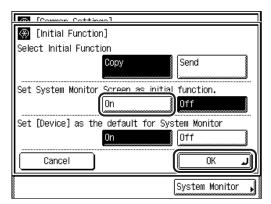
When the main power is turned ON or after the Auto Clear mode initiates:

If you select [Copy]: The Copy Basic Features screen appears.

If you select [Send]: The Send Basic Features screen appears.

### If you want to set the System Monitor screen as the initial function screen:

☐ Press [On] for <Set System Monitor Screen as initial function.> → press [OK].



The System Monitor screen is displayed when the main power is turned ON, or after the Auto Clear mode initiates.

The selected mode is set.



### NOTE

If you do not want to set the Device status screen as the default screen when you press [System Monitor], press [Off] under <Set [Device] as the default for System Monitor>. If you select [Off], the Copy Job Status screen is displayed by default when you press [System Monitor].

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

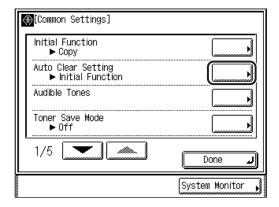
# **Default Display after Auto Clear**

You can specify either the Initial Function or the Selected Function to be displayed on the screen after the Auto Clear mode initiates.



#### NOTE

- The time necessary for Auto Clear to initiate can be set. (See "Auto Clear Time," on p.
- The default setting is 'Initial Function'.
- Press **(Additional Functions)** → [Common Settings] → [Auto Clear Setting].

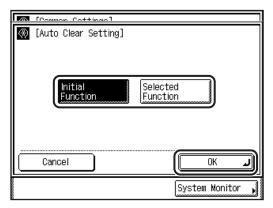




### ∧ NOTE

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

# 2 Select [Initial Function] or [Selected Function] → press [OK].



Details of each item are shown below.

[Initial Function]: The screen specified as the initial function is displayed

after the Auto Clear mode initiates. For example, if you set the System Monitor screen as the initial screen, and Auto Clear initiates while a settings screen for the Send function is shown, the display returns to the System

Monitor screen.

[Selected Function]: The display returns to the main screen of the function

that was displayed before the Auto Clear mode activated. For example, if you set the System Monitor screen as the initial screen, and Auto Clear initiates while a settings screen for the Send function is shown, the display returns to the Send Basic Features screen.

The selected mode is set.

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

# Tone Settings

You can set whether to sound audible tones. The following tones sound at the following times:

Entry Tone: When pressing keys on the control panel or keys on the

touch panel display

Error Tone: When a malfunction occurs (e.g., paper jam or

operational error)

 Send Done Tone: After a transmission finishes

After a document has been received Receive Done Tone:

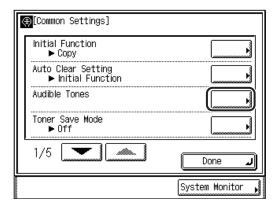
· Print Done Tone: When printing is complete

 Scan Done Tone: When scanning is complete



The default setting is 'On' for Entry Tone, Error Tone, Print Done Tone, and Scan Done Tone, and 'Off' for Send Done Tone and Receive Done Tone.

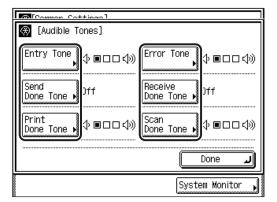
Press ( (Additional Functions) → [Common Settings] → [Audible Tones].



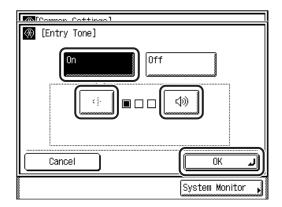


If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

## Select the desired tones.



Select [On]  $\rightarrow$  press  $\checkmark$  or  $\checkmark$  to set the desired volume  $\rightarrow$ press [OK].



If you select [Off], the selected tone is not sounded.

The selected mode is set.

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

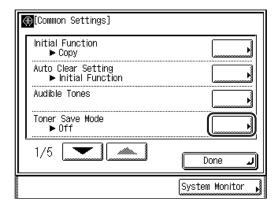
## **Setting the Toner Save Mode**

You can select the toner consumption for printing.



- If the Toner Save mode is set to 'High', print quality may be affected. If you notice degradation in print quality, set this mode to 'Off'.
- The default setting is 'Off'.

## Press ⊚ (Additional Functions) → [Common Settings] → [Toner Save Mode].

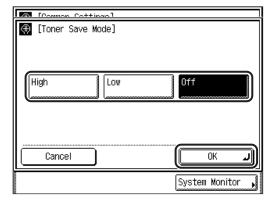




### ∅ NOTE

If the desired setting is not displayed, press  $[\P]$  or  $[\blacktriangle]$  to scroll to the desired setting.

Select [High], [Low], or [Off] → press [OK].



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

# **Printer Density**

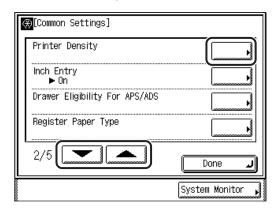
You can set the density for printing.



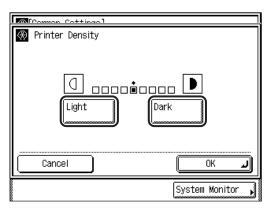
∧ NOTE

The default setting is '5'.

- Press 3 (Additional Functions)  $\rightarrow$  [Common Settings]. If necessary, see the screen shots in steps 1 of "Initial Function at Power ON," on p. 3-15.
- Press [▼] or [▲] until [Printer Density] appears → press [Printer Density].



# Press [Light] or [Dark] to set the desired Density → press [OK].



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

# **Inch Entry**

Specifying this setting ensures that the key for entering values in inches is displayed on the various numeric entry screens.

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



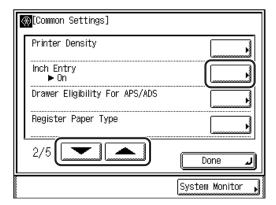
#### NOTE

- Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimeters by pressing [mm] on the various numeric entry screens.
- The default setting is 'On'.

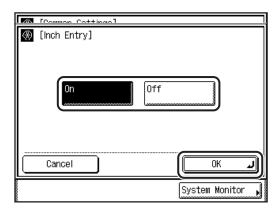
# **Press** (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

# Press [▼] or [▲] until [Inch Entry] appears → press [Inch Entry].



Select [On] or [Off] → press [OK].



The selected mode is set.

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

# Auto Paper Selection/Auto Drawer Switching

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

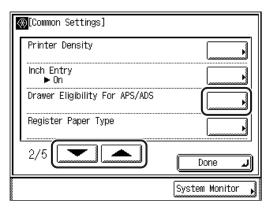


#### NOTE

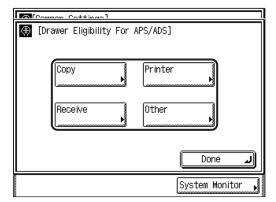
- Paper sources set to 'On' are used for the following functions:
  - APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
  - ADS (Auto Drawer Switching): If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size, and begins feeding paper from that paper source.
- The default settings of Copy, Receive and Other are 'Off' for the stack bypass, and 'On' for the other paper sources.
- The default settings of Printer are "On" for all paper sources except for the stack bypass. You cannot set the stack bypass for Printer.
- Press ⊚ (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

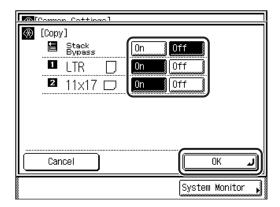
Press [▼] or [▲] until [Drawer Eligibility For APS/ADS] appears → press [Drawer Eligibility For APS/ADS].



# Select [Copy], [Printer], [Receive], or [Other].



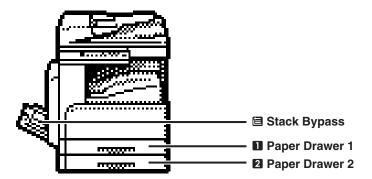
Select [On] or [Off] for the stack bypass and the other paper sources → press [OK].



Details of each item are shown below.

[On]: Makes the paper source eligible for APS/ADS.

[Off]: Makes the paper source ineligible for APS/ADS. The numbers on the screen represent the following paper sources:



The selected mode is set.



#### ∧ NOTE

- Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.
- If you selected [Printer] in step 3, the Stack Bypass icon (☐) will not be displayed on the paper selection screen in step 4.
- Press [Done] repeatedly until the Basic Features screen appears.

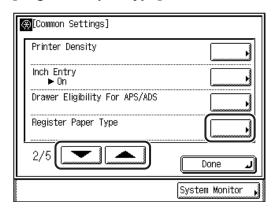
# **Identifying the Type of Paper in a Paper Source**

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

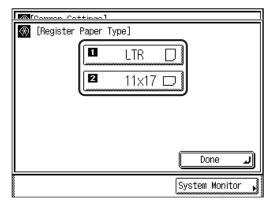
## IMPORTANT

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

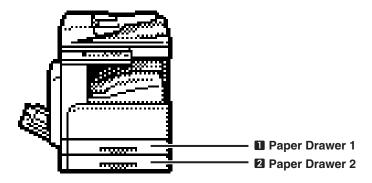
- **1** Press ⊚ (Additional Functions) → [Common Settings].
  - If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.
- **2** Press [▼] or [▲] until [Register Paper Type] appears → press [Register Paper Type].



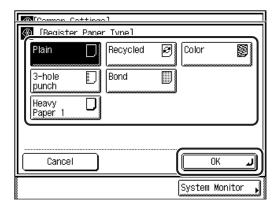
## Select the paper source in which you want to register the paper type.



The numbers on the screen represent the following paper sources:



## Select the desired paper type loaded in the paper source → press [OK].



Make sure that the registered paper type setting is the same paper type that is loaded in the paper source.

The selected mode is set.

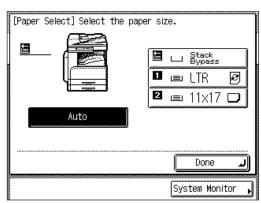


For more information on paper types, see "Available Paper Stock," on p. 2-43.

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



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



# **Energy Consumption in the Sleep Mode**

You can set the amount of energy that the machine consumes when it is in the Sleep mode.



- In some cases, the energy consumption level in the Sleep mode is 'High' even when the energy consumption level is set to 'Low', such as when:
  - A job is being processed (including a report job or receive job).
- Any of the following settings are set from the Additional Functions screen:

The DHCP setting is set to 'Off'. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

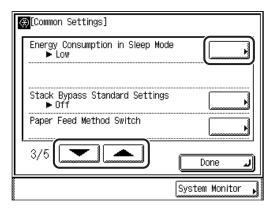
The SMB setting is set to 'Off'.

(See Chapter 4, "Using a NetBIOS Network," in the Network Guide.)

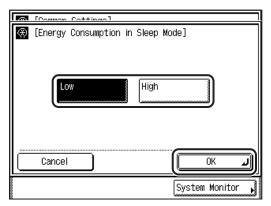
- The default setting is 'Low'.
- Press ⊚ (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

Press [▼] or [▲] until [Energy Consumption in Sleep Mode] appears → press [Energy Consumption in Sleep Mode].



# Select [Low] or [High] → press [OK].



Details of each item are shown below.

- [Low]: Energy consumption in the Sleep mode is low, but it takes longer to recover from the Sleep mode.
- [High]: Energy consumption in the Sleep mode is high, but it takes shorter to recover from the Sleep mode.

The selected mode is set.



#### NOTE

If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

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

# Standard Paper for the Stack Bypass

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



#### **IMPORTANT**

When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

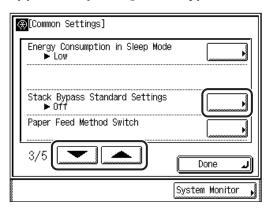


#### NOTE

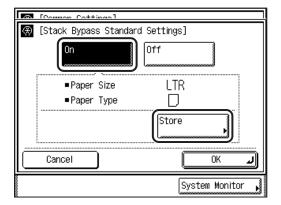
- If you are using the stack bypass as a paper source for the Copy function, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. 3-26.)
- The default setting is 'Off'.
- Press ⊚ (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

Press [▼] or [▲] until [Stack Bypass Standard Settings] appears → press [Stack Bypass Standard Settings].

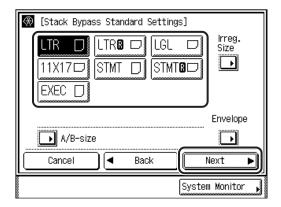


# Press [On] → [Store].



If you press [Off], proceed to step 6.

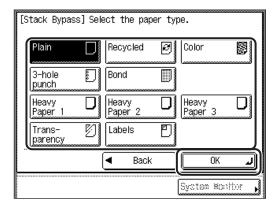
- Select the desired paper size.
  - If you want to select a standard paper size:
    - Select the desired paper size → press [Next].



NOTE

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

 $\square$  Select the desired paper type  $\rightarrow$  press [OK].



### MPORTANT

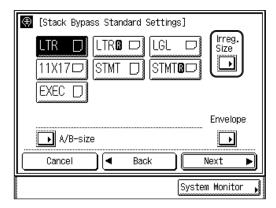
When printing on special types of paper, such as heavyweight paper or transparencies, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

### ∧ NOTE

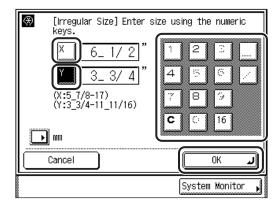
- If you select [Transparency] or [Labels], make sure that you do not specify any finishing modes (Collate, or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Available Paper Stock," on p. 2-43.

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

☐ Press [Irreg. Size].



- ☐ Press [X] to specify the horizontal axis of the paper → enter a value using the numeric keys on the touch panel display.
- □ Press [Y] to specify the vertical axis of the paper → enter a value using the numeric keys on the touch panel display.
- ☐ Press [OK].

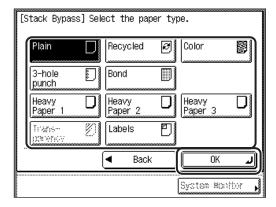


The display returns to the paper size selection screen.



- If you make a mistake when entering values, press [C] on the touch panel display
   → enter the correct values.
- You can enter only 2, 4, 8 or 16 as the denominator.
- The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.
- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ① ⑨ (numeric keys), and ⑥ (Clear) to clear your entry.
- When entering the value in millimeters, you can also change the value by pressing
   [-] or [+] in increments of 1.0 mm, even if you have entered the value.
- If you enter a value outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can use values for [X] between 5 7/8inch (148 mm) and 17inch (432 mm), and for [Y] between 3 3/4" (95 mm) and 11 11/16" (297 mm).
- □ Press [Next]

 $\square$  Select the desired paper type  $\rightarrow$  press [OK].



### IMPORTANT

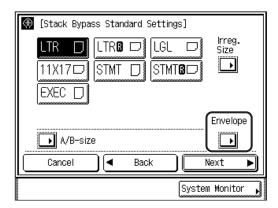
- When printing on special types of paper, such as heavyweight paper, be sure to correctly set the paper type, especially if you are using heavyweight paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select a nonstandard paper size, the Auto Zoom, finishing modes, 1 ▶ 2-Sided, 2 ▶ 2-Sided, Book ▶ 2-Sided, Two-page Separation, or Image Combination mode cannot be specified.



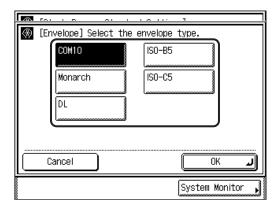
For more information on paper types, see "Available Paper Stock," on p. 2-43.

### If you want to select an envelope size:

☐ Press [Envelope].



☐ Select the envelope type → press [OK].



The display returns to the paper size selection screen.

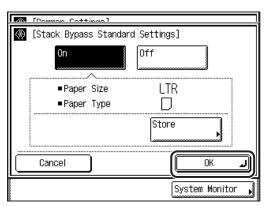
### **IMPORTANT**

- If the envelope type is not selected correctly, a paper jam may occur.
- If an envelope size is selected, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode cannot be specified.
- ☐ Press [OK].



