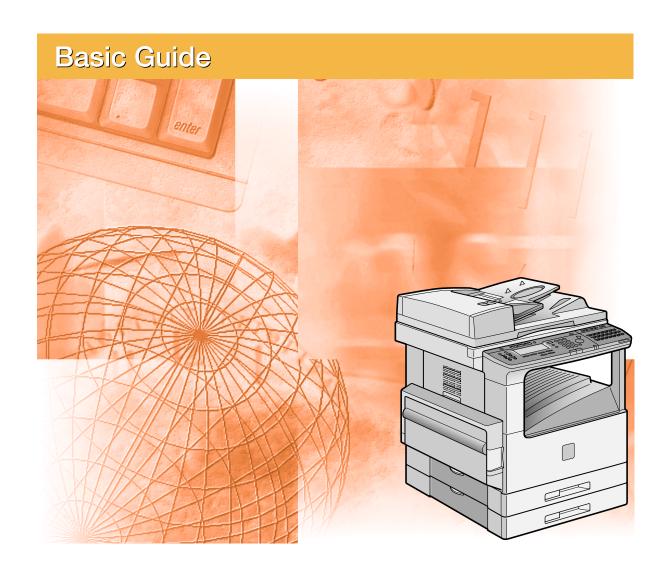
Canon

imageCLASS 2300



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



imageCLASS 2300 Basic Guide



Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Some of the manuals listed below are only supplied with the Network Model of this machine.

Guides with this symbol are printed manuals.	Guides with this symbol are PDF manuals included o accompanying CD-ROM.	n the	
Installing and Setting Up the Machine	Set-Up Sheet for the Machine		
Network and Printer Settings	Set-Up Sheet for Networking and Printing		
Basic Operations	Basic Guide (This Document)		
Machine Settings Troubleshooting	Reference Guide		
Copying Instructions	Copying Guide		
Fax Instructions	Facsimile Guide		
Sending Instructions	Sending Guide		
Remote User Interface Instructions	Remote UI Guide		CD-ROM
Network Connectivity and Setup Instructions	Network Guide		CD-ROM
PCL Printer Instructions	PCL Printer Guide		CD-ROM
PCL Printer Driver Installation and Instructions	PCL Driver Guide		CD-ROM
Fax Driver and Cover Sheet Editor Installation and Instructions	Fax Driver Guide with Cover Sheet Editor		CD-ROM



This Manual Is Organized

Chapter 1	Introduction
Chapter 2	Documents
Chapter 3	Print Media
Chapter 4	Copying - Basic Operations
Chapter 5	Faxing - Basic Operations
Chapter 6	Printer/Fax Driver Software
Chapter 7	I-Fax - Basic Operations
Chapter 8	Printing - Basic Operations
Chapter 9	Maintenance
Chapter 10	Troubleshooting
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Includes the specifications and index.

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Preface

Thank you for purchasing the Canon imageCLASS 2300. Please read this manual to familiarize yourself with the basic operation of all functions of your machine. After reading this manual, keep it handy for easy reference.

How to Use This Manual

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.

MARNING

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.

A 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.

NOTE

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 expressed in this manual:

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

Example: (Start)

(Stop)

Function Keys: <Key icon> + (Key Function)

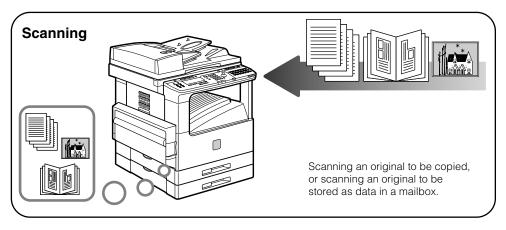
Example: Press [F3] (DENSITY)

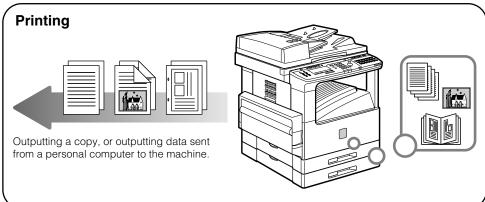
_____ Press [F4] (▲)

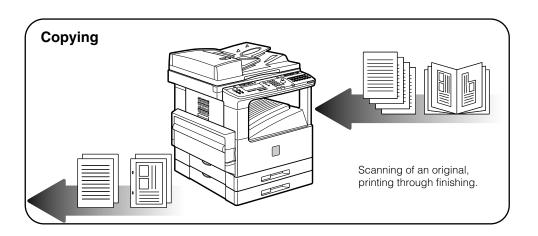
Operations and Terms Used in This Manual

This machine makes effective use of memory in order to 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 output.

To avoid confusion when reading this manual, the terms "scanning", "printing", and "copying" used throughout this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.







Legal Notices

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class 1 levels of laser radiation are not considered to be hazardous.

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*.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CANON INC.

3-30-2 SHIMOMARUKO, OHTA-KU, TOKYO, JAPAN

CANON U.S.A., INC.

ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A.

CANON CANADA INC.

3128 ORLANDO DRIVE, UNIT#1, BUILDING F, MISSISSAUGA, ONTARIO, L4V1R5, CANADA

MANUFACTURED:

THIS PRODUCT CONFORMS WITH DHHS RADIATION PERFORMANCE STANDARD, 21 CFR CHAPTER 1 SUBCHAPTER J.

The label shown below is attached to the laser scanner unit inside the machine.







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 copier model 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.

Trademarks

Canon, the Canon logo, and imageCLASS are trademarks of Canon Inc.

Other product and company names herein may be the trademarks of their respective owners.

Copyright

Copyright 2003 by Canon Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR AGAINST INFRINGEMENT OF ANY PATENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

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

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

Paper Money Traveles Checks
Money Orders Food Stamps
Certificates of Deposit Passports

Postage Stamps Immigration Papers

(canceled or uncanceled)

Identifying Badges or Insignias Internal Revenue Stamps

(canceled or uncanceled)

Selective Service or Draft

Bonds or Other Certificates of Indebt

Selective Service or Draft Bonds or Other Certificates of Indebtedness Papers

Checks or Drafts Issued by Stock Certificates
Governmental Agencies

Motor Vehicle Licenses and Copyrighted Works/Works of Art without

Certificates of Title Permission of Copyright Owner

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

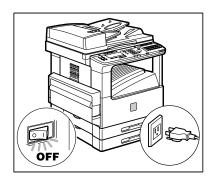


WARNING

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 your service representative.

- Necklaces and other metal objects
- Cups, vases, flowerpots, and other containers filled with water or liquids



▲ CAUTION

Do not install the machine in unstable locations, such as 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.



A 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.



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 your service representative. 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, it may result in a fire or electrical shock.

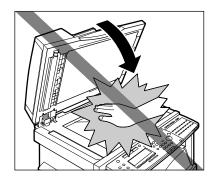
To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.

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 your service representative.

A CAUTION

Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.

Close the feeder/platen glass cover gently to avoid catching your hands, as this may result in personal injury.



Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick books, etc. Doing so may damage the platen glass and result in personal injury.

Do not touch the paper output area while the machine is copying or printing, as this may result in personal injury.

Turn OFF the main power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

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.

Never open covers other than those instructed in this manual.

Do not remove the caution label attached to the cover of the laser scanner unit. If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.

Maintenance and Inspections



WARNING

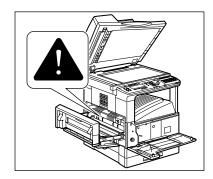
When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock. Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the 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 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.

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.

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 toner 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 toner 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 toner 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 toner cartridges or copy 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 toner 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.



A CAUTION

Keep toner 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.

Set-Up Help & Product Registration (USA)

Before you unpack your new machine, CALL 1-800-828-4040 for help with set-up and operation. You can also register your machine with us. Call the Canon USA Consumer Products Information Center between 8 a.m. and 8 p.m. EST, Monday through Friday, except holidays.

Machine Model: imageCLASS 2300

Serial Number: (located on the label at the back of the machine)

If you have any problems with your machine, DO NOT return it to your retailer.

Call 1-800-828-4040.

Canon Canada Information/Service Center

Should service be necessary please call the following number for information regarding Personal Copier Authorized Service Facilities.

Canon Canada, Inc. 6390 Dixie Road, Mississauga, Ontario L5T 1P7

Call 1-800-263-1121.

Supplies & Accessories

Call or visit your local retailer/dealer for genuine Canon supplies. You can also order genuine supplies and accessories for your machine from Canon. Call us at:

Canon USA Consumer Products Information Center 1-800-828-4040

1-800-OK-CANON Canon Canada Information/Service Center

Please have your credit card ready. Local sales tax, shipping and handling charges are added to each other. Express shipments are available.

Cartridges

Canon Cartridge P

TransparenciesCanon Type E

Power Cord



All items are subject to availability. Accessories are also available for other Canon consumer products.

Introduction



This chapter describes the features of the machine, and the parts and their functions.

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Where to Find Help

The documentations for the imageCLASS 2300 are provided in the following forms:

Set-Up Sheets

Book Manuals

PDF Manuals and Software (CD-ROMs)



NOTE

The PDF manuals and software are only provided with the Network Model of this machine.

Set-Up Sheets

The Set-Up Sheets are only used once at the very beginning to install and set up the machine.

■ Set-Up Sheet for the Machine

This is the first documentation you should refer to for installing and setting up the machine. It is located on the feeder cover on top of the machine.

■ Set-Up Sheet for Networking and Printing

Refer to this documentation to connect and set up the imageCLASS 2300 Network Model for networking and printing functions.



NOTE

Set-Up Sheet for Networking and Printing is only provided with the Network Model of this machine.

Book Manuals

The following book manuals are provided with the machine:

■ Basic Guide (This Document)

Explains the basic operations of the machine's major functions. Keep this manual handy for easy reference.

■ Reference Guide

Explains the machine operations common to all functions (i.e., entering characters). Also covers the machine settings, maintenance, and troubleshooting.

■ Copying Guide

Covers the copying function of the machine in detail.

■ Facsimile Guide

Covers the fax function of the machine in detail.

■ Sending Guide

Explains how to set up the machine to send and receive Internet Fax (I-Fax).



The Sending Guide is only provided with the Network Model of this machine.

PDF Manuals and Software (CD-ROMs)

The imageCLASS 2300 Network Model comes with two CD-ROMs: Driver Software CD-ROM and Network User Software CD-ROM.