- ∧ NOTE
  - [Transparency] can be selected only if [LTR] is selected as the paper size.
  - For more information on paper types, see "Available Paper Stock," on p. 2-43.

#### 5 Press [OK].



The selected mode is set.

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

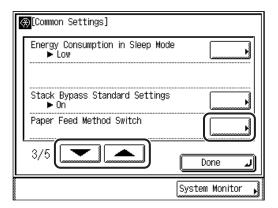
# **Paper Feed Method**

You can set the priority of copy speed or copy quality for each cassette.

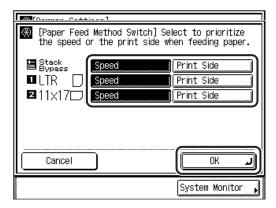


The default setting is set to copy speed for each cassette.

- If necessary, see the screen shots in steps 1 of "Initial Function at Power ON," on p. 3-15.
- Press [▼] or [▲] until [Paper Feed Method Switch] appears → press [Paper Feed Method Switch].



3 Set the priority of copy speed or copy quality for each cassette → press [OK].



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

# Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

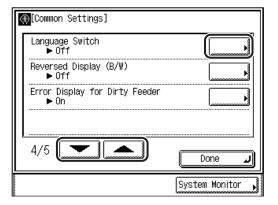


- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.
- The default setting is 'Off'.

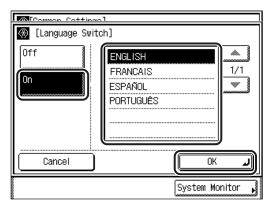
# **1** Press ⊚ (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

# Press [▼] or [▲] until [Language Switch] appears → press [Language Switch].



# Press [On] → select the desired language → press [OK].



If the desired language is not displayed, press [▼] or [▲].

If you do not want to change the display language, press [Off].

The touch panel display language changes to the selected language.

## **IMPORTANT**

Some messages may not be displayed properly in the language that you just selected. If this happens, restart the machine (turn the machine OFF, then back ON).

# Reversing the Contrast of the Touch Panel Display

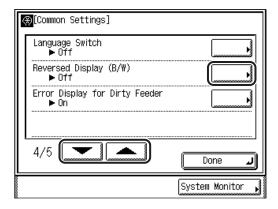
You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.



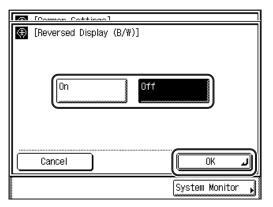
∅ NOTE

The default setting is 'Off'.

- Press ⊚ (Additional Functions) → [Common Settings]. If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p.
  - 3-15.
- Press [▼] or [▲] until [Reversed Display (B/W)] appears → press [Reversed Display (B/W)].



# Select [On] or [Off] → press [OK].



Details of each item are shown below.

The colors of the touch panel display screen are reversed (i.e., the [On]: areas that are normally light become dark, and the dark areas become light).

[Off]: The touch panel display screen returns to its default colors.

The touch panel display's contrast changes.

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

# Displaying a Feeder Error Message Prompt

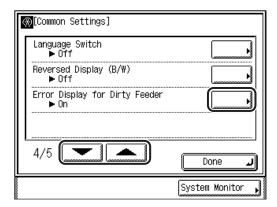
You can use the Feeder Error Message mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output.



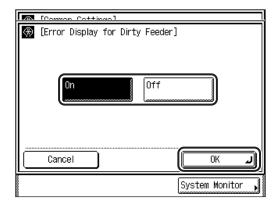
The default setting is 'On'.

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

Press [▼] or [▲] until [Error Display for Dirty Feeder] appears → press [Error Display for Dirty Feeder].



3 Select [On] or [Off] → press [OK].



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

# Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

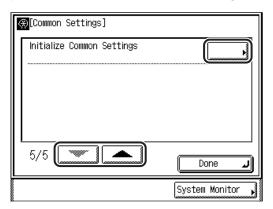


If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. 3-41.)

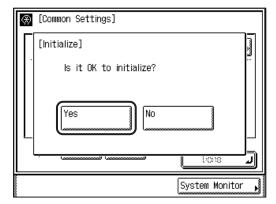
Press ⊚ (Additional Functions) → [Common Settings].

If necessary, see the screen shot in step 1 of "Initial Function at Power ON," on p. 3-15.

Press [▼] or [▲] until [Initialize Common Settings] appears → press [Initialize Common Settings].

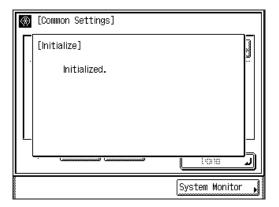


# Press [Yes].



To cancel initializing the Common Settings, press [No].

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



The Common Settings are returned to their defaults.

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

# **Timer Settings**

You can make various timer related settings for the machine, such as adjusting the current time and date, and specifying the time it takes for the machine to enter into the Sleep mode.

## 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.

GMT: The time at the Greenwich Observatory in England is

called GMT (Greenwich Mean Time).

· Time Zone: The standard time zones of the world are expressed

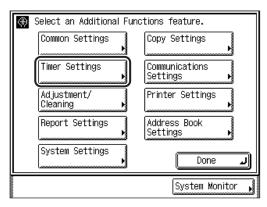
> globally in terms of the difference in hours (± up to 12 hours) from GMT (±0 hours). A time zone is a region throughout which this time difference is the same.

 Daylight Saving Time: In some countries, time is advanced throughout the

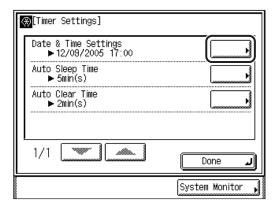
summer season. The period in which this is applied is

called "Daylight Saving Time."

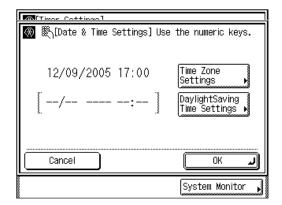
# 



# Press [Date & Time Settings].



Enter the current date (month, day, year) and time using• • (numeric keys).



Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

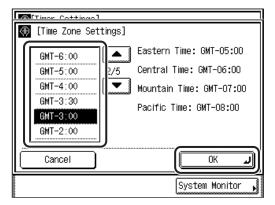
Examples: May 6 → 0506 7:05 a.m. → 0705 11:18 p.m. → 2318



If you make a mistake when entering values, press  $\odot$  (Clear)  $\rightarrow$  enter the values again, starting with the month.

### If you are setting the Time Zone:

☐ Press [Time Zone Settings] → select the time zone in which the machine is located → press [OK].





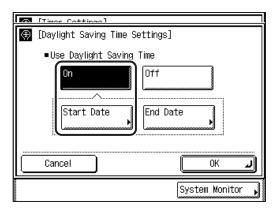
• The default setting is 'GMT-3:00'.

- Eastern time (US/Canada): GMT-5:00 - Central time (US/Canada): GMT-6:00 - Mountain time (US/Canada): GMT-7:00 GMT-8:00 - Pacific time (US/Canada):

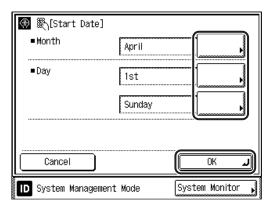
If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

### If you are setting Daylight Saving Time:

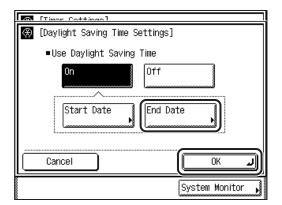
□ Press [Daylight Saving Time Settings] → [On] → [Start Date].



☐ Select the month and day from the Month and Day drop-down lists, respectively.



☐ Press [End Date] → select the month and day for which Daylight Saving Time ends → press [OK].



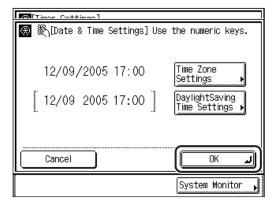
☐ Press [OK].



#### NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.
- The default setting is 'Off'.

# Press [OK].



The selected mode is set.

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

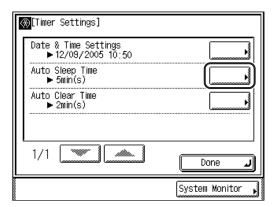
# **Auto Sleep Time**

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

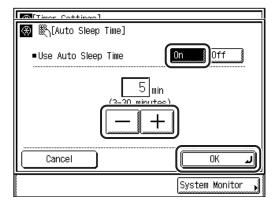


The default setting is '3' minutes.

1 Press ⊚ (Additional Functions) → [Timer Settings] → [Auto Sleep Time].



**2** Press [On] → press [-] or [+] to specify the desired Auto Sleep Time → press [OK].



The Auto Sleep Time can be set from 3 to 30 minutes.

The selected mode is set.

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

#### **Auto Clear Time**

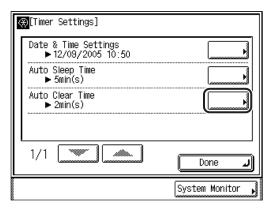
If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

The Auto Clear Time mode can be set from 0 to 9 minutes in one minute increments, and can also be set to 'Off'.

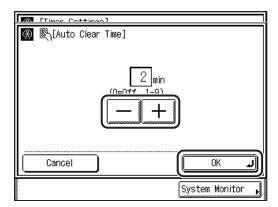


#### ∅ NOTE

- If '0' is selected, the Auto Clear Time mode is not set.
- The default setting is '2' minutes.
- Press ⊚ (Additional Functions) → [Timer Settings] → [Auto Clear Time].



Press [-] or [+] to specify the desired Auto Clear Time → press [OK].



The Auto Clear Time can be set from 0 to 9 minutes (in one minute increments). You can also enter values using ① - ⑨ (numeric keys).

The selected mode is set.

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

## **Cleaning and Adjusting the Machine**

This section describes the introductions of routine cleaning and the settings to improve the print quality and to prevent paper jams which may occur when a variety of functions are used.

Use of these settings will help you to clean the machine or to prevent a number of problems before they occur.

#### Cleaning

Routine cleaning is needed for the long use of the machine. For more information on the routine cleaning, see "Routine Cleaning," on p. 6-23. You can clean the machine by the following settings:

#### ■ Transfer Roller Cleaning

Clean the transcription roller in the main unit when the backside of paper is smudged with printing. See "Transfer Roller Cleaning," on p. 6-30.

#### **■** Fixing Unit Cleaning

Clean the fixing unit in the main unit when black streaks appear with printing or you replace the cartridges. See "Fixing Unit Cleaning," on p. 6-32.

#### ■ Feeder Cleaning

Clean the roller of the feeder when your originals have black streaks or appear dirty after scanning them. See "Automatic Feeder Cleaning," on p. 6-37.

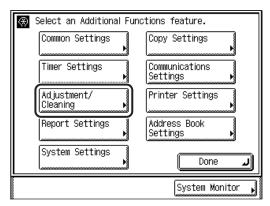
## Improving Print Quality and Density (Special Mode M)

If print quality deteriorates or an irregularity of the print density appears, the transcription output may not work adequately. Use Special Mode M to improve the print quality or irregular print density.

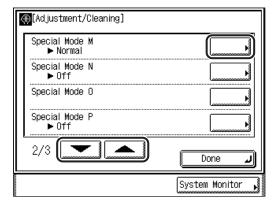


The default setting is 'Normal'.

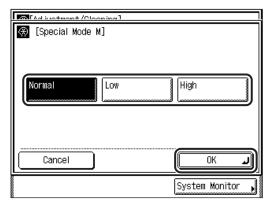
**1** Press ⊚ (Additional Functions) → [Adjustment/Cleaning].



Press [▼] or [▲] until [Special Mode M] appears → press [Special Mode M].



## Select [Normal], [Low], or [High]→ press [OK].



Details of each item are shown below:

[Normal]: In normal circumstances, use the default setting. Outputs can be printed with the normal density.

[Low]: Compensate for poor print quality that occurs when printing on the paper that was stored for a long period of time at high temperature and high humidity.

Also effective when the machine's fixing unit does not properly feed the paper that contains a lot of moisture.

[High]: Compensate for poor quality that occurs when printing on the heavyweight paper.

The selected mode is set.

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

#### **Preventing Paper Curls or Jams (Special Mode N)**

When the two-sided printing function is used, paper may curl severely or become jammed. Use Special Mode N to prevent paper curling or jamming.

#### IMPORTANT

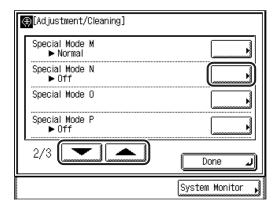
Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Two-sided printing on such paper will frequently result in a paper jam.



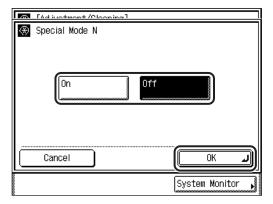
- Printing times with Special Mode N activated are longer than when the function is not used.
- The default setting is 'Off'.
  - 1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 3-57.

**2** Press [▼] or [▲] until [Special Mode N] appears → press [Special Mode N].



## Select [On] or [Off] → press [OK].



The selected mode is set.

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

#### **Preventing Paper Jams in the Two-Sided Mode (Special** Mode 0

A paper jam may occur when printing the backside of paper using the two-sided paper function. Use Special Mode O to prevent paper jams with two-sided printing.

**IMPORTANT** 

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Two-sided printing on such paper will frequently result in a paper jam.

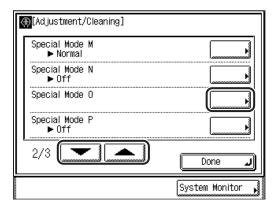
NOTE

The default settings are 'Off' for both Drawer and Stack Bypass.

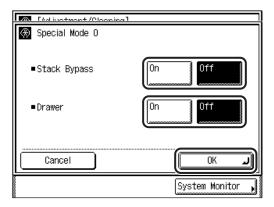
Press (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 3-57.

Press [▼] or [▲] until [Special Mode O] appears → press [Special Mode O].



Select [On] or [Off] for the desired paper source → press [OK].



The selected mode is set.

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

#### Using Lightweight Paper (Special Mode P)

When you use the lightweight paper for printing, set this function to 'On'.

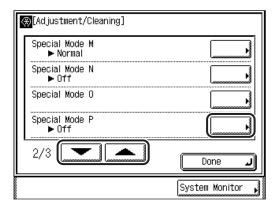


#### ∅ NOTE

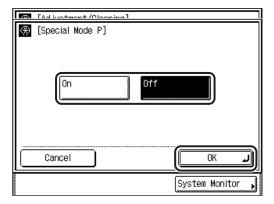
- The Special Mode P helps limit a drop in the copy speed when printing on multiple sheets of narrow-width paper in succession.
- The default setting is 'Off'.

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 3-57.

Press [▼] or [▲] until [Special Mode P] appears → press [Special Mode P].



## Select [On] or [Off] → press [OK].



Details of each item are shown below:

- [On]: Help the machine keep the copy speed when printing on multiple sheets of the lightweight paper (18 lb bond (64 g/m<sup>2</sup>)).
- [Off]: This mode is for printing on multiple sheets of the paper (18 lb to 22 lb bond (65 g/m<sup>2</sup> to 80 g/m<sup>2</sup>)). When printing on multiple sheets of the lightweight paper (18 lb bond (64 g/m²)) with this setting, the copy speed may decline.

The selected mode is set.

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

#### **Setting the Bond Special Fixing Mode**

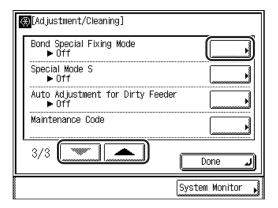
You can specify to perform special fixing for bond paper.



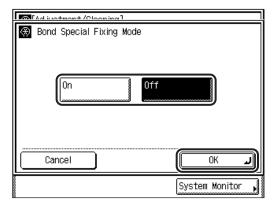
The default setting is 'Off'.

Press ⊚ (Additional Functions) → [Adjustment/Cleaning]. If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 3-57.

2 Press [▼] or [▲] until [Bond Special Fixing Mode] appears → press [Bond Special Fixing Mode].



## Select [On] or [Off] → press [OK].



The selected mode is set.

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

## **Cutting Down Waiting Time for a Next Job** (Special Mode S)

If size of paper required is different for a job that follows an extended amount of printing, there may be a waiting time before the next job starts. Use this feature to reduce the waiting time for a next job.

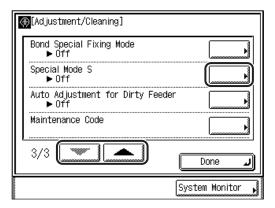


#### ∅ NOTE

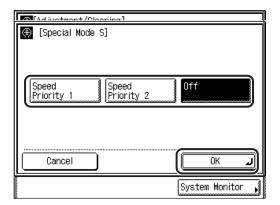
- The default setting is 'Off'.
- If you set this mode to 'Speed Priority 1' or 'Speed Priority 2', a previously printed image may reappear faintly on the next output.
- Press ( (Additional Functions) → [Adjustment/Cleaning].

If necessary, see the screen shot in step 1 of "Improving Print Quality and Density (Special Mode M)," on p. 3-57.

#### Press [▼] or [▲] until [Special Mode S] appears → press [Special Mode S].



#### Select [Speed Priority 1], [Speed Priority 2], or [Off] → press [OK].



Details of each item are shown below.

[Speed Priority 1]: Reduces the waiting time. Printing resumes quickly.

[Speed Priority 2]: Reduces the waiting time to a lesser degree.

[Off]: Does not reduce waiting time.

The selected mode is set.

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

#### Feeder Smudge Adjustment

If the feeder is dirty, copies may include unwarranted dots or lines. When this function is set to 'On', dust, dirt or foreign objects in the feeder will not be printed.

#### IMPORTANT

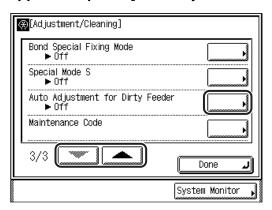
If either [JPEG] or [PDF (Compact)] is selected for [File Format] when the Send function is used, the setting for this mode is not applied.

- ∅ NOTE
  - While some dots or lines may continue to be printed when this function is set to 'On', copies are significantly clearer than when it is set to 'Off'.
  - The default setting is 'On'.

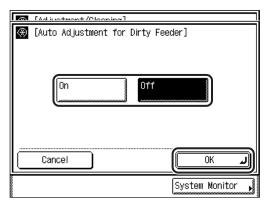
(Special Mode M)," on p. 3-57.

- **1** Press ⊚ (Additional Functions) → [Adjustment/Cleaning].

  If necessary, see the screen shot in step 1 of "Improving Print Quality and Density
- **2** Press [▼] or [▲] until [Auto Adjustment for Dirty Feeder] appears → press [Auto Adjustment for Dirty Feeder].



## Select [On] or [Off] → press [OK].



The selected mode is set.

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

# **Checking Job and Device Status**



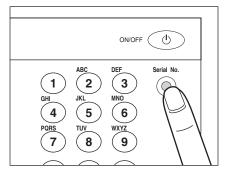
This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.

Checking the Serial Number	. 4-2
Checking Job Status	. 4-3
Copy/Print Job Details	. 4-8
Canceling Copy/Print Jobs	4-10

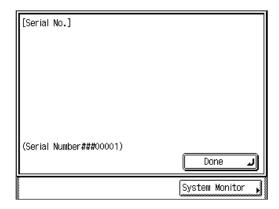
## **Checking the Serial Number**

You can check the machine's serial number.

## 1 Press ( (Serial No.) on the control panel.



The serial number of the machine is shown on the touch panel display.



## **2** Press [Done].

The display returns to the Basic Features screen.

## **Checking Job Status**

If you press [System Monitor], the System Monitor screen appears, enabling you to check the status and log of Copy, Send, Fax, and Print jobs.

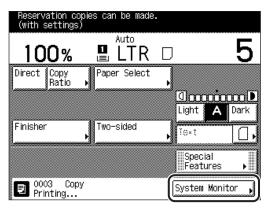
By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed. By displaying the Log, you can view all of the completed jobs or confirm that a job has been processed. It is also possible to print a fax transmissions/receptions report from the System Monitor screen.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check whether paper is loaded in all of the paper sources, check the available system memory, and the status of consumables. You can also view a list of error messages.

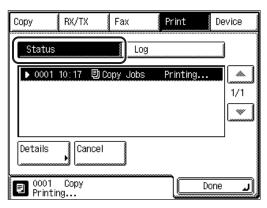


- Many of the check/change operations can also be performed from the Remote UI. (See Chapter 1, "Using the Remote UI," in the Remote UI Guide.)
- The indicator on the keys located on the bottom right of the System Monitor screen, flashes in red or green to indicate the status of jobs. The indicator flashes green when there are current jobs that are being processed, and maintains a steady green light when there are jobs in the print queue. Flashing red indicator indicates errors. For instructions on resolving errors, see Chapter 7, "Troubleshooting."

## **1** Press [System Monitor].



- From the keys located at the top of the System Monitor screen, select the job type that you want to check or change, or press [Device] to display the current status of the machine.
  - If a job type ([Copy], [RX/TX], [Fax], or [Print]) is selected:
    - ☐ Press [Status] to check the jobs currently being processed or waiting to be processed.



The example above shows the screen that is displayed when [Print] is selected.

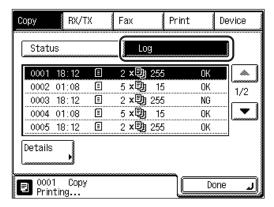
If [Fax] is selected, press [TX Job Status] or [RX Job Status] instead.



#### ∅ NOTE

For instructions on checking the status of Fax, or RX/TX jobs, see Chapter 6, "Checking/Changing the Send/Receive Status" in the Sending Guide, and Chapter 3, "Checking/Changing the Fax Status," in the Facsimile Guide.

☐ Press [Log] to check the jobs that have already been processed.



The log is organized according to the type of job. When [Print] is selected, you can press [Job Type] to select the type of job whose log you want to check.



• The table below describes the icons that are displayed on the status and log screens.

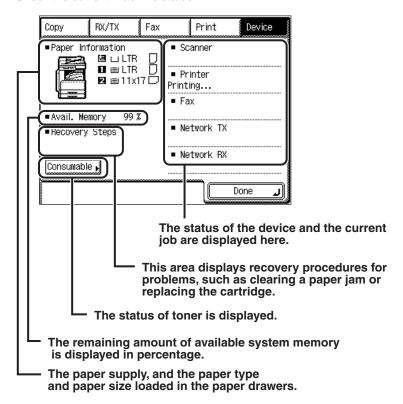
Icon (Job Status)	Description
•	Executing
•	Waiting
×	Canceling

Icon (Job Type)	Description
目	Copy Job
	Fax Job
€	IFax Job
u <del>.</del>	E-mail Job
<b>a</b>	Print Job
盲	Report Print Job

• The most recent 100 copy, fax, or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

#### • If [Device] is selected:

Check the current machine status.

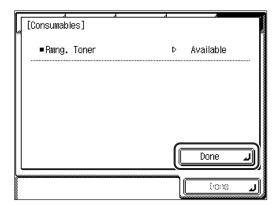




The jobs may not be accepted even if [Avail. Memory] has not reached zero percent. In this case, print or delete jobs stored in the memory and try again.

☐ Press [Consumable] to display the status of toner.

☐ When you are finished checking the status of toner, press [Done].



#### **3** Press [Done].

The display returns to the Basic Features screen.

## **Copy/Print Job Details**

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

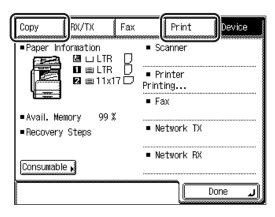


#### ∧ NOTE

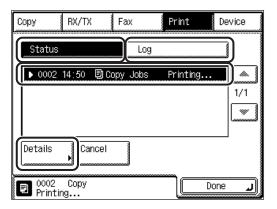
If Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor Screen:

- Copy, Send, Fax job logs, and Print job logs

Press [System Monitor] → select the job type ([Copy] or [Print]).



Press [Status] or [Log] → select the job whose details you want to check → press [Details].

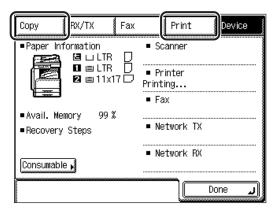


**3** Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.

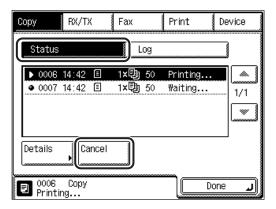
## **Canceling Copy/Print Jobs**

You can cancel the current copy/print jobs.

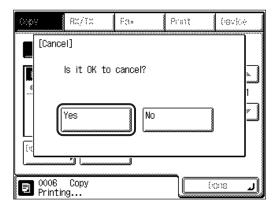
**1** Press [System Monitor] → select the job type [Copy] or [Print].



**2** Press [Status] → select the job you want to cancel → press [Cancel].



 ${m 3}$  Press [Yes], if you want to cancel the job.



4 Press [Done].

## 5 CHAPTER

## **System Manager Settings**

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

Specifying the System Manager Settings5-	-2
Department ID Management	-6
Registering the Department ID, Password, and Page Limit	j-7
Changing the Password and Page Limit5-1	13
Erasing the Department ID and Password	17
Checking and Printing Counter Information	19
Clearing Page Totals5-2	23
Accepting Print Jobs with Unknown IDs5-2	26
Device Information Settings	28
Managing User IDs5-3	30
Remote UI	32
Restricting Access to Destinations	34
Restricting the New Addresses5-3	
Restricting PC Faxing	37
Checking the Job Log5-3	39
Restricting the USB Interface Port5-4	41
Displaying Department ID/User Name	43

## **Specifying the System Manager Settings**

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.



#### **IMPORTANT**

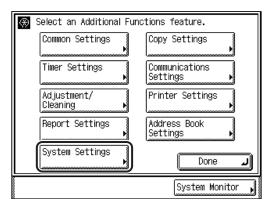
- If User ID Management is set to on, Department ID Management is set to 'Off' and System Manager ID or Password is not specified, all of the users may be considered as the Administrator even without authentication.
- When User ID Management is set to 'On', users whose user type is registered as "User" (end users) cannot change the System Manager Settings even if there are no System Manager ID and System Password set.
- If User ID Management is set to 'On', users whose user type is registered as "Administrator" can change the System Manager Settings by entering the System Manager ID and System Password, or registering the System Manager ID and System Password as their user information in advance.



#### NOTE

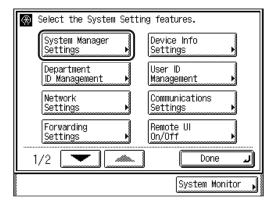
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-16.
- You can enter a maximum of 32 characters for a name.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.

## **1** Press ⊚ (Additional Functions) → [System Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 3 (numeric keys)  $\rightarrow$  press m (Log In/Out).

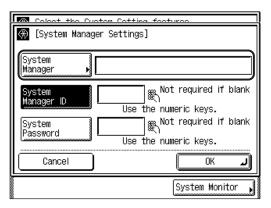
#### **2** Press [System Manager Settings].



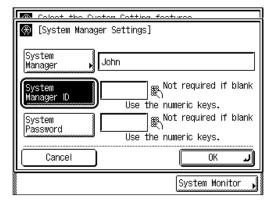
#### 

If the desired setting is not displayed, press [lacktrianglet] or [lacktrianglet] to scroll to the desired setting.

#### Press [System Manager] → enter the System Manager's name → press [OK].



Press [System Manager ID] → enter a number (up to seven digits) using ① - ⑨ (numeric keys).



You must set a System Manager ID to manage the operations of the machine.

You cannot store a System Manager ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

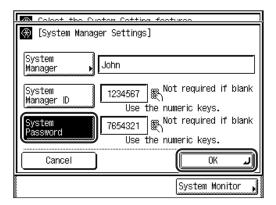
Example: If <02> or <002> is entered, <0000002> is stored.



#### NOTE

If you make a mistake when entering a number, press © (Clear) to clear the entire number.

#### Press [System Password] → enter a number (up to seven digits) using ⊙ - ⑨ (numeric keys) → press [OK].



You cannot store a System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.

To cancel storing the System Manager Settings, press [Cancel].

The display returns to the Basic Features screen.



If you make a mistake when entering the password, press © (Clear) to clear the password.

## **Department ID Management**

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Accept or reject print jobs from computers with unknown IDs.

After editing settings on Department ID Management, make sure to press 

(Log In/Out) to return to the screen for entering the Department ID and password.



#### **IMPORTANT**

- If User ID Management is set to 'On', Department ID Management is performed on the Department IDs that correspond to registered users.
- If User ID Management is set to 'On', the registered user ID and password in Department ID Management of the machine must be matched. If the registered password and Department ID are changed due to changes made in "Device Information Settings," on p. 5-28, make sure that you change the user information accordingly. For instructions on how to set user ID and password, see the Remote UI Guide.

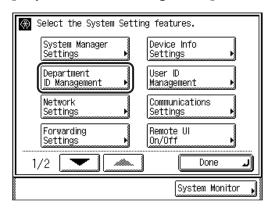


#### NOTE

- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.
- You can set the page limit from 0 to 999,999 pages.
- For the detailed information on the User ID Management, see "Using the User ID Management," on p. 2-24 and "Managing User IDs," on p. 5-30.
- The default setting is 'Off'.

#### Registering the Department ID, Password, and Page Limit

#### Press ( (Additional Functions) → [System Settings] → [Department ID Management].



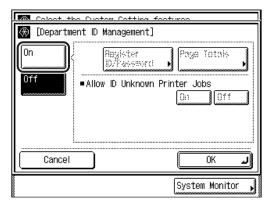
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).



#### NOTE

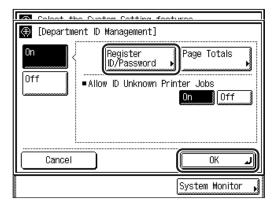
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

## Press [On].

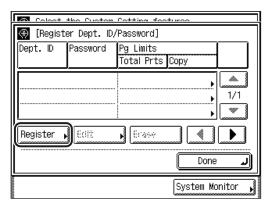


If you do not want to register a Department ID, password, or page limit restriction, press [Off] → proceed to step 11.

#### Press [Register ID/Password].

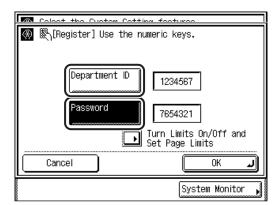


## Press [Register].



## **5** Use ① - ⑨ (numeric keys) to enter the Department ID and password.

- ☐ Press [Department ID] → enter the Department ID.
- ☐ Press [Password] → enter the password.



You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

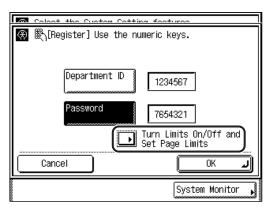
Example: If <02> or <002> is entered, <0000002> is stored.



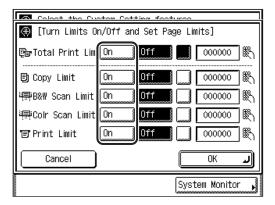
#### NOTE

- If you make a mistake when entering a number, press © (Clear) to clear the entire number.
- If you do not want to set a password, you can use the machine by entering only the Department ID.

## 6 If you want to set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



#### Press [On] under the desired function(s).



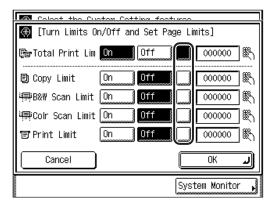
Press [Off], if you do not want to set a page limit restriction for the function.