■ Driver Software CD-ROM

The Driver Software CD-ROM contains the following manuals and software:

PCL Printer Guide

PCL Driver Guide

Fax Driver Guide with Cover Sheet Editor

Adobe Acrobat Reader

CD-ROM Menu

Printer Drivers

Fax Driver

Fonts

■ Network User Software CD-ROM

The Network User Software CD-ROM contains the following manuals and software:

Network Guide

Remote UI Guide

Adobe Acrobat Reader

Utility Software



For details on the software listed above, refer to the PDF manuals and readme.txt files in each program folder on the CD-ROM.

Features of the imageCLASS 2300

Model Configurations

The imageCLASS 2300 comes in two configurations: the standard imageCLASS 2300 and the imageCLASS 2300 Network Model.

■ imageCLASS 2300

The standard imageCLASS 2300 lets you copy and fax documents placed on the machine. It can perform multiple jobs without waiting for the current job to be finished. For example, you can copy a document while the machine is sending a fax document scanned into the memory.

■ imageCLASS 2300 Network Model

In addition to what the standard imageCLASS 2300 offers, the Network Model also features:

Sending and receiving Internet Fax (I-Fax)

Printing directly from a computer and through a network

Setting and monitoring the network status of the machine from the Remote User Interface (Remote UI)

Setting Up Machine Functions

It is necessary to set up certain functions before using it on a network, as a printer, and with the Fax and I-Fax function.

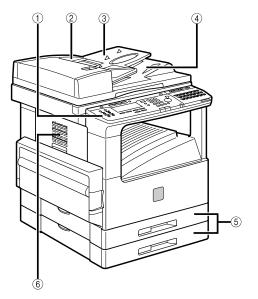
To set up the functions, refer to the following instructions:

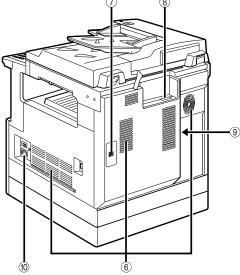
- Setting Up and Connecting to the Network See the Network Guide.
- Installing the Printer Driver See the PCL Driver Guide.
- Installing the Fax Driver
 See the Fax Driver Guide with Cover Sheet Editor.
- Date and Time Settings
 See "Setting the Current Date and Time," on p. 5-5.
- System Manager Settings
 See Chapter 5, "System Manager Settings," in the Reference Guide.

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, and the control panel.

External View





Front View

(1) Control Panel

Includes the keys, LCD display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-9.)

(2) Feeder

You can place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying.

③ Original Supply Tray

Originals can be automatically sent to the platen glass by placing them in the original supply tray.

(4) Original Output Area

Originals scanned from the original supply tray are output to the original output area.

Rear View

⑤ Paper Drawers

Each paper drawer holds up 250 sheets of paper (20 lb bond (80 g/m²))

(6) Ventilation Slot

Heat produced in the machine escapes from here.

(7) Telephone Line Jack

Connect the telephone line to this jack for fax operations.

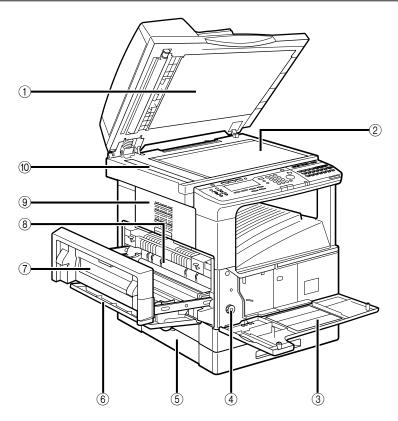
(8) 10Base-T/100Base-TX Port

Connect the LAN cable to this port for network printing and I-Fax operations. Available in the Network Model only.

only.

Internal View

Connect the printer cable (USB or parallel) to the matching port. Available in the Network Model



1 Underside of the Feeder

This holds originals in place on the platen glass.

2 Platen Glass

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

(3) Front Cover

You can open this cover to clear paper jams and replace the toner cartridge.

(4) Paper Feeding Dial

Turn this dial counterclockwise to remove jammed paper.

5 Lower Left Cover

6 Stack Bypass

Feeds transparencies and nonstandard or alternate paper stock.

⑦ Left Cover

Open this cover to remove jammed paper and to replace the toner cartridge.

® Toner Cartridge

Pull out the handle of this cartridge when replacing the toner.

Upper Left Cover

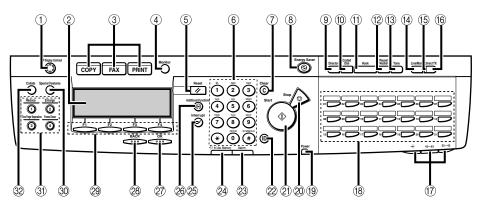
Open this cover to remove jammed paper.

10 Scanning Area

Originals placed in the feeder are scanned here.

Control Panel Parts and Functions

One-Touch Speed Dialing Panels Closed



1 Display Contrast dial

Rotate to adjust the contrast of the LCD display.

(2) LCD display

Displays messages and prompts during operation. Displays selections, text, numbers, and names when registering information.

③ COPY, FAX, PRINT keys

Press to switch the machine to the Copy, Fax or Printer functions. The PRINT key only functions in the Network Model.

(4) Monitor key

Press to check the transaction or copying status.

(5) Reset key

Press to return to the Basic Features screen, or to stop scanning or sending documents.

6 Numeric keys

Press to enter the numbers or letters.

(7) Clear key

Press to delete the numbers or letters entered.

8 Energy Saver key

Press to enter or cancel the Energy Saver mode. When the machine is in the Energy Saver mode, only the Energy Saver indicator and the main power indicator light and the other keys and indicators are turned OFF.

Directory key

Press to search for fax/telephone numbers by the name under which they are registered for speed dialing and then use the number for dialing.

(10) Coded Dial key

Press this key and a three-digit code to dial a fax/telephone number that you have registered for coded speed dialing.

(f) Hook key

Press to activate or deactivate the telephone line

12 Pause/Redial key

Press to redial the last number dialed when the display shows the Basic Features screen or to enter a pause between or after dialing or registering the telephone/fax numbers.

(3) Tone key

Switches to tone dialing temporarily when your machine is connected to a pulse line.

(14) Line/Mail key

Press to select the telephone line or send an I-fax. Only functions in the Network Model.

(5) Direct TX indicator

Lights when Direct Sending is selected as the sending method.

(6) Direct TX key

Press to use the Direct Sending method, which enables you to send a document ahead of other documents stored in memory.

(7) One-touch speed dialing panels

The first panel displays keys 01 to 21. Open the first panel to access keys 22 to 42. Open the second panel to access keys 43 to 63. Open the third panel to access the Fax function keys.

(8) One-touch speed dialing keys

Press to dial numbers registered under one-touch speed dialing keys or access the Fax functions when registered as program-one-touch

(19) Main Power indicator

Lights when the main power is turned ON.

20 Stop key

Press to return to the Basic Features screen, or to stop scanning, printing copies or sending a fax.

21) Start key

Press to start an operation.

2 ID key

Press in order to use the Department ID Management function.

Alarm lamp

Lights or blinks red when an error occurs. If the alarm lamp blinks, solve the problem by following the instructions on the LCD display. If the alarm lamp maintains a steady red light, contact your service representative.

24 In Use Memory lamp

A light that blinks red or maintains a steady green light when the machine is copying or there are documents stored in memory.

25 Interrupt key

Press to interrupt a continuous copy job when you need to make priority copies.

26 Additional Functions key

Press to enter the Additional Functions menu.

27 OK key

Press to set a mode or function.

28 BACK key

Press to go back to the previous screen when adjusting settings in a menu.

② Function keys (F1 to F4)

Select options that appear on the LCD display.

30 Special Features key

Press to set special copying features, such as Two-Page Separation, Image Combination, Margin, and Frame Erase.

3 Copy shortcut keys (1 to 4)

Press to use registered special copying features. The default settings are as follows:

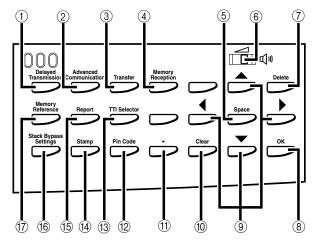
- 1: Reduce
- 2: Enlarge
- 3: Two-Page Separation
- 4: Frame Erase

You can change the Copy Shortcut keys settings in the Copy Settings menu from the Additional Functions menu.

Collate key

Press to turn ON/OFF the finishing functions, such as Collate or Rotate.

One-Touch Speed Dialing Panels Opened



(1) Delayed Transmission key

Press to set a time for delayed sending.

② Advanced Communication key

Press to set a document for advanced communications such as polling sending/ receiving, confidential mailbox, relay broadcast, and subaddress/password transmission.

③ Transfer key

Press to use the transfer mode, or to cancel it.

(4) Memory Reception key

Press to turn ON/OFF the memory reception function.

(5) Space key

Enters a space between letters and numbers when registering information.

(6) Speaker volume switch

Adjusts the speaker Volume in four levels.

(7) Delete key

During a step when you are registering a name, press this key to delete the character you entered last.

(8) OK key

Press to set a mode or function.

(9) ◄, **▶**, **▲**, **▼** Cursor keys

Press to scroll through options and selections in the menus on the display during data registration, or to move the cursor left or right during data registration.

(10) Clear key

Clears an entire entry during information registration.

(1) + key

Press this key to enter a plus sign in a fax number.

(12) Pin Code key

Displays the PIN code message so you can enter a PIN code when dialing through a PBX (Public Branch Exchange).

(3) TTI Selector key

Enters a registered sender's name which is printed at the top of the document you are sending.

(4) Stamp key

Switches the machine in and out of the Stamp mode.

(5) Report key

Prints reports about information registered in the machine.

(6) Stack Bypass Settings key

Press to set the paper size for the stack bypass.

(7) Memory Reference key

Performs operations with documents currently stored in memory, including printing a list of documents, printing documents, sending documents to another destination, or deleting documents.

Documents



This chapter describes how to place original documents, and the types of documents you can load on the machine.

Placing Originals (For Copying, Faxing, Scanning)	2-2
Orientation	2-3
Platen Glass	2-4
Feeder	2-6

Placing Originals (For Copying, Faxing, Scanning)

You can place originals on the platen glass or in the feeder, depending on the size and type of paper that you are using, and the settings that you have specified.