#### NOTE

<Total Print Limit> is the sum of <Copy Limit> and <Print Limit>.

Press [ ] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ① - ⑨ (numeric keys).



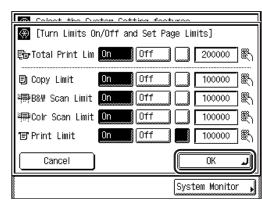
#### (III) IMPORTANT

- The machine stops sending a fax if the Scan Limit is reached while faxing a document either from memory or directly to the recipient.
- The machine stops scanning if the Scan Limit is reached while the machine is scanning originals that are being fed from the feeder. (Those originals that were scanned before the limit was reached are not added to the scan count.)



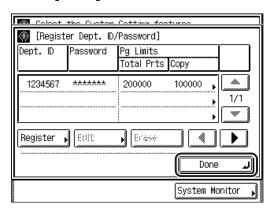
- If you make a mistake when entering a number, press © (Clear) to clear the number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

## **9** Press $[OK] \rightarrow [OK]$ .

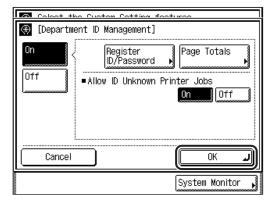


The page limit(s) for the selected function(s) are set.

## 10 Press [Done].



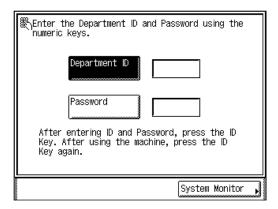
## 11 Press [OK].



∧ NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## 12 Press [Done] repeatedly until the screen below appears.



### ∅ NOTE

For instructions on entering the Department ID and password, see "Entering the Department ID and Password," on p. 2-21.

## Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

### [Department ID Management].

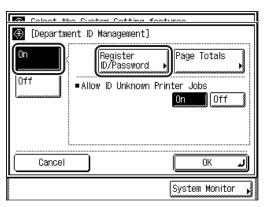
If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 5-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

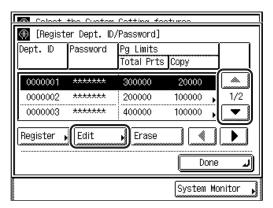


If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

## Press [On] → [Register ID/Password].



Press [▼] or [▲] to display the Department ID whose password you want to change → select the Department ID → press [Edit].

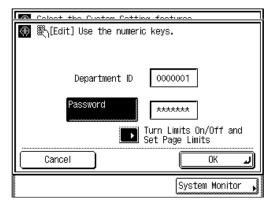




### ∧ NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

Enter the new password (up to seven digits) using ① - ⑨ (numeric keys).



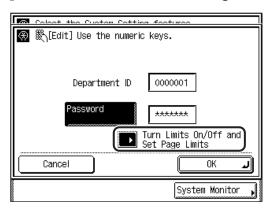
You cannot store a password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.

Example: If <02> or <002> is entered, <0000002> is stored.



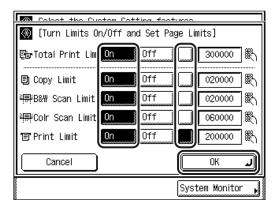
- If you make a mistake when entering the password, press © (Clear) to clear the password.
- You cannot change the Department ID.

# 5 If you want to change or set a page limit restriction, press [Turn Limits On/Off and Set Page Limits].



## **6** Change the page limit restriction if necessary.

- ☐ Press [On] under the desired function(s).
- □ Press [□] (Page Limit) next to [On]/[Off] of the desired function(s)  $\rightarrow$  enter the page limit restriction using  $\odot$   $\odot$  (numeric keys).
- ☐ Press [OK] → [OK].



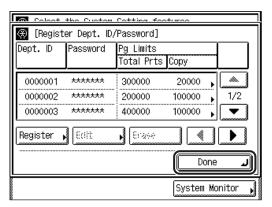
If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

The page limit(s) for the selected function(s) are set.

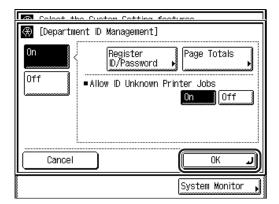


- If you make a mistake when entering a number, press © (Clear) to clear the number.
- You can set the page limit from 0 to 999,999 pages. Once the page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

### Press [Done].



## Press [OK].





If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## **Erasing the Department ID and Password**

You can erase the Department ID and password that you have registered.

### [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 5-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).



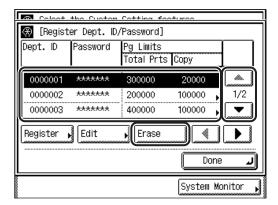
#### NOTE

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

## Press [On] → [Register ID/Password].

If necessary, see the screen shot in step 2 of "Changing the Password and Page Limit," on p. 5-13.

Press [▼] or [▲] to display the Department ID that you want to erase  $\rightarrow$  select the Department ID  $\rightarrow$  press [Erase].

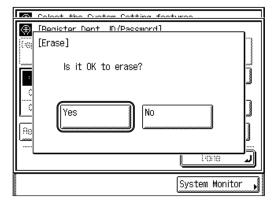




### ∧ NOTE

Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

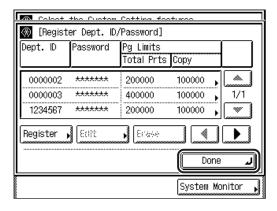
## Press [Yes].



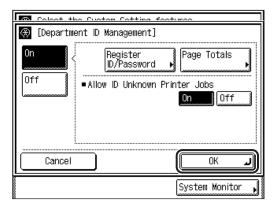
If you do not want to erase the selected Department ID and all of its settings, press [No].

The selected Department ID and all of its settings are erased.

## Press [Done].



## Press [OK].





If you selected [On] in step 2, pressing [OK] activates Department ID Management.

### Checking and Printing Counter Information

You can display and print a list of how much paper was used by each department.



#### NOTE

For instructions on registering user information on User ID Management, see the Remote UI Guide.

### Press ( (Additional Functions ) → [System Settings] → [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 5-7.

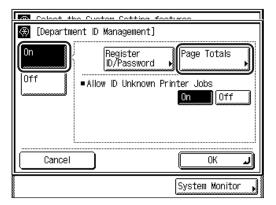
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).



### ∧ NOTE

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

## Press [On] → [Page Totals].

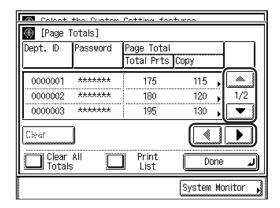


## Check or print the page total count.

The page totals that belong to print jobs without a Department ID (left blank) are the number of prints from computers that do not correspond with a registered Department ID. These prints are referred to as prints with unknown IDs.

### If you only want to check the counter information:

 $\square$  Press  $[\P]$  or  $[\blacktriangle]$  to display the desired Department ID  $\rightarrow$  press  $[\P]$  or  $[\blacktriangleright]$  to display and view the desired page totals.

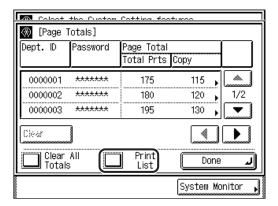


### ∅ NOTE

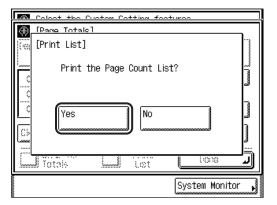
Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

### • If you want to print the displayed list:

☐ Press [Print List].



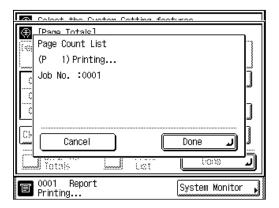
☐ Press [Yes].



If you do not want to print the displayed list, press [No].

#### Printing starts.

The screen below is displayed while the machine is printing the counter information.

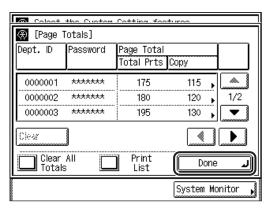




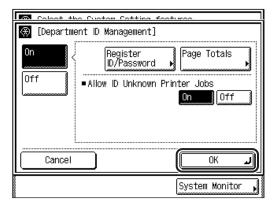
#### ∧ NOTE

- To cancel printing, press [Cancel].
- To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
- The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. 3-26.)

## Press [Done].



## Press [OK].





If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## **Clearing Page Totals**

You can clear the page totals made for all departments or for specific departments.

### [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 5-7.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

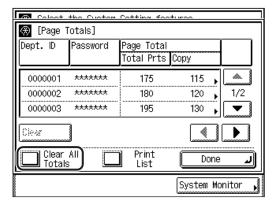


If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

## Press [On] → [Page Totals].

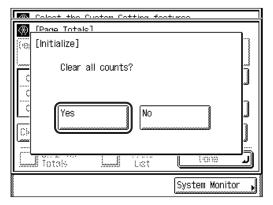
If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. 5-19.

## Press [Clear All Totals].



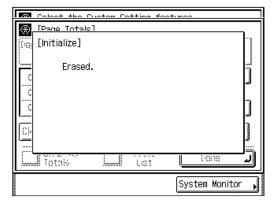
To clear one page total at a time by Department ID, press [▼] or [▲] to display the desired Department ID  $\rightarrow$  select the Department ID  $\rightarrow$  press [Clear].

## Press [Yes].



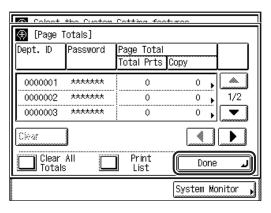
If you do not want to clear the page totals, press [No].

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

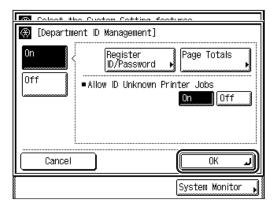


The page totals are cleared.

## Press [Done].



## Press [OK].





If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## Accepting Print Jobs with Unknown IDs

You can specify whether to accept or reject print jobs from computers that do not correspond to any registered Department ID.



NOTE

The default settings is 'On".

### Press ⊚ (Additional Functions) → [System Settings] → [Department ID Management].

If necessary, see the screen shot in step 1 of "Registering the Department ID, Password, and Page Limit," on p. 5-7.

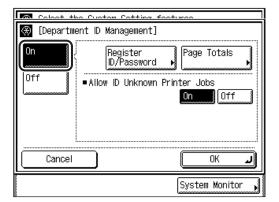
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⑨ - ⑨ (numeric keys) → press ⑩ (Log In/Out).



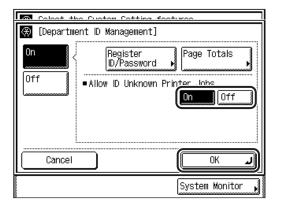
∅ NOTE

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

## **2** Press [On].



## 3 Select [On] or [Off] → press [OK].



Details of each item are shown below.

[On]: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

[Off]: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID and password to operate the machine.

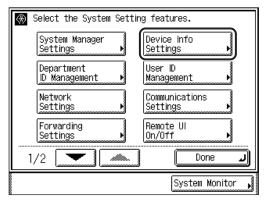
### ∧ NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## **Device Information Settings**

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

Press ⊚ (Additional Functions) → [System Settings] → [Device Info Settings].



If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

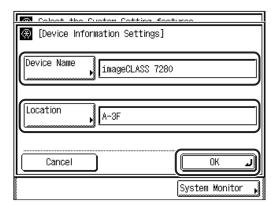


### ∅ NOTE

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

### $oldsymbol{2}$ Enter the name and location of the machine.

- $\square$  Press [Device Name]  $\rightarrow$  enter the name of the machine  $\rightarrow$  press [OK].
- □ Press [Location] → enter the place where the machine is located → press [OK].
- ☐ Press [OK].



The maximum number of characters that can be entered is 32. If you do not want to store the name and location of the machine, press [Cancel].

The device name and the location of the machine are set.



For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. 2-16.

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

## **Managing User IDs**

You can set whether or not to use the User ID Management.

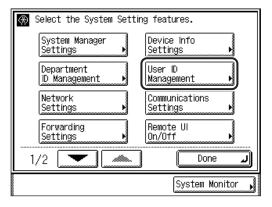
The User ID Management function enables you to register information for each of the User IDs from 0001 to 1000.



#### ∅ NOTE

- The User ID and password can be registered only from the Remote UI. For more information on the User ID Management, see the Remote UI Guide.
- You need to register the User ID and password before you set this mode to 'On'.
- One Department ID can be registered for each User ID.
- Press 

   (Additional Functions) → [System Settings] → [User ID Management].



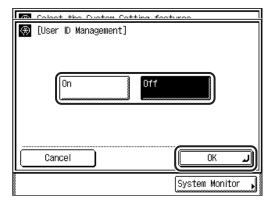
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).



#### NOTE

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

Select [On] or [Off] → press [OK].



The selected mode is set.

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

## Remote UI

You can set whether to enable the Remote UI to operate the machine and change settings.

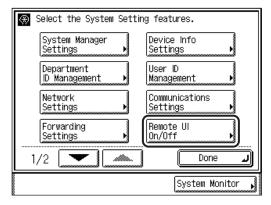
The imageCLASS MF7280 comes equipped with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the imageCLASS MF7280 can be controlled and set up through the Remote UI and network.



#### NOTE

- For more information on the Remote UI, see the Remote UI Guide.
- For instructions on configuring the Ethernet port, see the Network Guide.
- The default setting is 'On'.

### Press ⊚ (Additional Functions) → [System Settings] → [Remote UI On/Off].



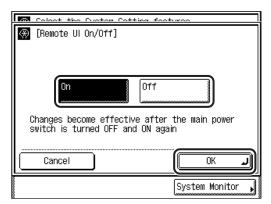
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⑨ (numeric keys) → press ⑩ (Log In/Out).



### ∧ NOTE

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

## Select [On] or [Off] → press [OK].



Details of each item are shown below.

- [On]: Settings can be specified and the machine can be operated through the Remote UI.
- Settings cannot be specified and the machine cannot be operated through the Remote UI.

The selected mode is set.



#### NOTE

The Remote UI is enabled only after you restart the machine (the main power switch is turned OFF, and then back ON).

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

## **Restricting Access to Destinations**

This section describes settings to restrict the transmission, including the restriction on specifying destinations using ① - ⑨ (numeric keys), and restrictions on transmissions from the fax driver.

## **Restricting the New Addresses**

This mode enables you to restrict the entering of new destinations. When you set New Addresses to 'On', the following are restricted:

- Specifying a destination using ① ⑨ (numeric keys).
- Registering new destinations with New Address on the Send Basic Features screen.



NOTE

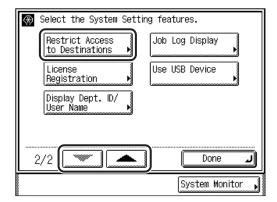
The default setting is 'Off'.

## 

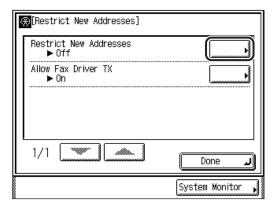
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 5-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⑨ (numeric keys) → press ⑩ (Log In/Out).

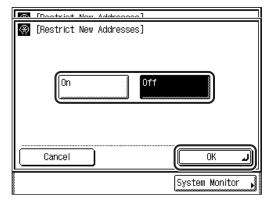
# **2** Press [▼] or [▲] until [Restrict Access to Destinations] appears → press [Restrict Access to Destinations].



## 3 Select [Restrict New Addresses]



## Select [On] or [Off] → press [OK]



Details of each item are shown below.

- [On]: Specifying a destination using ① ⑨ (numeric keys) or the new address tab is restricted.
- [Off]: Specifying a destination using ① ⑨ (numeric keys) or the new address tab is enabled.

The selected mode is set.

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

## Restricting PC Faxing

When Allow Fax Driver TX is set to 'On', you can send faxes from computers using the fax driver.



∅ NOTE

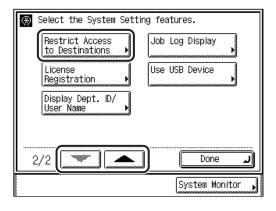
The default setting is 'On'.

## **Press** (Additional Functions) → [System Settings].

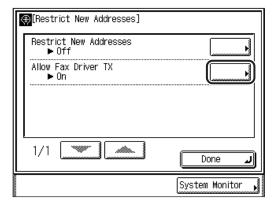
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 5-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

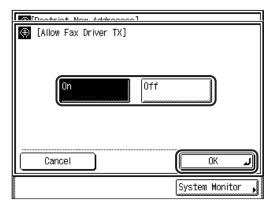
Press [▼] or [▲] until [Restrict Access to Destinations] appears → press [Restrict Access to Destinations].



## **Select [Allow Fax Driver TX]**



## Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: Sending fax from the computers using the fax driver is enabled.

[Off]: Sending fax from the computers using the fax driver is restricted.

The selected mode is set.

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

## **Checking the Job Log**

You can specify whether or not to check the job log. When you set [Job Log Display] to 'On', you can check the job log using the System Monitor screen. When you set [Job Log Display] to 'Off', the job log does not appear on the System Monitor screen.



#### NOTE

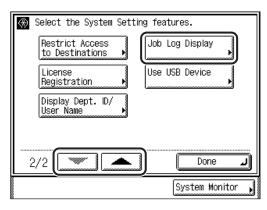
- For more information on the System Monitor screen, see "Checking Job Status," on p. 4-3.
- When you set [Job Log Display] to 'Off', Activity Reports will not be printed automatically.
- The default setting is 'On'.

## **1** Press ⊚ (Additional Functions) → [System Settings].

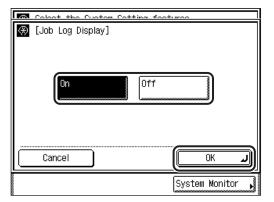
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 5-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using 0 - 9 (numeric keys)  $\rightarrow$  press m (Log In/Out).

# Press [▼] or [▲] until [Job Log Display] appears → press [Job Log Display].



## Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: The job log is displayed on the System Monitor screen.

[Off]: The job log is not displayed on the System Monitor screen.

The selected mode is set.

### **IMPORTANT**

When you set [Job Log Display] to 'Off', the job log does not appear on the System Monitor screen and the Activity Report will not be printed automatically.

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

## Restricting the USB Interface Port

Follow the procedure below to restrict jobs through the USB interface.



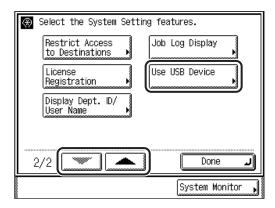
The default setting is 'On'.

Press ⊚ (Additional Functions) → [System Settings].

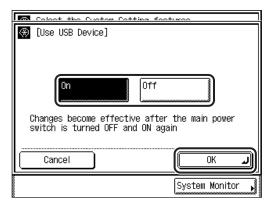
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 5-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

Press [▼] or [▲] until [Use USB Device] appears → press [Use **USB Device**].



## Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: The machine can receive the job through the USB interface.

[Off]: The machine cannot receive the job through the USB interface.

The selected mode is set.

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

## **Displaying Department ID/User Name**

You can set whether or not to display the Department ID on the Job/Print Status Display Area of the touch panel display.



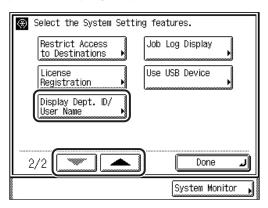
#### ∧ NOTE

- For more information on the Department ID Management, see "Department ID Management," on p. 5-6.
- The default setting is 'On'.

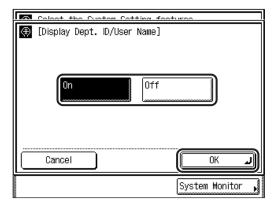
If necessary, see the screen shot in step 1 of "Specifying the System Manager Settings," on p. 5-2.

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ⊙ - ⊙ (numeric keys) → press ⊚ (Log In/Out).

Press [▼] or [▲] until [Display Dept. ID/User Name] appears → press [Display Dept. ID/User Name].



## Select [On] or [Off] → press [OK]



Details of each item are shown below.

[On]: The Department ID is displayed on the Job/Print Status Display Area.

[Off]: The Department ID is not displayed on the Job/Print Status Display Area.

The selected mode is set.

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

# 6 CHAPTER

## **Routine Maintenance**

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Drawers	6-2
Loading Paper	
Adjusting a Paper Drawer to Hold a Different Paper Size	,
Feeder	6-12
Replacing the Stamp Cartridge	6-12
Replacing the Cartridge	6-14
Routine Cleaning	6-23
Platen Glass and Underside of the Feeder	6-24
Manual Feeder Cleaning	6-25
Transfer Roller Cleaning	6-30
Fixing Unit Cleaning	6-32
Automatic Feeder Cleaning	6-37
Consumables	6-39

## **Paper Drawers**

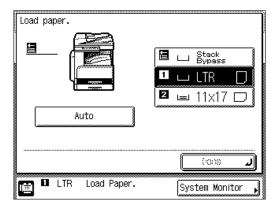
This section describes how to load paper into the paper drawers.



- The following paper sizes can be loaded into the paper drawers 1 and 2.
- LGL
- LTR
- LTRR
- 11" x 17"
- STMT
- For more information on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," on p. 2-43.

### Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display, and the error indicator blinks in red.



Follow the procedure below to load paper into the paper drawers.



### A CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

### **IMPORTANT**

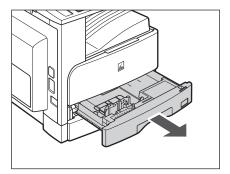
- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers, as this may cause a paper jams:
  - Severely curled or wrinkled paper
  - Lightweight straw paper: less than 18 lb bond (64 g/m²) (approximately)
  - Transparencies
  - Envelopes
  - Labels
- Paper on which color images have been copied (Do not copy on the reverse side either.)
- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side either.)
- Reverse side of the printed paper
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.



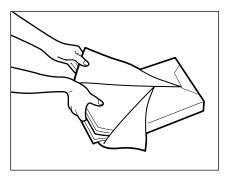
#### ∧ NOTE

- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper.
- To cancel printing, press [Cancel].

### Grip the handle of the paper drawer and pull out the paper drawer until it stops.



### Open a package of paper, and remove half of the paper stack from the package.



#### **A** CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



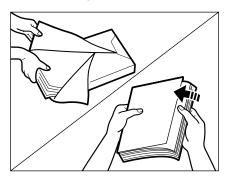
#### **IMPORTANT**

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

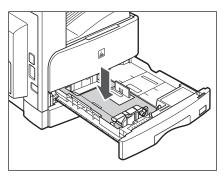


#### ∧ NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.



# $oldsymbol{3}$ Push down the metal plate to lock.

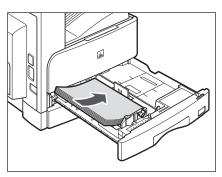


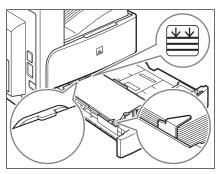
### 4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate and the paper-size detecting lever for the paper being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 6-7.)

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 6-7.)





#### **IMPORTANT**

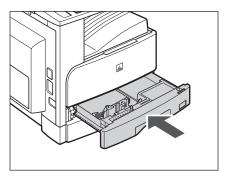
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (E) at the back of the paper drawer and the corners are below the paper size guide clips.
- Be sure to set the paper-size detecting lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.



#### NOTE

- Each paper drawer holds approximately 250 sheets of paper (22 lb bond  $(80 \text{ g/m}^2)$ ).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 8-7.

### Gently push the paper drawer back into the machine until it clicks into place in the closed position.





#### CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.



#### (III) IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

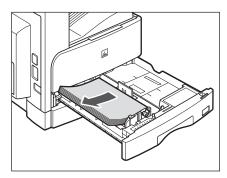


If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

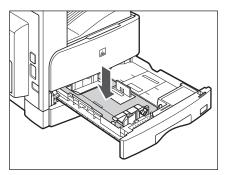
## Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of paper in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

1 Pull out the paper drawer, and remove all of the loaded paper.

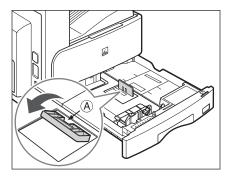


**2** Push down the metal plate to lock.



### Detach the end guide and reattach it to the slots with the mark indicating the desired paper size.

Detach the end guide by pressing down and forward. Align the end guide with the mark indicating the desired paper size. Reattach the end guide by tilting it forward and inserting the tabs at both ends into the slots. The end guide should then be returned to its vertical, upright position.

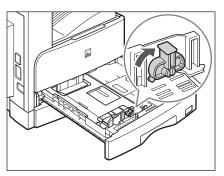




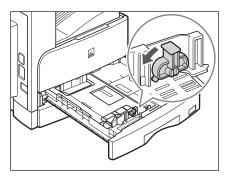
#### ∅ NOTE

Attaching the end guide while pressing down the point indicated with 'A'.

Lift the lock lever on the side guide to its upright position and slide the side guide to the groove marked for the desired paper size.



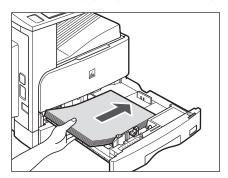
### Lower the lock lever to the left to lock the side guide.



#### IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is positioned incorrectly to the type of paper loaded in the paper drawer, the wrong paper type will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

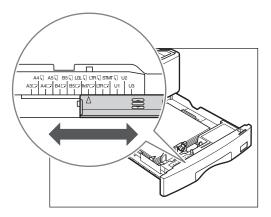
#### 6 Load the appropriate size of paper into the paper drawer.



#### **A** CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

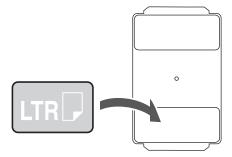
Set the paper-size detecting lever, located on the left side of the paper drawer, to match the size of the paper being loaded.



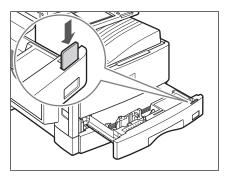
### **IMPORTANT**

Be sure to set the paper-size detecting lever correctly. If the lever is positioned incorrectly to the size of paper loaded in the paper drawer, the wrong paper type will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

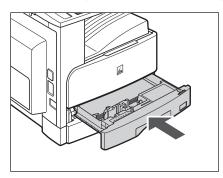
Stick the appropriate paper size label on the paper size plate.



### Change the paper size plate to match the new paper size.



### 10 Gently push the paper drawer back into the machine until it clicks into place in the closed position.



#### **A** CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

## Feeder

Originals can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

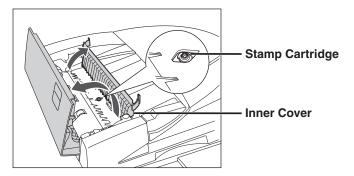


#### **IMPORTANT**

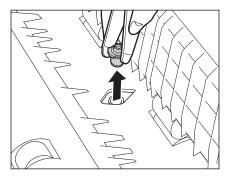
When replacing the stamp cartridge, take care not to allow ink to come in contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.

# Replacing the Stamp Cartridge

1 Open the feeder cover, then open the inner cover by holding its front tab.



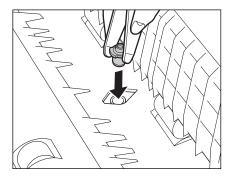
**2** Remove the old stamp cartridge using the tweezers.





Widen the tweezers if necessary.

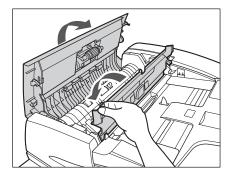
# 3 Insert a new stamp cartridge into the feeder using the tweezers until it clicks.



### (IMPORTANT

- Set the stamp cartridge so that the two projections on the cartridge are aligned with the hollows on the feeder.
- Be careful that the stamping surface of the stamp cartridge does not protrude.
- Insert the stamp cartridge properly, or it may cause paper jams.

# 4 Gently close the inner cover and the feeder cover until it clicks.



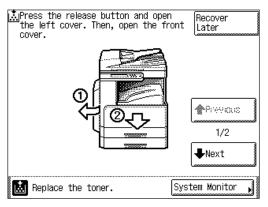
### A

#### **CAUTION**

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

# Replacing the Cartridge

When prints can no longer be made as toner runs out completely, a screen showing how to replace the cartridge, like the one shown below, appears on the touch panel display. Follow the instructions shown on the screen.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without replacing the cartridge immediately.



#### **WARNING**

- Do not burn or throw used cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
- When discarding used cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.



#### CAUTION

- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water.
   Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

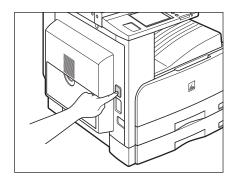
### IMPORTANT

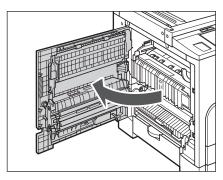
- Use only cartridge recommended for use on this machine.
- Do not replace cartridge until the message prompting you to do so appears.
- Do not attempt to replace the cartridge while the machine is printing.



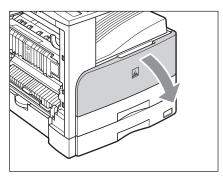
- Complete instructions on how to replace the cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the cartridge.

# 1 Press the button on the left cover of the main unit, and open the left cover.

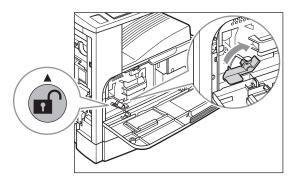




### **2** Open the front cover.



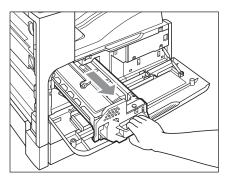
### Rotate the unlock lever until it clicks.



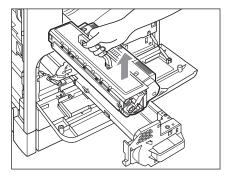
### IMPORTANT

Make sure that the ▼ (down arrow) on the lever is aligned with the ▲ (up arrow) of the (Unlock) icon position before proceeding.

While grasping the handle of the cartridge holder, pull the cartridge holder out of the machine until it stops.

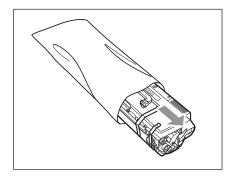


# **5** While grasping the handle of the cartridge, remove the cartridge from the cartridge holder.



Lift the cartridge straight up.

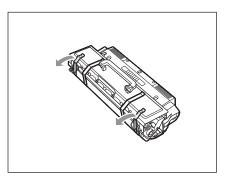
### 6 Take the new cartridge out of the protective bag.



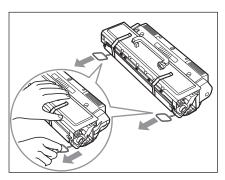
### IMPORTANT

Keep the protective bag in which the cartridge came in. It may be required when removing the cartridge for machine maintenance.

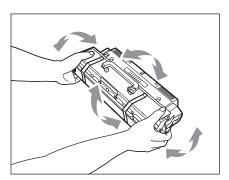
Place the cartridge on a flat surface, and remove only the short shipping tape affixed on both other sides of the cartridge.



Remove the packing materials.

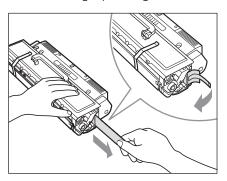


Hold the cartridge, shake it gently five or six times from side to side, then back and forth to evenly distribute the toner inside.



### $10\,$ Pull out the sealing tape completely in the direction of the arrow in the illustration below while supporting the cartridge.

Pull the sealing tape straight out.