■ Platen Glass

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

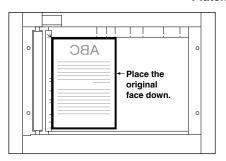
■ Feeder

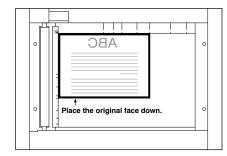
Place a stack of originals in the feeder \rightarrow press [Start]. The machine automatically scans them into memory.

Orientation

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

Platen Glass

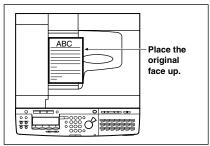


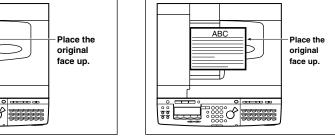


Vertical Placement

Horizontal Placement

Feeder





Vertical Placement

Horizontal Placement



If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), prints may not be made correctly, depending on the mode you have set.

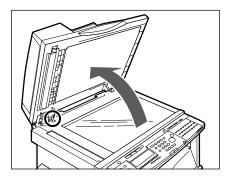
LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR □ to 11" x 17" □.

Horizontally placed LTR originals are referred to as LTR \square .

11" x 17" and LGL originals must be placed horizontally.

To get the same output result when you are using the feeder as when the original is placed on the platen glass, place the original upside-down and face up in the feeder. You should use the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

1 Lift up the feeder.

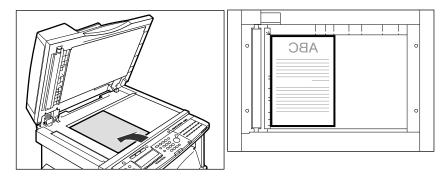


(IMPORTANT

This machine is equipped with an open/close sensor on the underside of the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder about 11 7/8" (30 cm) so that the sensor detaches from the underside of the feeder. If the sensor does not detach from the underside of the feeder, the size of originals may not be detected correctly.

2 Place your original face down.

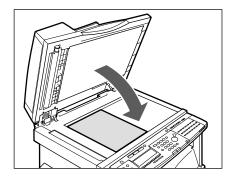
The surface that you want to scan into memory must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).



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

If you are enlarging an STMT or LTR original to 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the STMT □ or LTR □ marks.

Gently lower the feeder.



A CAUTION

Close the feeder gently, to avoid catching your hand, 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.



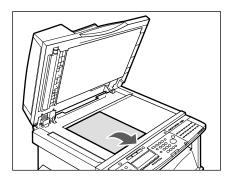
IMPORTANT

If you are placing originals on the platen glass, the size of the original is detected after the feeder has been lowered. Be sure to lower the feeder before copying. STMT originals and postcards cannot be detected. Follow the instructions on the display and specify the original size or select the paper size.



∅ NOTE

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



Place a stack of originals in the feeder, and press [Start]. The machine automatically scans them.

You can place the following originals in the original supply tray:

Item	Specifications
Weight	10 to 32 lb bond (37 to 128 g/m²) Place very thin originals 10 to 14 lb bond (37 to 51 g/m²), or very thick originals 28 to 32 lb bond (105 to 128 g/m²) into the feeder one at a time.
Size	11" x 17" □, LGL □, LTR □, LTR □, or STMT □.
Tray Capacity	50 sheets (LTR or smaller) 25 sheets (LGL or larger)



IMPORTANT

Do not place the following types of originals in the feeder:

- Originals with tears or large binding holes
- Severely curled originals or originals with sharp folds
- Clipped or stapled originals
- Carbon backed paper or other originals that might not feed smoothly
- Transparencies and other highly transparent originals

Avoid scanning the same original using the feeder more than approximately 30 times. Scanning the same original repeatedly may result in the original becoming folded or torn, which in turn could cause a paper jam.

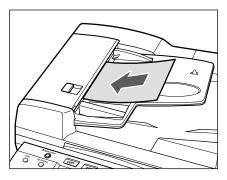
If the feeder rollers are dirty from scanning an original written in pencil, perform the feeder cleaning procedure. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)



Neatly place your originals face up in the original supply tray.

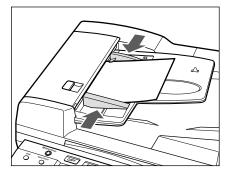
If you are enlarging LTR \square originals to 11" x 17" \square or LGL \square paper, place your originals horizontally.

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



A beep sounds when the originals are set correctly.

2 Adjust the slide guides to fit the size of your originals.

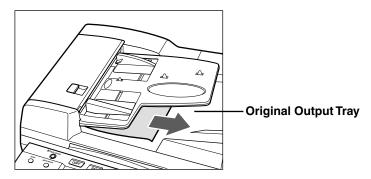


IMPORTANT

Do not add or remove originals while they are being scanned.

Do not place objects in the original output area. Blocking the paper delivery slot may damage the originals.

When scanning is complete, remove the originals from the original output tray to avoid paper jams.





The scanned originals are output face down to the original output tray. You can place different size originals (i.e., LTR \square and 11" x 17" \square , STMT \square and LTR \square) together in one group in the feeder when you set the Different Size Originals mode. (See Chapter 3, "Special Copying Features," in the Copying Guide.)

Print Media



This chapter describes the types of paper you can use with the machine and how to load them.

Paper Type	 	 	 . 3-2
Loading Paper	 	 	 . 3-4
Adjusting the Paper Drawer Guides		 	 .3-8

Paper Type

Paper types which can be used with this machine are shown in the following table.

	Location			
Paper Type	Paper Drawer	Stack Bypass		
Plain *1	✓	✓		
Heavy *2	✓	✓		
Recycled *1	✓	✓		
Transparency	-	√		
Labels *3	-	✓		
Envelope	-	✓		

^{*1 16} to 24 lb bond (60 to 90 g/m²)

^{*2 24} to 32 lb bond (90 to 128 g/m²)

^{*3} Only one sheet at the same time.

 $[\]checkmark$: Available

^{- :} Unavailable

			Location		
Paper Size		Length x Width	Paper Drawer 1 and 2	Stack Bypass	
11" x 17" □		11" x 17" (279 mm x 432 mm)	√	✓	
LGL□		8 1/2" x 14" (216 mm x 356 mm)	√	✓	
LTR 🗆		11" x 8 1/2" (279 mm x 216 mm)	√	✓	
LTR □		8 1/2" x 11" (216 mm x 279 mm)	√	✓	
STMT □		8 1/2" x 5 1/2" (216 mm x 140 mm)	√	✓	
STMT □		5 1/2" x 8 1/2" (140 mm x 216 mm)	-	✓	
	COM10	4 1/8" x 9 1/2" (104.7 mm x 241.3 mm)	-	✓	
Envelope	DL	4 1/4" x 8 5/8" (110 mm x 220 mm)	-	✓	
	Monarch	3 7/8" x 7 1/2" (98.4 mm x 190.5 mm)	-	✓	
Free Size		4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)	-	✓	

√ : Available

^{- :} Unavailable



(IMPORTANT)

It is recommended not to use the back side of preprinted paper. It may cause a paper jam.



For instructions on how to load paper, see the following pages:

- Paper drawer: "Loading Paper," on p. 3-4.
- Stack bypass: Chapter 2, "Basic Operations," in the Reference Guide.

Loading Paper

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



CAUTION

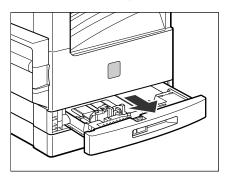
When loading paper, take care not to cut your hands on the edges of the paper.



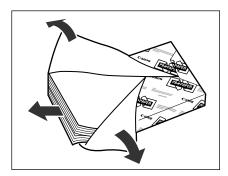
The following paper sizes can be loaded into the paper drawers: 11" x 17" □, LGL □, LTR \square , LTR \square , and STMT \square .

For details of available paper stock which can be loaded into the paper drawers, see "Paper Type," on p. 3-2.

Grip the handle of the paper drawer, and pull out the paper drawer until it stops.



2 Open a paper package, and remove the paper stack.



IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.

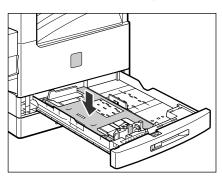
Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.

- Severely curled or wrinkled paper
- Heavyweight paper
- Transparencies
- 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 copy on the reverse side either)
- Back side of printed paper



For high-quality print output, use paper recommended by Canon.

3 Push down the metal plate until it locks in place.

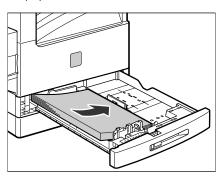


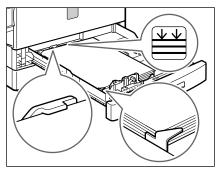
Load the paper into the paper drawer.

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 to match the paper size being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of the paper.





(III) 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 limit mark \sqsubseteq Make sure that the corners of the stack are held under the guiding tabs.



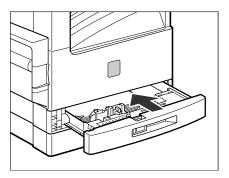
∅ NOTE

Each paper drawer holds about 250 sheets of paper (20 lb bond (80 g/m²)). 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 paper drawer, 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 details of the print direction of paper already printed with logos or patterns, see Chapter 1, "Introduction to Copying," in the Copying Guide.

5 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 closed position, be careful not to get your fingers caught, as this may result in personal injury.



IMPORTANT

Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

Adjusting the Paper Drawer Guides

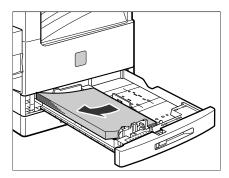
If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.



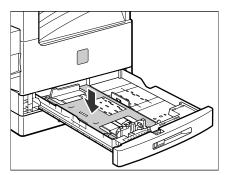
The following paper sizes can be loaded into the paper drawers: 11" x 17" \square , LGL \square , LTR \square , and STMT \square .

Please contact your service representative about the settings for U1, U2, and U3 paper.

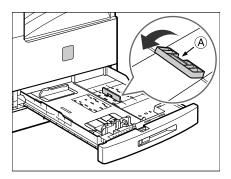
Pull out the paper drawer, and remove all the loaded paper.



2 Push down the metal plate until it locks in place.



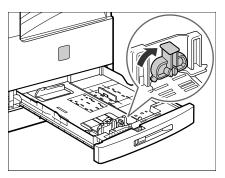
Detach the paper end guide by pushing it to the left and pulling up, and attach it again aligning it with the mark for the desired paper size.



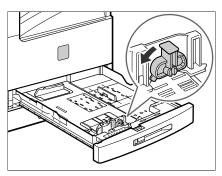


Attach the end guide while pressing down the point indicated with "A". If you are setting for 11" x 17" paper, attach the end guide to the 11" x 17" indicator on the right rear side of the paper drawer.

Lift the lock lever vertically, and slide the side guide to align it with the mark for the size of the paper you are loading.



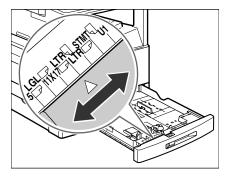
5 Lower the lock lever to the left to lock the side guide.



IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

6 Set the paper size detector lever, located on the left side of the paper drawer, to match the size of the paper being loaded.

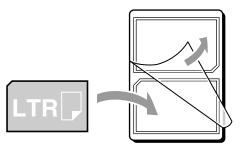


(IMPORTANT

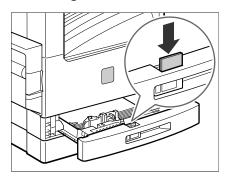
Be sure to set the paper size detector lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

Attach the appropriate paper size label onto the paper size plate.

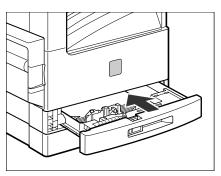
Remove the protecting plastic sheet and attach the label for the paper size you are loading.



Change the paper size plate, so that it matches the new paper size being loaded.



Gently push the paper drawer back into the machine until it clicks into place in the closed position.





When returning the paper drawer to its closed position, be careful not to get your fingers caught, as this may result in personal injury.

Copying - Basic Operations



This chapter describes the overview and flow of copying operations.

Overview of Copying Operations	4-2
Copy Operations	4-4
More Information	.4-9

Overview of Copying Operations

Copying operations of this machine are done from the control panel with the Copy Basic Features screen, Special Features screen, and Additional Functions menu. Press the appropriate keys on the control panel in accordance with the selections on the LCD display.

This section provides an overview of the copying functions of this machine.

■ Copy Basic Features Screen

The screen below appears when the machine is ready to make copies (Copy Basic Features screen). You can set the following basic copy features from this screen:



Select the paper size automatically, or specify the paper size manually for a copy job. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

Adjust the copy exposure and image quality automatically or manually. (See Chapter 2, "Basic Copying Features," in the Copying Guide.)

Adjust the copy ratio automatically or manually. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

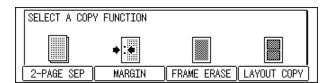
Collate the copies in page order. (See Chapter 2, "Basic Copying Features," in the Copying Guide.)

Scan another original while the machine is printing a previous job. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

Interrupt a reserved or current job in order to make higher priority copies. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

■ Special Features Screen

The screen below appears when you press [Special Features] on the control panel (Special Features screen). You can set the following copy modes from this screen:



[Two-Page Separation]: This mode enables you to copy facing pages of an opened book onto separate copy sheets. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Margin]: Select to create margins along the sides of a copy sheet. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

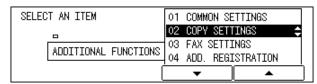
[Frame Erase]: Eliminates dark border areas and lines that appear around original images or shadows from punched holes. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Image Combination]: Automatically reduce two or four originals to fit onto a single copy sheet. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

[Different Size Originals]: Make copies by feeding different size originals together in one group, by placing them in the feeder. (See Chapter 3, "Special Copying Features," in the *Copying Guide*.)

■ Additional Functions Menu

The screen below appears when you press [Additional Functions] (Additional Functions menu). You can customize the following settings from this menu:



Store settings, such as image quality and copy ratio as the Standard Settings. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Make copies of original images reproduced with a sharper or softer contrast. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Assign the most frequently used copy functions to Shortcut keys. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Copy Operations

This section describes the flow of basic copy operations. Understanding the flow of copy operations is useful to learn the machine's basic features, and how to find more information in the Copying Guide.



NOTE

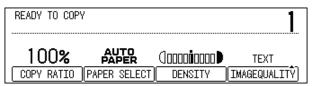
For the following items:

- Main power and the Energy Saver mode, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.
- Routine maintenance, see Chapter 6, "Routine Maintenance," in the Reference Guide. If the platen glass is dirty, the output quality may deteriorate. Always keep the platen glass clean. (See Chapter 6, "Routine Maintenance," in the Reference Guide.) Do not touch the platen glass cover while copying. Moving the cover can distort the image being copied.

If large amounts of documents are stored in memory, you may not be able to make a copy. If the message <MEMORY FULL> appears on the LCD display while making a copy, print the received documents that are stored in memory, or wait until the current document transmission completes, and try copying again.



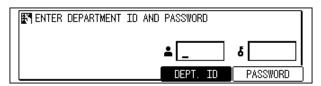
Press [COPY] to display the Copy Basic Features screen.



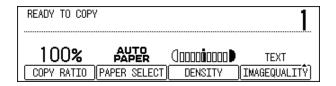
• If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:



□ Enter the Department ID and password → press [ID].



The Copy Basic Features screen appears.



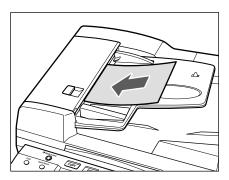


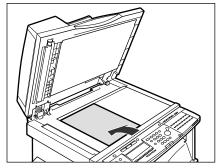
For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

2 Place your original.

You can place your original both vertically and horizontally in the feeder or on the platen glass.

For instructions on placing your original, see "Placing Originals," on p. 2-2.







LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR \square to 11" x 17" \square .

Horizontally placed LTR originals are referred to as LTR \square .

11" x 17" and LGL originals must be placed horizontally.

If AUTO SORT is set to '1 ON' from the Additional Functions menu, the Collate mode is automatically set when the original is placed in the feeder. (See Chapter 4, "Customizing Settings," in the *Copying Guide*.)

Set the desired copy mode on the Copy Basic Features screen.



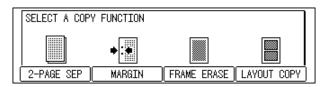


∅ NOTE

On the Copy Basic Features screen, you can select the copy ratio, paper size, and copy exposure and image quality settings.

Set the desired copy modes on the Special Features screen.

☐ Press [Special Features].



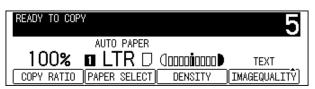
☐ Press the function keys under the modes that appear on the LCD display, and which correspond to the copy modes you want to set.



On the Special Features screen, you can select the following copy modes: Two-Page Separation, Margin, Frame Erase, and Image Combination. For instructions on setting each copy mode from the Special Features screen, see Chapter 3, "Special Copying Features," in the Copying Guide.

Enter the copy quantity.

For instructions on setting the number of copies, see Chapter 2, "Basic Copying Features," in the Copying Guide.

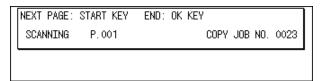






6 Press [Start].

If the following screen is displayed, follow the instructions that appear on the LCD display \rightarrow press (Start) once for each original. When scanning is complete, press (OK).



Copying starts.

IMPORTANT

While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.



If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

- 7 If you want to stop, interrupt, or copy another original during a copy job, follow the instruction below.
 - If you want to stop a copy job while scanning:



☐ Press [Stop].

The display for selecting whether to cancel copying or not appears.





☐ Press [F3] (YES).

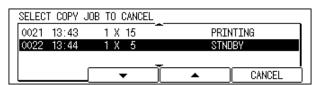
Scanning is canceled.

If you want to cancel a copy job in the standby mode:



☐ Press [Stop].

The display for selecting a copy job to cancel appears.



 \square Press [F2] (\blacktriangledown) or [F3] (\blacktriangle) to select the copy job you want to cancel \rightarrow press [F4] (CANCEL).

The selected job is canceled.



(-1)



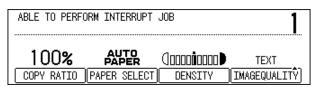
After pressing (Stop), several copies may continue to print out.

You can also cancel a copy job from the System Monitor screen. (See Chapter 1, "Introduction to Copying," in the *Copying Guide*.)

If you want to interrupt a copy job:

To interrupt a copy job when you need to make priority copies, press [Interrupt]. For instructions on interrupting a copy job, see Chapter 1, "Introduction to Copying," in the Copying Guide.

The message <ABLE TO PERFORM INTERRUPT JOB> appears on the LCD display.



If you want to reserve a copy job and scan an original while the machine is printing:



- ☐ Place your original → press [Start].
 - For instructions on reserving a copy job, see Chapter 1, "Introduction to Copying," in the Copying Guide.
- When scanning is complete, remove your original.



If you have set Department ID Management, press [ID].

For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the Reference Guide.

More Information

For detailed information on all copying functions, see the Copying Guide.

Faxing - Basic Operations

This chapter describes the overview of the fax functions, how to set up the machine, and the flow of fax operations.

Overview of Fax Operations	5-2
Setting Up the Machine for Fax Operation	5-4
Connecting the Telephone Line	5-4
Setting the Current Date and Time	5-5
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Registering the Unit's Name.	5-10
Registering the Sender Information (TX Terminal ID)	5-12
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Overview of Fax Operations

This section provides an overview of the fax functions of this machine.

■ Various Fax Features

When sending, you can set the document resolution, image quality and contrast suitable to the original. (See Chapter 3, "Basic Sending," in the Facsimile Guide.)

You can select from Book, Memory, or Direct Sending.

(See Chapter 3, "Basic Sending," in the Facsimile Guide.)

You can set the timer to automatically send a fax at a specified time. (See Chapter 4, "Additional Sending Features," in the Facsimile Guide.)

You can perform several jobs without waiting for the current job to be finished. For example, you can print a received document while sending a document stored in the memory.

■ Easy to Use

You can store up to 63 numbers for one-touch speed dialing, enabling you to send a fax by pressing a single key. You can also store 137 numbers for coded speed dialing, by designating a three-digit code for each of them. Multiple one-touch and coded speed dialing entries can be registered in a group. Additionally, you can quickly find a fax number by entering the destination's name you have registered. (See Chapter 2, "Speed Dialing," in the *Facsimile Guide*.)