#### **A** CAUTION

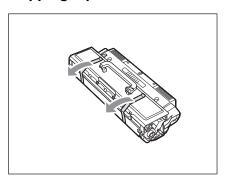
- If the sealing tape is pulled out forcefully or stopped at midpoint, toner may leak. If toner gets into your eyes or mouth, rinse it out immediately with cold water and consult a physician.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.



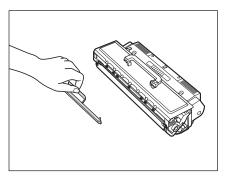
#### ∧ NOTE

- Pull out the sealing tape completely from the cartridge. If the sealing tape remains in the cartridge, it may result in a deterioration in print quality.
- Dispose of the sealing tape according to local regulations.

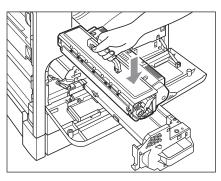
### 11 Place the cartridge on a flat surface, and remove the long shipping tape affixed on both sides of the cartridge.



# 12 Remove the protective cover by pulling its tab.



13 While grasping the handle of the new cartridge, insert the cartridge into the cartridge holder.

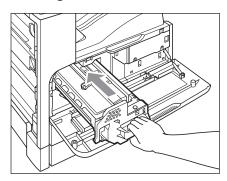




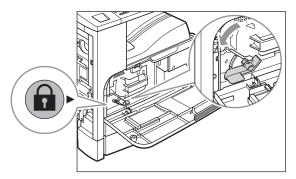
∧ NOTE

Use only the cartridge recommended for use in this machine.

14 While grasping the handle of the cartridge holder, push the cartridge holder in the machine as far as it will go.



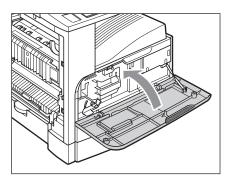
## 15 Rotate the lever to the locked position.



#### **IMPORTANT**

Make sure that the ▼ (down arrow) on the lever is aligned with the ▶ (right arrow) of the (Lock) icon position.

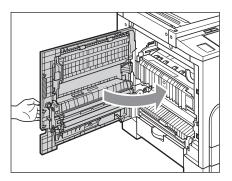
### 16 Close the front cover.



#### **A** CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

17 Gently close the left cover of the main unit until it clicks by placing your hand on the hand symbol located on the left cover.





### **A** CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

# **Routine Cleaning**

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Platen glass
- Underside of the feeder
- · Feeder scanning area
- Document Feeding Roller



#### WARNING

- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.
- 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.



#### **CAUTION**

Do not dampen the cloth too much, as this may damage the original or break the machine.



#### **IMPORTANT**

- Sending or receiving documents cannot be done when the main power switch is OFF.
- Any sent or received documents stored in the memory are backed up for about 60 minutes. If the machine is turned OFF.

### Platen Glass and Underside of the Feeder

Clean the platen glass and the underside of the feeder following the procedure below.



#### **WARNING**

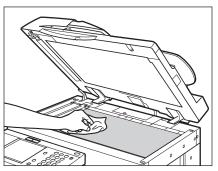
When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.



#### IMPORTANT

If the platen glass or the underside of the feeder is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

Clean the platen glass and the underside of the feeder with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.







#### CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

### **Manual Feeder Cleaning**

If your originals have black streaks or appear dirty after scanning them through the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedures to clean the feeder scanning area, film, and rollers.



#### WARNING

When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.



#### **CAUTION**

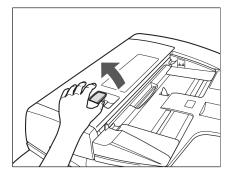
Do not dampen the cloth too much, as this may damage the original or break the machine.



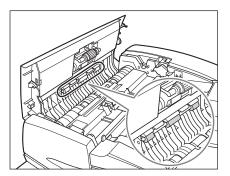
#### IMPORTANT

- If the feeder scanning area is dirty, it may result in a paper jam or blemished print output.
- Spin the rollers while cleaning them.

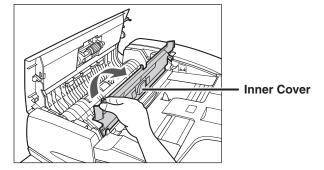
## 1 Open the feeder cover.



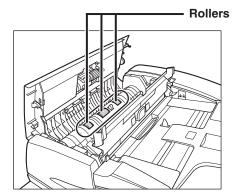
Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



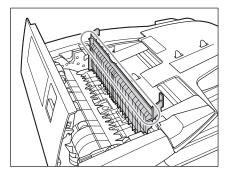
Open the inner cover, holding it by its front tab.



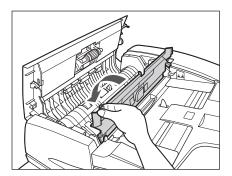
4 Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



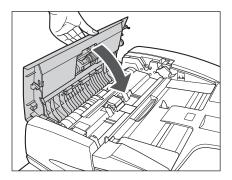
### Close the inner cover.



### **A** CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

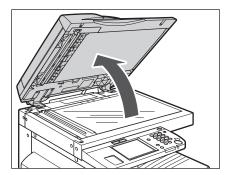
### Close the feeder cover.



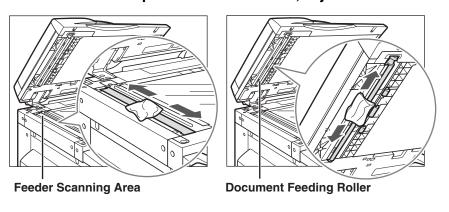
### **A** CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

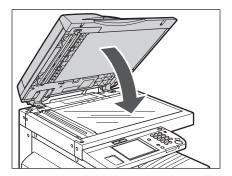
### $m{8}$ Open the feeder.



**9** Clean the feeder scanning area (the left side of the platen glass) and the document feeding roller, with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



### 10 Close the feeder.



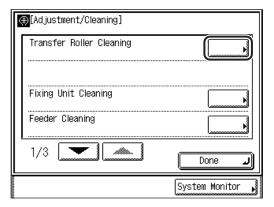
#### **CAUTION**

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

### Transfer Roller Cleaning

If the backside of paper is smudged with printing, the transcription roller in the main unit may be dirty. Should this occur, use the Transfer Roller Cleaning function to clean the transcription roller.

[Transfer Roller Cleaning].

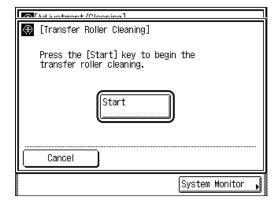




#### ∧ NOTE

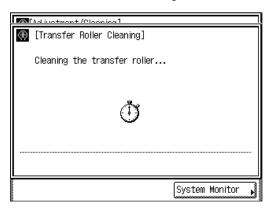
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

### Press [Start].



To cancel the transcription roller cleaning, press [Cancel].

While the transfer roller is being cleaned, the screen below appears.



The display returns to the Adjustment/Cleaning screen.

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

### Fixing Unit Cleaning

If black streaks appear with printing, the fixing unit in the main unit may be dirty. Should this occur, use the Fixing Unit Cleaning function to clean the fixing unit. The fixing unit should also be cleaned each time the cartridge is replaced. Print the cleaning pattern on LTR paper for cleaning the fixing unit.



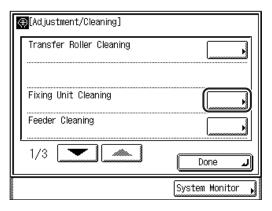
#### **IMPORTANT**

The cleaning pattern can only be printed on LTR paper.



Cleaning the fixing unit takes approximately 100 seconds.

[Fixing Unit Cleaning].

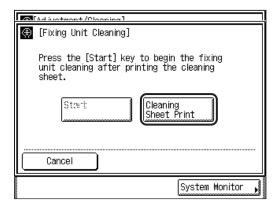




#### ∅ NOTE

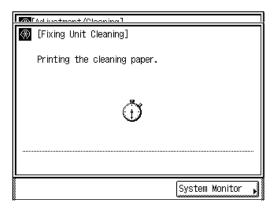
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

### **2** Press [Cleaning Sheet Print].

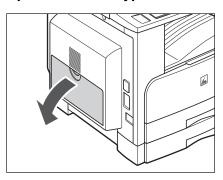


To cancel printing the cleaning paper, press [Cancel].

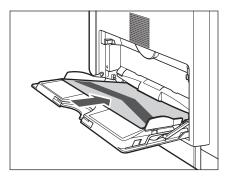
The cleaning paper is printed. You will use this paper as the cleaning paper.



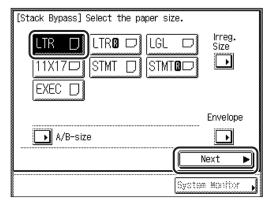
### **3** Open the stack bypass.



### Load the cleaning paper with the side on which the letter "V" is printed facing up.

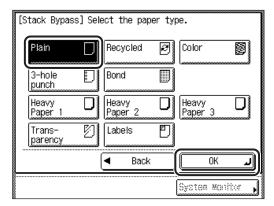


### Select the paper size → press [Next].



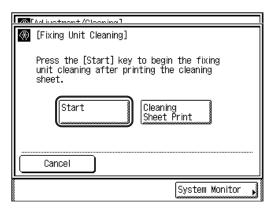
Select [LTR].

### **6** Select the paper type $\rightarrow$ press [OK].



Select [Plain].

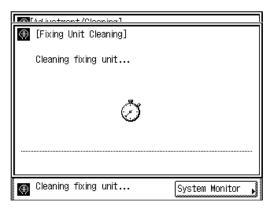
### 7 Press [Start].



If a cleaning paper jam occurs, the error indicator blinks in red. Press [Cancel] and remove the jammed cleaning paper.

To cancel the fixing unit cleaning, press [Cancel].

While the fixing unit is being cleaned, the screen below appears.



The display returns to the Adjustment/Cleaning screen.

Throw away the cleaning paper after use.

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

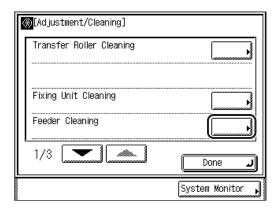
### **Automatic Feeder Cleaning**

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.



It takes approximately 20 seconds to clean the feeder.

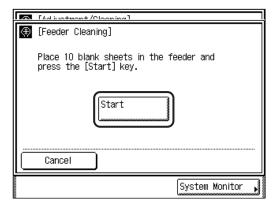
**1** Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].





If the desired setting is not displayed, press  $[\P]$  or  $[\blacktriangle]$  to scroll to the desired setting.

### Place 10 sheets of blank paper into the feeder → press [Start].

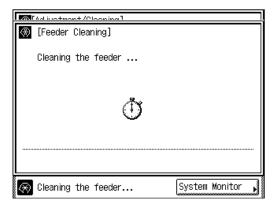


Make sure that you fan the sheets of paper well.

Use LTR paper.

To cancel feeder cleaning, press [Cancel].

While the feeder is being cleaned, the screen below appears.



The display returns to the Adjustment/Cleaning screen.

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

The feeder is clean. Try scanning again.

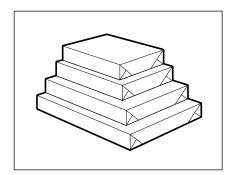
# **Consumables**

The following consumables and accessories are available from Canon. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center.

We recommend that you order the following consumables from Canon Authorized Service Facilities or the Canon Customer Care Center before your stock runs out.

### ■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), labels, and other types of paper stock are available. For more information, contact Canon Authorized Service Facilities or the Canon Customer Care Center.





### **CAUTION**

Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.



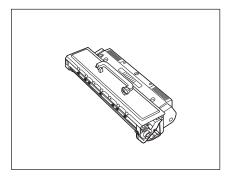
### **IMPORTANT**

- For high-quality printouts, use paper recommended by Canon.
- To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.
- Some commercially available paper types are not suited for this machine. Contact Canon Authorized Service Facilities or the Canon Customer Care Center when you need to purchase paper.

### ■ Cartridge

If a message prompting you to replace the cartridge appears on the touch panel display, replace the used cartridge with a new one.

Use only cartridges recommended for use on this machine.





### **WARNING**

- Never dispose cartridges in a fire or incinerator, as this may result in an explosion.
- Do not store cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.



### **⚠** CAUTION

Keep cartridge and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

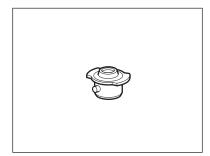


### **IMPORTANT**

- Store cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F (30°C), and humidity below 80%.)
- Never store the cartridges in a vertical position.

### **■** Stamp Cartridge

The stamp cartridge is used to stamp originals. Use only the stamp cartridges recommended for use on this machine.



# CHAPTER

# **Troubleshooting**

This chapter describes what to do in response to paper jams in the main unit, and an error message screen.

Reducing the Frequency of Paper Jams	7-2
Clearing Paper Jams	7-3
Screens Indicating the Locations of Paper Jams	
Fixing Unit (Inside the Main Unit)	7-6
Duplex Unit	7-10
Feeder	7-13
Stack Bypass	7-17
Paper Drawer 1	7-19
Paper Drawer 2	7-23
List of Error Messages	7-26
Self-Diagnostic Display	7-26
List of Error Codes without Messages	
If Memory Becomes Full during Scanning	7-30
Service Call Message	7-31
If You Cannot Solve the Problem	7-33

# **Reducing the Frequency of Paper Jams**

If paper jams occur frequently, when there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

- There are torn pieces of paper left inside the machine.
  - Pulling jammed paper out of the machine by force may leave torn pieces of paper left inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all torn pieces as well.
- The paper-size detecting lever is set incorrectly.
  - Make sure that the paper-size detecting lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper-size detecting lever is set incorrectly, paper jams may occur more frequently. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 6-7.)

# **Clearing Paper Jams**

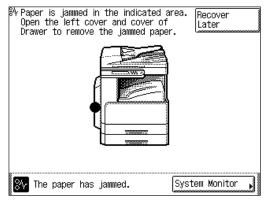
If a paper jam occurs, the following screens appear on the touch panel display.

# Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

### ■ Example of a Screen Indicating the Location of the Paper Jam

When a paper jam occurs, a black circle that appears on the screen indicates the location of the paper jam. Follow the instructions on how to clear the paper jam appear along the topside of the screen.



When you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without removing the jammed paper immediately.



### **IMPORTANT**

When a paper jam occurs in the Feeder, you cannot continue operating the machine. Follow the instructions on the touch panel display to remove the jammed paper. (See "Feeder," on p. 7-13.)



### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.



### **CAUTION**

- When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.
- When removing paper which has become jammed inside the machine, take care
  not to cut your hands or injure yourself on the parts on the inside of the
  machine. If you cannot remove the paper, please contact Canon Authorized
  Service Facilities or the Canon Customer Care Center.
- When removing paper which has become jammed inside the machine, take care
  not to allow the toner on the jammed paper to come into contact with your
  hands or clothing, as this will dirty your hands or clothing. If they become dirty,
  wash them immediately with cold water. Washing them with warm water will set
  the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove
  the jammed paper gently to prevent the toner on the paper from scattering and
  getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash
  them immediately with cold water and immediately consult a physician.
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- Remove your hands from the machine as soon as you finish clearing a paper jam. Otherwise, your clothing or hand may become caught in the roller, resulting in injury.



### NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

# 1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

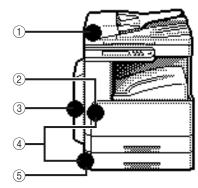


### IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.



- Some areas that are shown to have paper jams may not actually have paper jams.
   However, always check all locations indicated on the touch panel display in the order that is given.
- When paper is jammed in several locations, the following image with the black circles appears on the screen.



- 1) Feeder (See "Feeder," on p. 7-13.)
- ② Stack Bypass (See "Stack Bypass," on p. 7-17.)/Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 7-6.)
- 3 Duplex Unit (See "Duplex Unit," on p. 7-10.)
- 4 Paper Drawer 1 (See "Paper Drawer 1," on p. 7-19.)
- (5) Paper Drawer 2 (See "Paper Drawer 2," on p. 7-23.)
- **2** After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.
- **3** Continue to follow the procedure and instructions on the touch panel display.