You can register an access code from two to five digits to represent a fax number. (See Chapter 2, "Speed Dialing," in the Facsimile Guide.)

You can register a frequently used setting to a program one-touch key so you can automatically perform a routine procedure with the press of a single key. (See Chapter 10, "Special Fax Features," in the Facsimile Guide.)

■ Fax/Telephone Information Services

A range of fax/telephone information services, including business and tourism related services, can be easily accessed. (See Chapter 10, "Special Fax Features," in the Facsimile Guide.)

■ Efficient and Confidential Transactions

Memory Box features (confidential, relay, polling and transfer boxes) enable you to make efficient and confidential transactions. (See Chapter 6, "Memory Features," in the Facsimile Guide.)

By specifying the ITU-T subaddress and password, you can perform a highly confidential transaction. (See Chapter 4, "Additional Sending Features," in the Facsimile Guide.)

■ Monitoring Transactions and Checking Settings

You can check a list of documents being sent or waiting to be sent by simply pressing [Monitor]. (See Chapter 3, "Basic Sending," in the Facsimile Guide.)

You can print various kinds of reports. (See Chapter 11, "Printing Reports and Lists," in the Facsimile Guide.)

■ Fax Transmissions over Internet (Network Model Only)

If you have the Network Model, you can send and receive documents to/from an e-mail address. Sent documents are attached to the e-mail as image files. This enables the receiving party to view the contents of the documents on their computer monitor. (See the Sending Guide.)

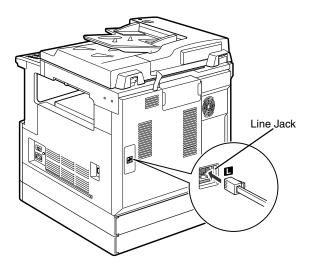
Setting Up the Machine for Fax Operations

After installation, you need to set up the machine to use the fax function. If the connection or registered information is not correct, the machine will not function properly.

Connecting the Telephone Line

Before turning the power ON, connect the telephone line to the machine.

1 Connect one end of the telephone line to the line jack marked ...



2 Connect the other end of the telephone line to your wall telephone jack.

Setting the Current Date and Time

You must set the current date and time. The date and time is printed on the top of every document you send. It is also used as required for functions that have timer settings.



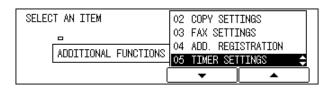
1 Press [Additional Functions].

The Additional Functions menu appears, and the indicator light blinks.



2 Press [F3] (▼) or [F4] (▲) to highlight <05 TIMER SETTINGS> → press [OK].

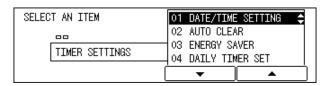
Each time you press (∇) or (Δ) , the next or previous menu option becomes highlighted.



The TIMER SETTINGS menu appears.



3 Press [F3] (▼) or [F4] (▲) to highlight <01 DATE/TIME SETTING> → press [OK].



The DATE/TIME SETTING menu appears.



Press [F2] (◄) or [F3] (▶) to select the month, day, year, and time → enter the current date and time using the numeric keys.

Enter the date, and time in 24-hour notation, with four digits and no space.

Enter two digits for the year.

Examples:

May 6 → 0506

7:05 a.m. → 0705

11:18 p.m. → 2318





NOTE

If you make a mistake when entering values, press (c) (Clear) \rightarrow enter the correct



5 Press [OK].

The date and time is set, and the TIMER SETTINGS menu returns.



6 Press [Reset] to return to the Basic Features screen.

Registering the Required Sender Information

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission.

Your fax number

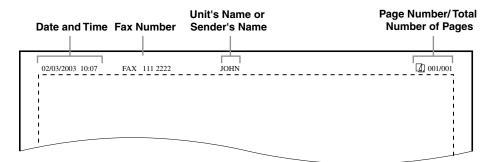
Your personal name or company's name

Date and time of transmission

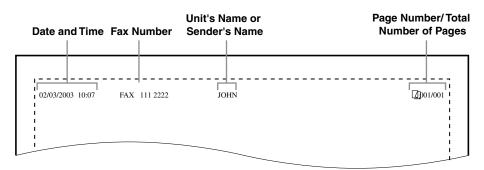
The sender information you register is printed as shown below.

After your fax is received, the other party knows immediately where it came from because your sender information is printed at the top of every page you send.

If the TX TERMINAL ID is set to 'OUTSIDE IMAGE':



If the TX TERMINAL ID is set to 'INSIDE IMAGE':





If there are unregistered items, only the registered items and the page number are printed on the documents.

■ Date and Time

Date and time of the transmission.

■ Fax Number

Your fax number.

■ Unit's Name or Sender's Name

Select a unit's name or a sender's name by pressing [TTI Selector] before scanning a document for sending.

■ Page Number/Total Number of Pages

The page number of the document out of the total number of pages.

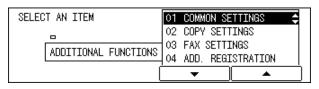
Registering the Machine's Fax Number

Follow the procedure below to register the number of your machine.



1 Press [Additional Functions].

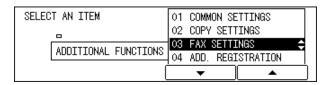
The ADDITIONAL FUNCTIONS menu appears.





2 Press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

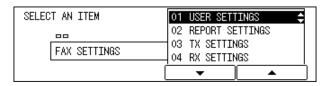
Each time you press (∇) or (Δ) , the next or previous menu option becomes highlighted.



The FAX SETTINGS menu appears.



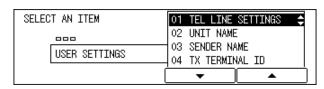
3 Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].



The USER SETTINGS menu appears.



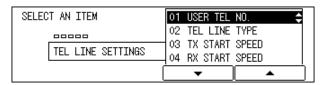
Press [F3] (▼) or [F4] (▲) to highlight <01 TEL LINE SETTINGS> → press [OK].



The TEL LINE SETTINGS menu appears.



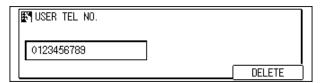
5 Press [F3] (▼) or [F4] (▲) to highlight <01 USER TEL NO.> → press [OK].



The display for entering your fax number appears.



6 Enter your fax number using the numeric keys → press [OK].



Your fax number is registered, and the TEL LINE SETTINGS menu returns.



If you entered a wrong number, use the cursor keys to go back to the position you want to correct \rightarrow press [Delete] \rightarrow enter the correct number.

Press [Reset] to return to the Basic Features screen.

Registering the Unit's Name

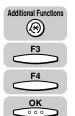
Follow the procedure below to register the unit's name. The unit's name can be the name of the company or department, or a personal name.

The unit's name you register is printed as the TX Terminal ID on the document the other party receives.



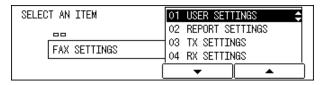
NOTE

For details about entering letters, see Chapter 2, "Basic Operations," in the Reference Guide.



Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

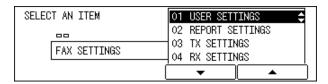
The FAX SETTINGS menu appears.





Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].

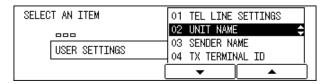
Each time you press (∇) or (Δ) , the next or previous menu option becomes highlighted.



The USER SETTINGS menu appears.



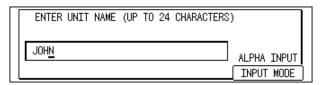
Press [F3] (▼) or [F4] (▲) to highlight <02 UNIT NAME> → press [OK].



The display for entering the unit's name appears.



Enter the unit's name using the numeric keys → press [OK].



The unit's name is registered, and the USER SETTINGS menu returns.



The unit's name can be up to 24 characters long.

If you entered a wrong letter, use the cursor keys to go back to the position you want to correct \rightarrow press [Delete] \rightarrow enter the correct letter.

To delete the entire entry, press [Clear].



5 Press [Reset] to return to the Basic Features screen.

Registering the Sender Information (TX Terminal ID)

The TX Terminal ID tells the recipient the sender's name and fax number.

Follow the procedure below to select the position where the TX Terminal ID appears on the recording paper, and to select a Telephone Number Mark.

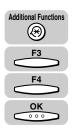


- In the United States, the TX Terminal ID must be printed on the top of every page the other party receives. Please see "Registering the Required Sender Information" on p. 5-7 for details on FCC rules governing the use of facsimile equipment in the United States.
- If you do not specify these settings, you cannot send a fax.



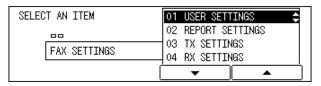
The default settings are as follows:

- TX Terminal ID position: '01 OUTSIDE IMAGE'
- Telephone Number Mark: '01 FAX'



Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <03 FAX SETTINGS> → press [OK].

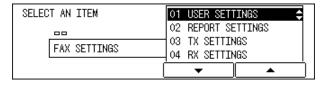
The FAX SETTINGS menu appears.





Press [F3] (▼) or [F4] (▲) to highlight <01 USER SETTINGS> → press [OK].

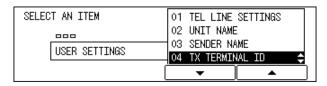
Each time you press (∇) or (Δ) , the next or previous menu option becomes highlighted.



The USER SETTINGS menu appears.



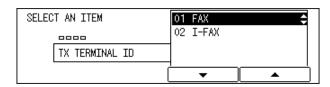
3 Press [F3] (▼) or [F4] (▲) to highlight <04 TX TERMINAL ID> → press [OK].



The TX TERMINAL ID menu appears.



4 Press [F3] (▼) or [F4] (▲) to highlight the transmission type → press [OK].



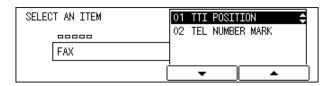
The transmission type settings menu appears.



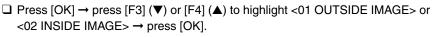
The I-Fax function is only available in the Network Model of this machine.



Fress [F3] (▼) or [F4] (▲) to highlight <01 TTI POSITON> or <02 TEL NUMBER MARK>.

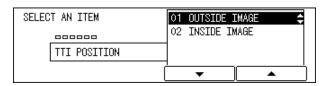


● If you selected <01 TTI POSITION>:



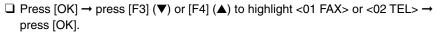
<01 OUTSIDE IMAGE>: This prints the TX Terminal ID outside the image area on the output fax.

<02 INSIDE IMAGE>: This prints the TX Terminal ID inside the image area on the output fax.



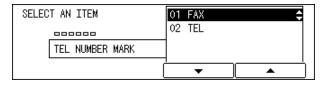
The TX TERMINAL ID menu returns.

• If you selected <02 TEL NUMBER MARK>:



<01 FAX>: This prints the letters <FAX> before the telephone number.

<02 TEL>: This prints the letters <TEL> before the telephone number.



The TX TERMINAL ID menu returns.

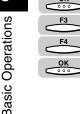


If you selected <02 I-FAX> in step 4, the display for selecting the TTI POSITION appears. You also cannot select <TEL NUMBER MARK>.



Press [Reset] to return to the Basic Features screen.





Fax Sending Operations

This section describes the flow of basic fax sending operations.



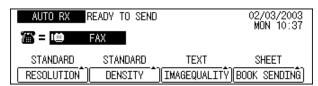
For the following items:

- Main power and the Energy Saver mode, see Chapter 1, "Before You Start Using this Machine," in the *Reference Guide*.
- Routine maintenance, see Chapter 9, "Maintenance," in this manual, or Chapter 6, "Routine Maintenance," in the *Reference Guide*.



(ID)

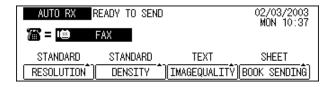
1 Press [FAX] to enter the Fax Basic Features screen.



- If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:
- ☐ Enter the Department ID and password → press [ID].



The Fax Basic Features screen appears.



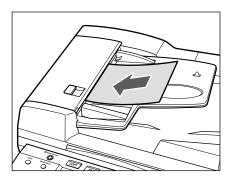


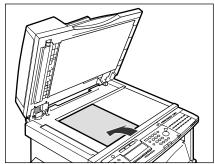
For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the *Reference Guide*.

2 Place your documents on the machine.

You can place your original either vertically or horizontally in the feeder or on the platen glass.

For instructions on placing your original, see "Placing Originals," on p. 2-2.





Select the desired fax settings on the Fax Basic Features screen.





∧ NOTE

On the Fax Basic Features screen, you can adjust the scan settings, such as the Resolution, Density, and Image Quality. You can also select the sheet size for Book Sending.

To adjust the resolution, density, and image quality, see Chapter 3, "Basic Sending," in the Facsimile Guide.

Select the desired fax sending modes.

- ☐ Open all three one-touch speed dialing panels.
- \square Press a Fax function key \rightarrow select their settings \rightarrow press [OK].



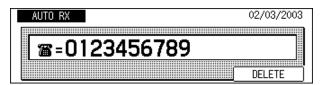
∅ NOTE

You can preset the fax functions to program one-touch keys. (See Chapter 10, "Special Fax Features," in the Facsimile Guide.

Specify the destination.

For instructions on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the Facsimile Guide.

If you want to set other sending conditions, set them before you specify the destination. (See Chapter 4, "Additional Sending Features," in the Facsimile Guide.)





Press [Start].

Scanning starts.



The size of the original is detected automatically. However, if the output paper in the machine at the receiving end does not match the size of your scanned document, the machine reduces the size of your document, or separates it into several pages to match the paper size loaded in the recipient's fax machine. For details, see Chapter 5, "Receiving Documents," in the Facsimile Guide.



If prior jobs are being processed, the machine returns to the Fax Basic Features screen, and your document will be sent once the jobs are complete.

The machine usually sends documents through memory transmission (sends an image after storing it in memory). You can also send documents one by one, by pressing (Direct TX). (See Chapter 3, "Basic Sending," in the Facsimile Guide.) The machine has enough memory (16 MB) to store up to 100 pages* of sent and received documents (fewer if the document contains many graphics or particularly dense text). *Based on the use of ITU-T No.1 chart, using the standard settings. If the memory becomes full while you are scanning a document for sending, the message <MEMORY FULL> appears on the LCD display. Press (OK) so that the paper remaining in the feeder can be put out. All the pages you were scanning will be cancelled.

The number of pages you can store into memory differs depending on the amount of free memory remaining in the machine and the type of document you are scanning.

Press [Monitor] to check the transmission result, or cancel sending the documents stored in memory. (See Chapter 3, "Basic Sending," in the Facsimile Guide.)



If you want to cancel sending the document, press [Stop].

- When scanning is complete, remove your document.
- If you have set Department ID Management, press [ID]. (ID)

For instructions on using Department ID Management, see Chapter 5, "System Manager Settings," in the Reference Guide.

More Information

For detailed information on all fax functions, see the Facsimile Guide.

Printer/Fax Driver Software



This chapter briefly describes the PCL printer driver and fax driver software.

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Installing the Software6
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Introduction

The Canon PCL5e and PCL6 printer drivers and fax driver give users of Microsoft Windows 95, Windows 98, Windows Millennium Edition, Windows NT Version 4.0, Windows 2000, or Windows XP (hereafter called Windows 95/98/Me/NT 4.0/2000/ XP) operating systems the ability to make full use of the printer. The printer drivers enable you to print documents from any Windows application to your printer using Hewlett-Packard's PCL5e or PCL6 data format.

In Windows 95/98/Me/NT 4.0/2000/XP environments, you can use both printer drivers. The PCL6 printer driver is recommended for printing image data. The PCL5e printer driver is recommended for printing text data.



NOTE

The printer function is only available in the Network Model of this machine.

System Requirements

The printer and fax drivers for Windows 95/98/Me/NT 4.0/2000/XP can be used in the following system environments.

■ Software

Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows Me, Microsoft Windows NT 4.0, Microsoft Windows 2000, or Microsoft Windows XP.

■ Computer

Any computer on which Microsoft Windows 95, Microsoft Windows 98, Microsoft Windows Me, Microsoft Windows NT 4.0, Microsoft Windows 2000, or Microsoft Windows XP runs properly.

Installing the Software

The Set-Up Sheet for Networking and Printing explains the standard installation procedures for the printer and fax drivers. For detailed information on different installation procedures, see the PCL Driver Guide and/or Fax Driver Guide.

More Infomation

For detailed information on all features of the printer driver and fax driver software, see the PCL Driver Guide and Fax Driver Guide with Cover Sheet Editor, respectively.

I-Fax - Basic Operations



This chapter describes the overview of the I-Fax functions, setting up the machine, and sending and receiving I-Fax.

Overview of the I-Fax Functions	.7-2
Setting Up the Machine for Using I-Fax	.7-3
Sendig and Receiving I-Fax	.7-4
Sending I-Fax by One-Touch Speed Dialing, Coded Speed Dialing, or Access Code	.7-4
Manual I-Fax Sending	.7-6
Receiving I-Fax	.7-8
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Overview of the I-Fax Functions

I-Fax (Internet Facsimile) enables you to transmit and receive a scanned original document converted to TIFF (Tag Image File Format) image data or PDF (Portable Document Format) as an attachment of an e-mail, to/from any facsimile with I-Fax capability or any personal computer with e-mail through the Internet. I-Fax has two transmission modes: the Simple Mode and the E-Mail Mode.

■ Simple Mode

In the Simple Mode, a scanned original document is converted to TIFF (MH) image data. Size of the converted image data is limited to LTR, and its resolution is fixed to 200 x 200 dpi or 100 x 200 dpi, adhering to the common I-Fax standard. The image format, image size, and resolution are restricted in the Simple Mode.

To exchange image data with other facsimiles with I-Fax capability, select the <SIMPLE MODE> when specifying the transmission mode. (In case it is between imageCLASS 2300 with I-Fax, you can exchange image data, except for PDF in the 'E-Mail Mode'). You can also exchange image data with personal computers with e-mail.

■ E-Mail Mode

In the E-Mail Mode, a scanned original document is converted to PDF, TIFF (MMR (Modified Modified Read)), TIFF (MR (Modified Read)) or TIFF (MH (Modified Huffman)) image data. To select an image data format, see Chapter 4, "Checking Settings and Registering Destinations," in the Sending Guide.

If you select 'E-Mail Mode' as the transmission mode, you can exchange image data with personal computers with e-mail.

To specify a transmission mode, see Chapter 3, "Setting Up a Mail Account," and Chapter 4, "Checking Settings and Registering Destinations," in the Sending Guide. You can specify a transmission mode in two ways: by registering one-touch speed dialing/coded speed dialing, or specifying the mail user settings. The transmission mode specified by registering one-touch speed dialing/coded speed dialing has higher priority.

Furthermore, I-Fax enables you to:

Select POP3 or SMTP as a reception protocol.

Set the machine to check mail periodically.

Set the timer to transmit I-Fax, up to five times a day for time setting. Settings for the same day every week is also possible.

Upload image data to an FTP server.



The I-Fax function is only available in the Network Model of this machine.

Setting Up the Machine for Using I-Fax

Before using I-Fax, it is necessary to specify the following settings from the machine's control panel.

- 1. Network Settings
- 2. Mail Transmission/Reception Settings
- 3. Registering mail addresses in one-touch speed dialing and coded speed dialing.

■ Network Settings

Specify the machine's parameters in the network. To transmit/receive data using I-Fax on the network, specify settings for the TCP/IP communication protocol. (See Chapter 2, "Setting the Network,"in the Sending Guide.)

■ Mail Transmission/Reception Settings

Specify settings of a subject, message text, signature, etc. for each registered mail address. Also, specify items related to e-mail transmission and reception. (See Chapter 3, "Setting Up a Mail Account," in the Sending Guide.) For values of the network settings, contact a network administrator.

■ Registering Mail Addresses in the One-Touch/Coded Speed Dialing Register mail addresses, so that you can transmit mail with I-Fax by specifying the destinations with one-touch/coded speed dialing or access code. You can also register the transmission start time, transmission mode, etc., as well as the mail addresses in each one-touch or coded speed dial address. (See Chapter 4, "Checking Settings and Registering Destinations," in the Sending Guide.)

Sendig and Receiving I-Fax

This section describes how to transmit and receive mail with the I-Fax functions of the machine.