Once you have cleared all of the jammed paper in locations other than the feeder, printing or copying resumes.

If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

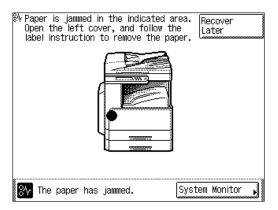


### NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

# Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### WARNING

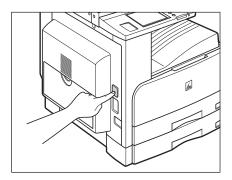
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

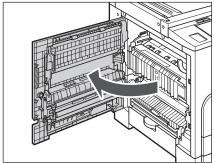


### **CAUTION**

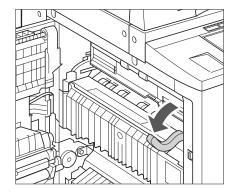
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care
  not to allow toner on the jammed paper to come into contact with your hands or
  clothing, as this will dirty your hands or clothing. If they become dirty, wash
  them immediately with cold water. Washing with warm water will set the toner
  and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove
  the jammed paper gently to prevent the toner on the paper from scattering and
  getting into your eyes or mouth. If toner gets into your eyes or mouth, wash
  them immediately with cold water and immediately consult a physician.

# 1 Press the button on the left cover of the main unit, and open the left cover.





# **2** Push down the green fixing lever.

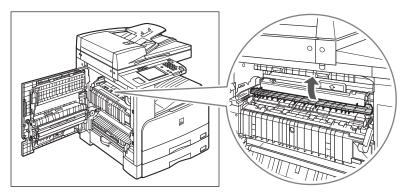


# A

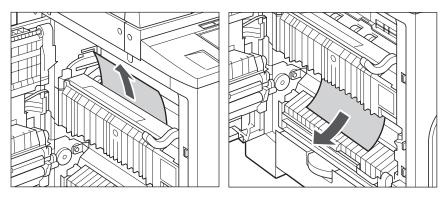
# **CAUTION**

The parts located around the exit slot guide and the fixing unit are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.

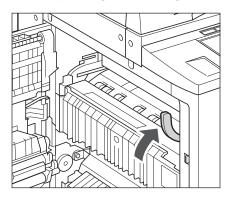
# Hold the green knob, lift the upper cover of the fixing unit.



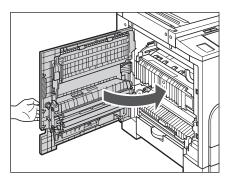
# Remove any jammed paper.



# Push up the green fixing lever.



Place your hand where the hand symbol (€) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



# **A** CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

7 Follow the instructions on the touch panel display.

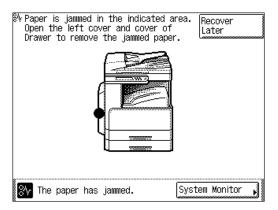


### ∧ NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# **Duplex Unit**

If a paper jam occurs inside the duplex unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### **WARNING**

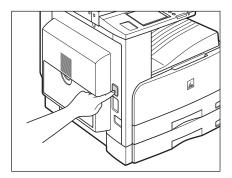
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

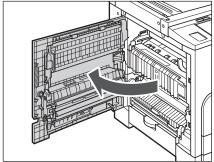


### **CAUTION**

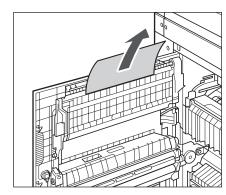
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care
  not to allow toner on the jammed paper to come into contact with your hands or
  clothing, as this will dirty your hands or clothing. If they become dirty, wash
  them immediately with cold water. Washing with warm water will set the toner
  and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove
  the jammed paper gently to prevent the toner on the paper from scattering and
  getting into your eyes or mouth. If toner gets into your eyes or mouth, wash
  them immediately with cold water and immediately consult a physician.

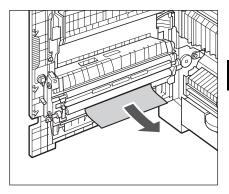
# Press the button on the left cover of the main unit, and open the left cover.





# Remove any jammed paper.



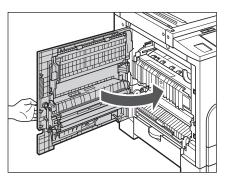


# **A** CAUTION

Some parts of the duplex unit are subject to high temperature. When removing jammed paper, take care not to touch anything in this unit.



When removing the jammed paper from the bottom of the duplex unit, pull the jammed paper slightly toward the inside. Do not pull the jammed paper right below. Place your hand where the hand symbol (€) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.



# **A** CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Follow the instructions on the touch panel display.

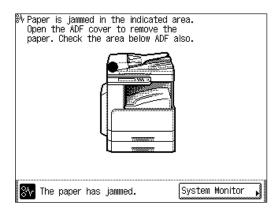


### ∅ NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# Feeder

If a paper jam occurs in the feeder, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### **WARNING**

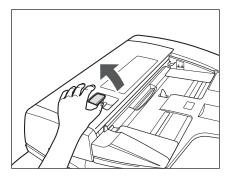
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.



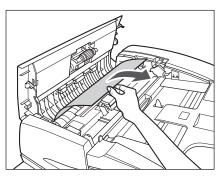
### CAUTION

When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.

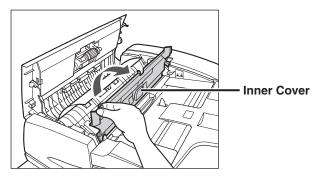
# 1 Open the feeder cover.



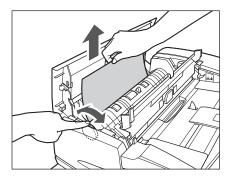
# Remove any jammed originals.



- IMPORTANT Do not pull the jammed original forcefully. Doing so may tear the original.
- 3 Open the inner cover, holding it by its front tab.



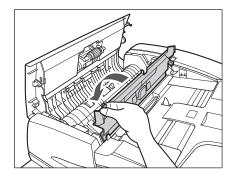
Turn the feed dial and remove any jammed originals.





If you cannot remove the original, proceed to step 5.

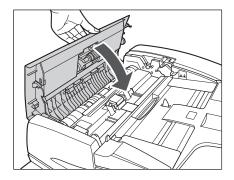
# Close the inner cover.



# **A** CAUTION

When closing the inner cover, be careful not to get your fingers caught, as this may result in personal injury.

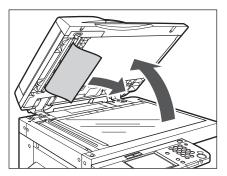
# Close the feeder cover.



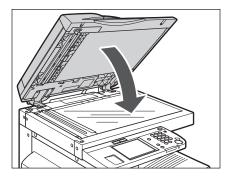
# **CAUTION**

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

# Open the feeder and remove any jammed originals.



# Close the feeder.



# **A** CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

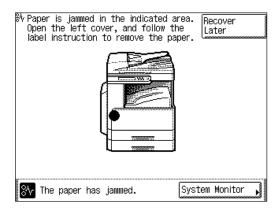
# Follow the instructions on the touch panel display.



The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### **WARNING**

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

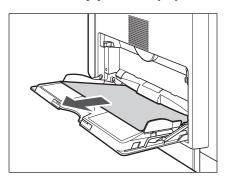


### CAUTION

- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care
  not to allow toner on the jammed paper to come into contact with your hands or
  clothing, as this will dirty your hands or clothing. If they become dirty, wash
  them immediately with cold water. Washing with warm water will set the toner
  and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove
  the jammed paper gently to prevent the toner on the paper from scattering and
  getting into your eyes or mouth. If toner gets into your eyes or mouth, wash
  them immediately with cold water and immediately consult a physician.

# Remove all paper from the stack bypass.

# Remove any jammed paper.





# ∧ NOTE

If you cannot remove the jammed paper, follow the procedures described in "Fixing Unit (Inside the Main Unit)," on p. 7-6.

# Follow the instructions on the touch panel display.

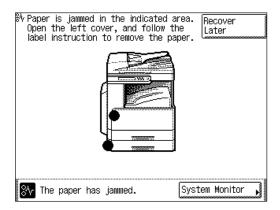


### ∧ NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# Paper Drawer 1

If a paper jam occurs inside the paper drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### **WARNING**

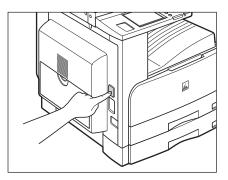
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

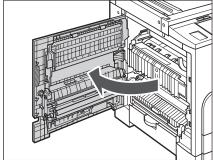


### CAUTION

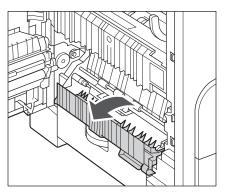
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care
  not to allow toner on the jammed paper to come into contact with your hands or
  clothing, as this will dirty your hands or clothing. If they become dirty, wash
  them immediately with cold water. Washing with warm water will set the toner
  and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

# Press the button on the left cover of the main unit, and open the left cover.

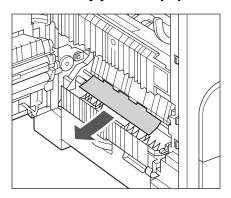




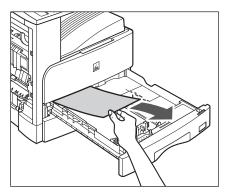
# Open the paper drawer's left cover.



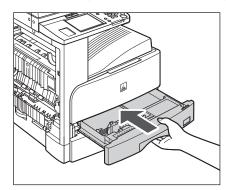
# Remove any jammed paper.



# 4 Pull out the paper drawer and remove any jammed paper.



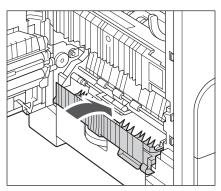
# Gently push the paper drawer back into the machine until it clicks into place in the closed position.



# **A** CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

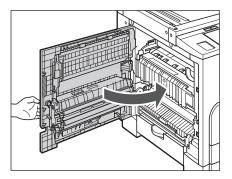
# Close the paper drawer's left cover.



### A CAUTION

When closing the paper drawer's left cover, be careful not to get your fingers caught, as this may result in personal injury.

Place your hand where the hand symbol ( ) is located on the left cover of the main unit, and then gently close the left cover until it clicks into place in the closed position.





### **CAUTION**

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Follow the instructions on the touch panel display.

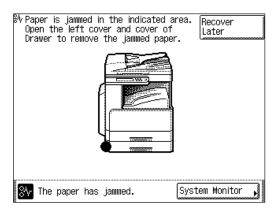


### ∧ NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# Paper Drawer 2

If a paper jam occurs inside the paper drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.





### **WARNING**

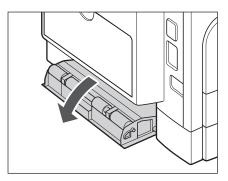
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.



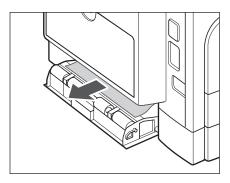
### CAUTION

- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.
- When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care
  not to allow toner on the jammed paper to come into contact with your hands or
  clothing, as this will dirty your hands or clothing. If they become dirty, wash
  them immediately with cold water. Washing with warm water will set the toner
  and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove
  the jammed paper gently to prevent the toner on the paper from scattering and
  getting into your eyes or mouth. If toner gets into your eyes or mouth, wash
  them immediately with cold water and immediately consult a physician.

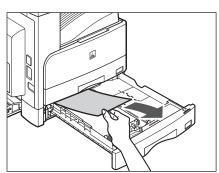
# Open the paper drawer's left cover.



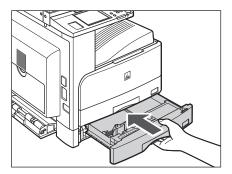
# Remove any jammed paper.



# Pull out the paper drawer and remove any jammed paper.



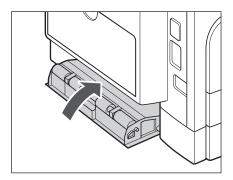
# Gently push the paper drawer back into the machine until it clicks into place in the closed position.



### **A** CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

# Close the paper drawer's left cover.





### **⚠** CAUTION

When closing the left cover of the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

# **6** Follow the instructions on the touch panel display.



The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 7-3.

# **List of Error Messages**

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Facsimile Guide* and the *Network Guide*.

# **Self-Diagnostic Display**

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display when:

- scanning or printing cannot be performed because of an operational error.
- you need to make a decision or take some action during scanning, copying, or printing.
- you need to make a decision or take some action while browsing the network.
   The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

### Load Paper.

Cause 1 The machine has run out of paper. No more prints can be made.

Remedy Load paper. (See "Paper Drawers," on p. 6-2.)

Cause 2 The paper drawer is not inserted correctly.

Remedy Insert the paper drawer properly. (See "Paper Drawers," on p. 6-2.)

### LTR Load paper.

Cause The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.

Remedy 1 Load the indicated paper size into the machine. If you press ① (Start) while this message is displayed, prints are made with the currently selected paper size.

Remedy 2 When the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. 3-26.)

 $\triangle$  Return page 1 to the top, and then press the Start key.

Cause 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 ① (Start).

 $\triangle$  Remove the paper from the output tray.

Cause Prints from the previous job remain in the output tray.

Remedy Remove the prints remaining in the output tray. Printing automatically resumes.

Replace the toner.

Cause Printing is not possible because the toner has run out.

Remedy Replace the cartridge. (See "Replacing the Cartridge," on p. 6-14.)

 $\triangle$  Place the original on the platen glass.

Cause The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.

Remedy Place the original on the platen glass.

Cause An original remains on the platen glass.

Remedy Remove the original from the platen glass, and place the new original.

⚠ Remove the original from the feeder.
 Cause The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.
 Remedy Remove the original from the feeder.
 Platen Glass is dirty.
 Cause The feeder's scanning area is dirty.
 Remedy Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 6-25.)

# List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See "Copy/Print Job Details," on p. 4-8.)

If a fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and TX Report. However, if a send job is canceled, "STOP" is printed in the Results column on the TX Report. (See Chapter 7, "Printing Communication Reports," in the *Facsimile Guide*.)

Perform the necessary procedures according to the error code.

# 001	
Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See "Clearing Paper Jams," on p. 7-3, and "Feeder," on p. 7-13.)
# 009	
Cause 1	There is no paper.
Cause 1 Remedy	There is no paper.  Load paper. (See "Paper Drawers," on p. 6-2.)

# # 037 Cause Documents could not be received because there was insufficient memory available. Remedy Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 3, "Checking/Changing the Fax Jobs," in the Facsimile Guide.) # 701 Cause The specified Department ID does not exist, or the password has changed. Remedy Enter the correct Department ID or password using ① - ③ (numeric keys) on the control panel, and try again. (See "Entering the Department ID and Password," on p. 2-21.) # 749 Cause You could not execute the job because a service call message is being displayed. Turn the main power OFF, wait for 10 seconds, and turn the main power back Remedy ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center. #816 Cause You cannot print because the set page limit total has been reached. Remedy Contact your System Manager. # 852 Cause An error occurred because the main power switch was turned OFF while a job

was being processed.

Remedy Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

# If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.



### ∧ NOTE

The jobs may not be accepted even if [Avail. Memory] on the [Device] tab of the [System Monitor] screen has not reached zero percent.

Check the message on the touch panel display, and press [OK].

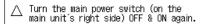


The display returns to the Basic Features screen. Scan the job again when the current job is complete.

# Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

If a message like the one shown below appears, follow the procedure described below.



- •If the machine still does not operate normally, contact your service representative with the error code below.
  - ₹E000000-0000



### WARNING

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



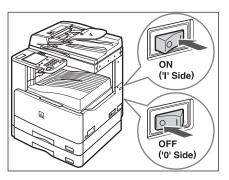
### CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

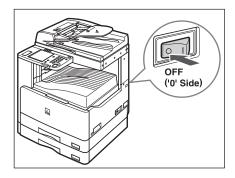


If you turn OFF the main power when there is any stored job, its data will be deleted.