Sending I-Fax by One-Touch Speed Dialing, Coded Speed Dialing, or Access Code

This section describes the basic procedure to transmit mail by one-touch speed dialing, coded speed dialing, or access code.

For sequential broadcasting, specify mail addresses to register in a mailing list using one-touch speed dialing keys, coded speed dialing codes, or access codes. Mail will be sequentially transmitted to the mail addresses registered in the mailing list. You can also broadcast mail by specifying multiple mail addresses using one-touch speed dialing keys or coded speed dialing codes, instead of using a mailing list.



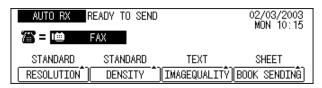
NOTE

If a transmission start time is set in one-touch speed dialing or coded speed dialing with the destination specified, the mail will be transmitted at that preset time. For details on setting a delayed transmission start time for one-touch speed dialing or coded speed dialing, see Chapter 4, "Checking Settings and Registering Destinations," in the Sending Guide.



Press [FAX].

The fax indicator lights up, and the Fax Basic Features screen appears.





Press [Line/Mail] to display <I-FAX>.



The machine is ready to transmit.

Place a document.





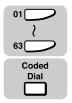
For details on how to place a document, see Chapter 3, "Basic Sending," in the Facsimile Guide.



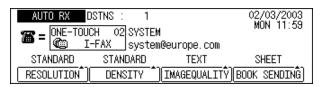
Specify the transmitting conditions \rightarrow press [OK].



To specify a sender name, open all three one-touch speed dialing panels, then press [TTI Selector] and select a sender name. When you do not specify a sender name, the mail will be sent under the name registered in '01'.



Specify a destination by one-touch speed dialing, coded speed dialing, or access code.





For details on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the Facsimile Guide.



Press [Start].

The machine scans the document.



NOTE

To cancel transmitting, press (Stop) while scanning the document or while on standby for transmitting. You cannot cancel while transmitting, even if you press 🔊 (Stop).

If the machine fails to transmit due to transmitting error, etc., it will retransmit for the number of times specified in RETRY of the MAIL USER SETTING menu. In this case, the retry interval will be as specified in RETRY INTERVAL of the MAIL USER SETTING menu. For specification details of Retry and Retry Interval, see Chapter 3, "Setting Up a Mail Account," in the Sendig Guide.

Manual I-Fax Sending

This section describes the basic procedure to transmit mail manually by using the numeric keys.

For sequential broadcasting, specify mail addresses to register in a mailing list using the numeric keys. Mail will be sequentially transmitted to the mail addresses registered in the mailing list. You can also broadcast mail by specifying multiple mail addresses using the numeric keys, instead of using a mailing list.



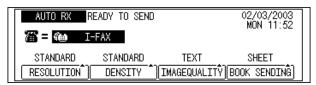
Press [FAX].

The fax indicator lights, and the Fax Basic Features screen appears.



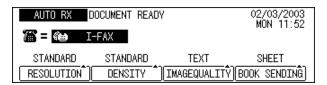


Press [Line/Mail] to display <I-FAX>.



The machine is ready to transmit.

Place a document.





For details on how to place a document, see Chapter 3, "Basic Sending," in the Facsimile Guide.



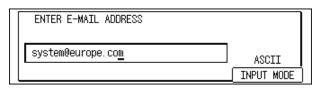
Specify the transmitting conditions → press [OK].



To specify a sender name, open all three one-touch speed dialing panels, then press [TTI Selector] and select a sender name. When you do not specify a sender name, the mail will be sent under the name registered in '01'.



Specify a destination using the numeric keys → press [OK].





For details on how to specify a destination, see Chapter 2, "Speed Dialing," and Chapter 3, "Basic Sending," in the Facsimile Guide.



Press [Start].

The machine scans the document.



To cancel transmitting, press (Stop) while scanning the document or while on standby for transmitting. You cannot cancel while transmitting, even if you press 📎 (Stop).

If the machine fails to transmit due to transmitting error, etc., it will retransmit for the number of times specified in RETRY of the MAIL USER SETTING menu. In this case, the retry interval will be as specified in RETRY INTERVAL of the MAIL USER SETTING menu. For specification details of Retry and Retry Interval, see Chapter 3, "Setting Up a Mail Account," in the Sending Guide.

Receiving I-Fax

If you set EMAIL RX PROTOCOL to SMTP on the MAIL USER SETTING menu, or set EMAIL RX PROTOCOL to POP3 and specify an interval in the CHECK INTERVAL menu, the machine will automatically receive mail. (See Chapter 3, "Setting Up a Mail Account," in the Sending Guide.)

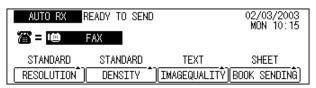
If you set EMAIL RX PROTOCOL to POP3 in the MAIL USER SETTING menu, you can also receive mail manually. (See Chapter 3, "Setting Up a Mail Account," in the Sending Guide.)

This section describes the procedure to manually receive mail.



Press [FAX].

The fax indicator lights up, and the Fax Basic Features screen appears.





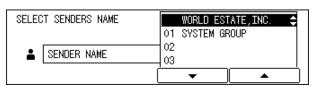
Press [Line/Mail] to display <I-FAX>.



The machine is ready to receive mail.



Open all three one-touch speed dialing panels → press [TTI Selector] → highlight a sender name → press [OK].





If you do not specify a sender name, the machine will receive mail transmitted to the mail address of the sender registered in '01'.

4 Press [Start].

The machine receives mail.



To cancel receiving mail, press (Stop). When "CANCEL DURING TX/RX?" is displayed, press (OK).

If data size of the transmitted mail is larger than that specified at MAX. RX DATA SIZE of the MAIL USER SETTING menu, the machine will not receive that mail, and skips to the next mail. (See Chapter 3, "Setting Up a Mail Account," in the Sending Guide.)

More Information

For detailed information on all I-Fax functions, see the Sending Guide.

Printing - Basic Operations



This chapter describes the features and basic operations of the printer.

Features of the Printer	8-2
Connecting to a Computer	8-4
Connecting to a Network	.8-4
Connecting through a Parallel Interface	.8-5
Connecting through a USB Interface	.8-5
Printing a Document	8-6
Canceling a Print Job	8-7

Features of the Printer

Your printer offers fast printing speed, superior print quality, sophisticated paper handling, and ecology and energy sensitive features. The printer also supports network printing. The printer function is only available in the Network Model of this machine.

■ Superior Print Quality

High resolution printing at 600 dpi (dots per inch) is further enhanced by Automatic Image Refinement to smooth jagged edges along with the use of super fine toner. Combined, these will ensure superior reproduction quality of text and graphics.

■ Software Compatibility

The printer supports Hewlett-Packard's PCL 5e and PCL6 printer languages, which enables the printer to work with a wide variety of software applications supporting PCL.

■ Memory Saving Technology

Memory Reduction Technology accomplishes 600 dpi printing with only 8 MB of memory for letter printing. Complex page data is compressed to optimize available resources.

■ Paper Handling

Each paper drawer holds 250 sheets of paper while the Stack Bypass holds about 100 sheets of standard paper. The Stack Bypass can hold a variety of media for automatic feeding and operate as a manual feed station.

■ Energy Saving

The on-demand fusing technology of the printer provides improved energy efficiency. Because of this power saving feature, the printer meets the guidelines for the International Energy Star Program.

■ Interface Features

The printer has a standard IEEE-1284 compatible parallel interface, which supports ECP and Compatible/Nibble protocols. It also supports Microsoft's Plug & Play technology. The printer also has a USB port for easy connection to a personal computer or other USB devices. This printer also features a 10Base-T/100Base-TX port to enable network printing.

■ Typefaces

The printer comes with 45 scalable typefaces in 14 typeface families (Agfa 45 MicroType fonts) and 32 additional TrueType fonts (barcode and OCR fonts), all compatible with application software supporting Microsoft Windows. In addition, 9 bitmapped typefaces of the Line Printer family are also included. The printer uses the Universal Font Scaling Technology (UFST) for outline fonts, provided under license from Agfa-Gevaert Japan, Ltd. Also supplied with the printer are the TrueType screen fonts for 96 font solution and Canon Font Manager for easy management of installed fonts in Microsoft® Windows® 95/ 98/Me/2000/XP and Windows NT version 4.0. A list of typeface samples is provided in Chapter 5, "Apendix," in the PCL Printer Guide.

■ Printer drivers and Utilities

The printer comes with PCL printer drivers for Microsoft Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.0. This allows you to control most printer settings from the Windows driver screens.

■ Remote UI Support

The printer supports a Remote UI (User Interface) function that allows you to monitor the status of the printer or change the printer settings from a personal computer. (See Chapter 1, "Using the Remote UI," in the Remote UI Guide.)

Connecting to a Computer

Connect the machine to a computer or network using an interface cable supporting bidirectional communication or a 100Base-TX or 10Base-T Ethernet cable.



IMPORTANT

To avoid risk of a shock hazard, turn OFF the main power switch located on the right side of the machine and unplug the power cord from the power outlet, before connecting an interface cable or network cable. (See Chapter 1, "Before You Start Using This Machine," in the Reference Guide.)



∅ NOTE

This machine is not supplied with an interface cable or a network cable. Please purchase the cable to match your computer or network.

For how to connect the interface or network cable to the machine, see the Set-Up Sheet for Networking and Printing.

Connecting to a Network

This machine has a built-in print server that is compatible with TCP/IP to allow use as a network printer for UNIX and Windows. The print server is supplied with a 100Base-TX/10Base-T port, therefore you can simply connect it to a LAN.

You need a LAN cable and hub to connect the machine to your network.



NOTE

The print server of this machine is compatible with a NetWare® network. For details, contact your service representative.

The print server of this machine automatically detects the connected 100Base-TX or 10Base-T interface.

After connecting the network cable, perform the following setups. For details of each setup, consult the corresponding manual.

- Installing the printer driver. (See Chapter1, "Before You Start Using This Machine," in the PCL Printer Guide.)
- Date/time setting and system management setting. (See Chapter 3, "Selecting and Storing Settings," and Chapter 5, "System Manager Settings," in the Reference Guide.)
- Print server and network settings. (See Chapter 2, "Using a TCP/IP Network (Windows/ UNIX)," in the Network Guide.)

Connecting through a Parallel Interface

This machine can connect to a computer through a parallel interface. After connection, install the supplied printer driver and utility software to match the OS of your computer.