Turn the main power switch OFF. Allow at least 10 seconds before turning the main power switch back ON.



- If the machine still does not operate normally, follow the procedure below, and then contact Canon Authorized Service Facilities or the Canon Customer Care Center.
  - ☐ Turn OFF the main power.



☐ Disconnect the power cord from the wall outlet.



### ∧ NOTE

When contacting Canon Authorized Service Facilities or the Canon Customer Care Center, check the following:

- Model name
- Problems and status of the machine
- Error code on the touch panel display

# If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

For interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions you can also visit our support site at www.canontechsupport.com.



### **IMPORTANT**

If the machine makes strange noises, emits smoke or strange smells, unplug the power cord immediately, and then contact Canon Authorized Service Facilities or the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

# **Appendix**



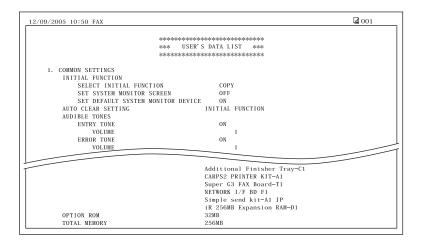
This chapter provides the specifications of the main unit and other useful information.

Report Samples	3-2
User's Data List	8-2
Department ID List	8-2
Specifications	3-3
Main Unit	3-3
Relationship between Original Orientation and Preprinted Paper Output Chart8	3-7
Index	3-8

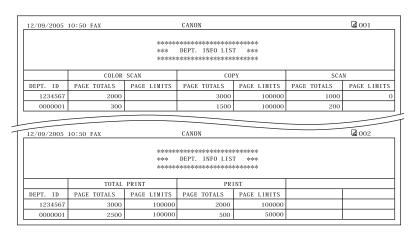
# **Report Samples**

You can print the contents of the machine settings. The following lists can be printed:

## **User's Data List**



# **Department ID List**



# **Specifications**

Specifications are subject to change without notice for product improvement or future release.

# **Main Unit**

Item	Specification	
Name	Canon imageCLASS MF7280	
Туре	Desktop	
Platen Type	Stationary	
Photoconductive Material	OPC (Organic Photo Conductor)	
Copying System	Indirect electrostatic copying	
Developing System	Single component dry toner projection development	
Fixing System	On-demand fusing	
Resolution	Reading: 600 dpi x 600 dpi	
	Printing: 1,200 dpi x 1,200 dpi	
Number of Tones	256	
Paper Stock	Paper Drawer:	
	18 lb to 24 lb bond (64 to 90 g/m²) Plain, Recycled, Color, 3-hole punch, Heavy, Bond	
	Stack Bypass:	
	18 lb to 32 lb bond (64 to 128 g/m²) Plain, Recycled, Color, 3-hole punch, Bond, Heavy, Transparencies, Labels, Envelopes (ISO-B5, ISO-C5, COM10, DL, and Monarch)	
Capacity Per Tray	250 sheets	
Acceptable Originals	Sheet, book, 3-dimensional objects (up to 1/6" (40 mm) or 4.4 lb (2 kg))	
Maximum Original Size	11 3/4" x 17"(297 mm x 432 mm)	

Item	Specif	ication
1000	Paper Drawer:	
Paper Sizes	11" x 17", LGL, LTR, LTRR, and STMT	
	Stack Bypass:	
	11" x 17", LGL, LTR, LTRR, STMT, STMTR, EXEC, Irregular Size (3 3/4" x 5 7/8" to 11 3/4" x 17" (95 mm x 148 mm to 297 mm x 432 mm)), and Envelopes (ISO-B5, ISO-C5, COM10, DL, and Monarch)	
Margin Areas	Top Margin:	1/8" x 1/16" (3.0 mm± 2.0 mm)
Margin Areas	Left Margins:	1/8" x 1/16" (3.0 mm± 2.0 mm)
Warm-Up Time	25 seconds maximum after po	wering ON
	Activation time may vary depending on the conditions under which the machine is being used. (In all cases, at a room temperature of 68°F (20°C))	
First Print Time	7.9 seconds (LTR, direct, pape	r drawer 1)
	Sheets per minute	
	Direct	
	11" x 17"	10
	LGL	10
	LTR	20
	LTRR	11
	STMT	15
Copy Speed	Reduction	
(Except when paper is fed from the stack bypass)	11" x 17" → STMTR (50%)	13
, ,	11" x 17" → LTRR (64%)	11
	11" x 17" → LGL (73%)	10
	LGL → LTRR (78%)	11
	Enlargement	
	LGL → 11" x 17" (121%)	10
	LTRR → 11" x 17" (129%)	10
	STMTR → 11" x 17" (200%)	10

Item	Specification		
Magnification	Direct	1:1 (±0.5%)	
	Reduction	1:0.78 (LGL → LTRR) 1:0.73 (11" x 17" → LGL) 1:0.64 (11" x 17" → LTRR) 1:0.50 (11" x 17" → STMTR)	
	Enlargement	1:1.21 (LGL → 11" x 17") 1:1.29 (LTRR → 11" x 17") 1:2.00 (STMTR → 11" x 17")	
	Sheets per minute		
	11" x 17"	10	
	LGL	10	
Continuous Print Speed	LTR	20	
	LTRR	11	
	STMT	15	
	Paper Drawers:		
	250 sheets x 2 drawers (22 lb bond (80 g/m²))		
Paper Feeding System	Stack Bypass:		
	80 sheets (LTR/LTRR/STMT/STMTR/EXEC/A4/A4R/B5R/B5/A5R/A5, 22 lb bond (80 g/m²)) 50 sheets (LGL/11" x 17" /A3/B4, 22 lb bond (80 g/m²)) 50 sheets (Transparencies/Heavyweight paper, 24 lb to 32 lb bond (91 to 128 g/m²)) 10 envelopes 1 sheet (Labels)		
Output Orientation	Face Down		
Density Control	Automatic or manual (9 levels)		
Multiple Copies	1 to 99 sheets		
Power Source	120 V AC, 60 Hz, 4.6	6 A	
Maximum Power Consumption	Approximately 1.55 kW max.		
Dimensions (W x D x H)	24 1/2" x 26 3/8" x 29 3/4" (622 mm x 668 mm x 757 mm)		
Installation Space (W x D)	40 1/8" x 49 1/4" (1,018 mm x 1,249 mm) (Left cover of the main unit is opened and paper drawer is pulled out)		
Weight	Approximately 128 lb (58 kg)		

### **■** Feeder

Item	Specification
Туре	Automatic Document Feeder
Originals	11" x 17", LGL, LTR, LTRR, STMT
Original Paper Weight	16 lb to 28 lb bond (52 g/m²to 105 g/m²) (One-page scanning for 10 lb to 16 lb bond (37 g/m²to 52 g/m²) and 28 lb to 32 lb bond (105 g/m²to 128 g/m²))
Original Tray Capacity	LTR, LTRR: 50 sheets (22 lb bond (80 g/m²)) LGL, 11" x 17": 25 sheets (22 lb bond (80 g/m²))
Original Scanning Speed	20 sheets/minute (LTR)
Power Source	From main unit
Power Consumption	Approximately 26 W max.
Dimensions (W x D x H)	22 1/4" x 19 1/4" x 4 7/8" (565 mm x 489.4 mm x 122 mm)
Weight	Approximately 15.4 lb (7.0 kg)

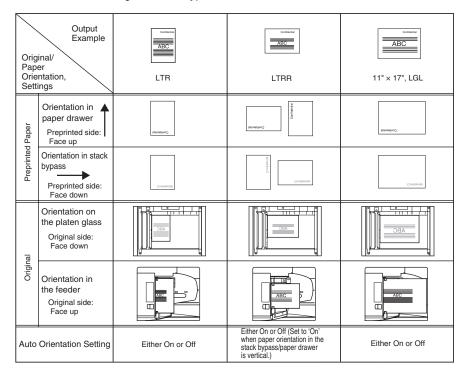
# Relationship between Original Orientation and **Preprinted Paper Output Chart**

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



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

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



# Index

### **Numerics**

3-hole punch Paper, 2-43

Access to Destinations, 5-34

### Α

Additional Functions Address book settings, 3-14 Adjustment/Cleaning, 3-8 Common settings, 3-6 Communications settings, 3-12 Copy settings, 3-12 Printer settings, 3-14 Report settings, 3-8 System settings, 3-9 Timer settings, 3-7 Additional Functions Key, 1-14 Additional Functions Screen, 2-7, 3-5 Address Book Settings, 3-14 Adjusting/Cleaning the Machine Automatic feeder cleaning, 6-37 Bond Special Fixing Mode, 3-64 Cleaning the machine, 6-23 Manual feeder cleaning, 6-25 Special Mode M, 3-57 Special Mode N, 3-59 Special Mode O, 3-60 Special Mode P, 3-62 Special Mode S, 3-65 After Auto-Clearing, 3-18 Audible Tones, 3-20 Auto Adjustment for Dirty Feeder, 3-67 Auto Clear Time, 3-54
Auto Drawer Switching, 2-11, 3-26
Auto Orientation, 2-12
Auto Paper Selection, 3-26
Auto Sleep Time, 3-53

### B

Bond Special Fixing Mode, 3-64 Brightness, adjusting, 2-15

Canceling Copy/Print Jobs, 4-10

### C

Cartridge

About the cartridge, 1-13 Replacing, 6-14 Checking Job Status, 4-3 Checking the Job Log, 5-39 Checking the Serial Number, 4-2 Cleaning Automatic feeder cleaning, 6-37 Cleaning the machine, 6-23 Manual feeder cleaning, 6-25 Platen glass, 6-24 Transfer roller cleaning, 6-30 Clearing Page Totals, 5-23 Clear Key, 1-14 Color Paper, 2-43 Common Settings About common settings, 3-6, 3-15 Auto paper selection/auto drawer switching, 3-26

Auto Clear, 2-11

Changing the language shown on the touch ח panel display, 3-41 Daylight Saving Time, 3-50 Default display after auto clear, 3-18 Default Settings, 3-46 Displaying an error message of the feeder, Department ID and Password, entering, 2-21 3-44 Department ID Management Energy consumption in the sleep mode, 3-32 About Department ID Management, 2-6, 5-6 Identifying the type of paper in a paper source, Changing the password and page limit, 5-13 3-29 Checking and printing counter information, Inch entry, 3-24 5-19 Initial function at power ON, 3-15 Clearing page totals, 5-23 Returning the common settings to Erasing the Department ID and password, 5-17 their defaults, 3-46 Print jobs with unknown ID, 5-26 Reversing the contrast of the touch panel Registering the Department ID, password, and display, 3-43 page limit, 5-7 Setting the toner save mode, 3-22 Device Information Settings, 5-28 Standard paper for the stack bypass, 3-34 Different Page Size, 6-7 Tone settings, 3-20 Display Contrast Dial, 1-14 Communications Settings, 3-12 Display Dept. ID/User Name, 5-43 Consumables Displaying an error message of the feeder, 3-44 Cartridge, 6-40 Displays Used in This Manual, x Paper stock, 6-39 Duplex Unit, 1-13, 7-10 Safety instructions, xxv Stamp cartridge, 6-40 Control Panel E About the control panel, 1-11 Control panel power switch, 1-14 Entering Characters from the Touch Panel Parts and their functions, 1-14

Power, 1-15

Copy Function, 2-2

Copy Settings, 3-12

Copying, definition, xi

Current Date and Time, 3-48

COPY Key, 1-14

Copyright, xvi

Control Panel Power Switch, 1-14, 1-15, 1-20

Cutting Down Waiting Time for a Next Job, 3-65

Entering Characters from the Touch Par Display
Alphanumeric characters, 2-16
Symbols, 2-18
Values in inches, 2-20
Envelopes, 2-29
Error Display for Dirty Feeder, 3-44
Error Indicator, 1-14
Error Messages
Error codes without messages, 7-28
Self-diagnostic display, 7-26
External View, 1-11

### F K Fax Function, 2-2 Keys Used in This Manual, x Feeder About the Feeder, 1-11 Automatic feeder cleaning, 6-37 Clearing paper jams, 7-13 Labels, 2-43 Error message, 3-44 Language Switch, 3-41 Manual feeder cleaning, 6-25 Laser Safety, xiv Specifications, 8-6 Left Cover, 1-13 Feeder cleaning, 6-25 Legal Notices Fixing Unit, 1-13, 7-6 Copyright, xvi Fixing Unit Cleaning, 6-32 Disclaimers, xvi Front Cover, 1-13 Laser safety, xiv Legal limitations on the usage of your product and the use of images, xvii Н Trademarks, xv Handling Precautions, 1-8 Loading Paper Heavy Paper, 2-43 Paper drawers, 6-2 Stack bypass, 2-28 Log In/Out Key, 1-14 Improving Print Quality and Density, 3-57 М Initial Settings, 3-46 Inch Entry, 3-24 Main Power Indicator, 1-14 Installation Main Power Switch, 1-11, 1-15 Installation space, 1-6 Maintenance Location and handling, 1-2 Loading paper (paper drawers), 6-2 Power supply, 1-5 Replacing the cartridge, 6-14 Precautions, 1-2 Replacing the stamp cartridge, 6-12 Safety instructions, xix Managing User IDs, 5-30 Internal View, 1-13 Moving the Machine, 1-7 Irregular Size, 2-29 Multi-functional Operations, 2-41 N Job Status, checking, 4-3 Numeric Keys, 1-14 Job/Print Status Display Area, 2-6

Preventing Paper Curls or Jams, 3-59

Special Mode N, 3-59 Special Mode O, 3-60 Special Mode P, 3-62 Special Mode S, 3-65 Specifications Feeder, 8-6 Main unit, 8-3 Stack Bypass About the stack bypass, 1-11 Auxiliary tray, 2-30 Clearing paper jams, 7-17 Paper, 3-34 Printing, 2-28 Slide guides, 2-30 Tray extension, 2-30 Stamp Cartridge, 6-12 Standard Size, 2-29 Start Key, 1-14 Stop Key, 1-14 Symbols Used in This Manual, ix System Manager Settings, 5-2 System manager ID, 5-4 System manager's name, 5-4 System password, 5-5 System Monitor Key, 2-6 System Settings About system settings, 1-21, 3-9 Accepting print jobs with unknown IDs, 5-26 Checking the job log, 5-39 Department ID Management, 5-6 Device information settings, 5-28 Display Dept. ID/User Name, 5-43 Managing the User IDs, 5-30 Remote UI, 5-32

Restricting access to destinations, 5-34 System manager settings, 5-2 User ID Management, 5-30 Using the USB interface, 5-41 System Settings Screen, 2-7

Timer Settings About timer settings, 3-7, 3-48 Auto clear time, 3-54 Auto sleep time, 3-53 Current date and time, 3-48 Daylight saving time, 3-50 Tone Settings, 3-20 Toner Consumption, 3-22 Touch Panel Display About the touch panel display, 1-14, 2-13 Changing the language, 3-41 Entering characters, 2-16 Frequently used keys, 2-13 Reversing the contrast, 3-43 Switching functions, 2-5 Touch panel key display, 2-14 **Touch Panel Keys** Drop-down list, 2-15 Mode ON/OFF keys, 2-14 Mode Setting keys, 2-14 Numeric keys, 2-15 Touch panel key display, 2-14 Trademarks, xv Transfer Roller Cleaning, 6-30 Transparency, 2-43 Troubleshooting Clearing paper jams, 7-3 Error messages, 7-26 Memory full, 7-30 Reducing the frequency of paper jams, 7-2 Service call message, 7-31

### U

Unknown ID, 5-26 USB Device, 5-41 User ID Management, 2-6, 2-24, 5-30 Using Lightweight Paper, 3-62 Using the USB interface, 5-41

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