For installing the printer driver and utility software, see Chapter1, "Before You Start Using This Machine," in the PCL Printer Guide.



IMPORTANT

If you have connected a computer to the parallel port of this machine, some utility software cannot be used. For details, contact your service representative.

Connecting through a USB Interface

This machine can connect to a computer through a USB interface. After connection, install the supplied printer driver and utility software to match the OS of your computer.

For installing the printer driver and utility software, see Chapter1, "Before You Start Using This Machine," in the PCL Printer Guide.



IMPORTANT

If you have connected a computer to the USB port of this machine, some utility software cannot be used. For details, contact your service representative.

Printing a Document

To print a document, follow the procedure below.

- In the application, with the document open, select [Print] to print your document.
- In the [Print] dialog box, select your printer from [Name], and then click the [Properties] button.

The [Properties] dialog box opens.

Specify the various print settings in the [Properties] dialog box. To switch between sheets, click the tabs for the [Page Setup], [Finishing], [Paper Source], and [Quality] sheets.

You can also specify the various print settings by selecting a profile.



NOTE

For more information on using the print options, see Chapter 3, "Using the Print Option," in the PCL Driver Guide, or the online Help.

- After specifying all the print settings, click the [OK] button in the [Properties] dialog box.
- Click the [OK] button in the [Print] dialog box.

The document is printed under the settings you specified.

Canceling a Print Job

After you cancel a print job from your software application, the printer may still have data remaining in the printer memory. Follow the procedure below to cancel a print job from the printer control panel.



∅ NOTE

You can also cancel print jobs from the Remote UI. For details, see Chapter 2, "Remote UI Functions." in the Remote UI Guide.

Cancel the print job with your software application. For details, refer to your software application user's guide.

If you do not take care to stop the flow of data from the host computer, the printer will continue to print out any data it receives after <READY> has appeared.

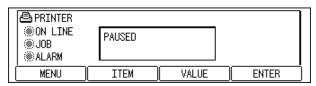


2 Press [PRINT].

The indicator of the key lights up.



Press [OK] to take the printer offline.





Press [BACK] → [F4] (ENTER) to cancel the print job being processed.



The print job is canceled, and the message <READY> appears on the display.

Maintenance



This chapter describes how to replace the toner cartridge and perform routine cleaning.

Replacing the Toner Cartridge
Routine Cleaning
Platen Glass and Cover9-10
Feeder Cleaning
Roller Cleaning9-1
More Information

Replacing the Toner Cartridge

When the machine runs out of toner, the alarm lamp blinks and the message <REPLACE CARTRIDGE> appears on the display. When this happens, remove the toner cartridge from the machine and slowly shake it sideways to redistribute toner. Reinstall the toner cartridge in the machine and print out a test page. If the error message still appears, replace the toner cartridge.



⚠ WARNING

Do not burn or throw used toner cartridges into open flames, as they may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

IMPORTANT

Use only the toner cartridge recommended for use with this machine. Replace the toner cartridge after the message <REPLACE CARTRIDGE> is displayed. Do not expose the toner cartridge to direct sunlight or strong light.

Do not leave the left cover open for a long time after the toner cartridge is installed.



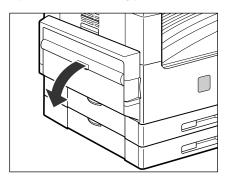
NOTE

After the message <REPLACE CARTRIDGE> appears, approximately 150 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <REPLACE CARTRIDGE> message appears.

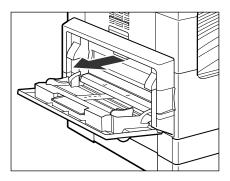
If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

A copy/print job will not stop until it is completed, but some fading might occur on the printout as the toner cartridge becomes empty. If you set <TONER SUPPLY LOW> to '01 RX TO MEMORY', the fax job stops. If you set it to '02 KEEP PRINTING', the fax job continues, but the printout will be faint or illegible.

1 Open the stack bypass.



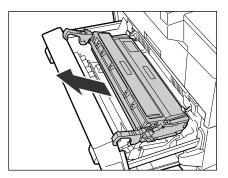
2 Pull out the left cover of the stack bypass.



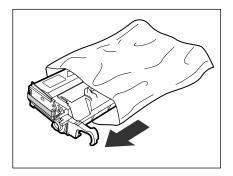
A CAUTION

Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)

3 While gripping the handles (marked with blue) of the toner cartridge, pull it out horizontally.



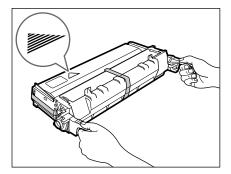
4 Cut the protective bag of the new toner cartridge with scissors, and remove it from the bag.



IMPORTANT

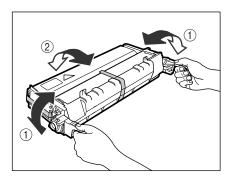
Use only the toner cartridge recommended for use with this machine.

When handling the toner cartridge, hold it by the handles with the triangle facing up as shown in the illustration below. Do not hold the toner cartridge vertically or upside down.

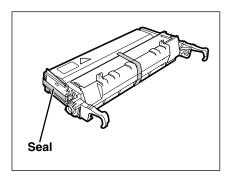


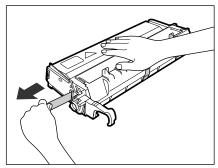
Do not discard the protective bag for the toner cartridge. You will need it later to store the cartridge temporarily when the machine needs servicing.

5 Hold the new toner cartridge with both hands and gently shake it sideways ① several times, and then back and forth ② several times, to distribute the toner evenly inside the cartridge.



6 Place the toner cartridge on a flat stable surface, and hold the cartridge with one hand while removing the seal by pulling it out with the other hand.





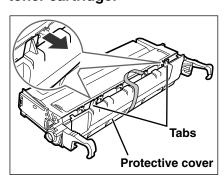
IMPORTANT

Do not stop pulling the seal until it is removed completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.

Pulling the seal upwards or downwards may break the seal. If the seal breaks inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.

Throw away the seal after removing it from the toner cartridge.

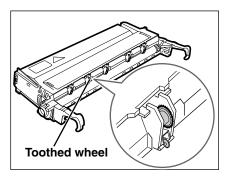
Remove the tape that holds the orange protective cover, and pull the two release tabs on the cover to detach it from the toner cartridge.





CAUTION

When removing the protective cover, be careful not to touch the toothed wheels on the covered side of the toner cartridge, as this may result in personal injury.

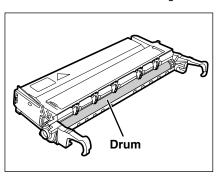




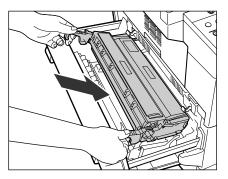
(IMPORTANT)

Do not reattach the protective cover on the toner cartridge, as this may damage the drum inside the cartridge.

Be careful not to touch the blue-green drum inside the toner cartridge.



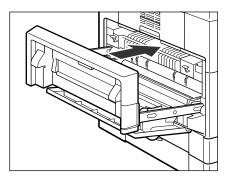
8 While holding the toner cartridge with both hands, align both sides of the cartridge with the guiding grooves on the machine and insert the cartridge horizontally as far as it will go.



(III) IMPORTANT

Be careful not to touch the blue-green drum inside the toner cartridge, as this may damage the drum.

Close the left cover of the stack bypass.

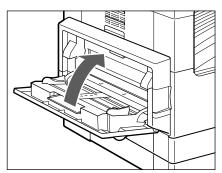


A CAUTION

When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.

Close the left cover until it latches. If the cover is not fully closed, the printout might come out lighter.

10 Close the stack bypass.



A CAUTION

When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Be sure to clean the roller every time you replace the toner cartridge. (See "Roller Cleaning," on p. 9-15.)

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high quality output, we recommend cleaning these parts once a month.

Platen Glass Underside of the Feeder Feeder Scanning Area Roller



WARNING

When cleaning the machine, first turn OFF the main power switch and disconnect the power cord. Failure to do so may result in a fire or electrical shock.

Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.

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 along 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.

Platen Glass and Cover

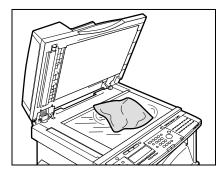
Clean the platen glass and the platen glass cover by following the procedure below.

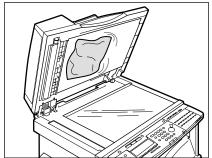


IMPORTANT

If the platen glass or the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.

1 Clean the platen glass and the platen glass cover with a cloth dampened with water, and wipe them with a soft and dry cloth.



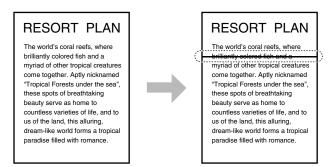


Feeder Cleaning

When scanning the original using the feeder, some streaked lines which do not exist on the original may appear on the output.

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedure to clean the feeder scanning area, film, and roller.

If such lines appear, the original scanning area of the feeder may be dirty.



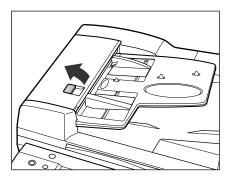
Follow the procedure described below to clean the original scanning area of the feeder.



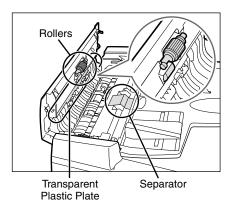
IMPORTANT

If the feeder scanning area is dirty, it may result in a paper jam or blemished print output. Clean the roller while spinning it.

Open the feeder cover.



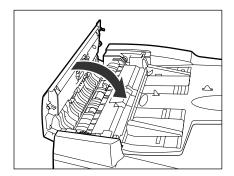
2 Clean the rollers (total of two places), separator, and transparent plastic plate inside the feeder cover, with a cloth slightly dampened with water.



A CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

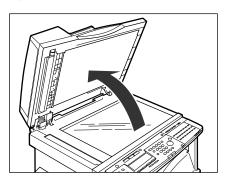
3 Close the feeder cover.



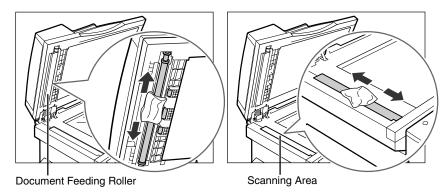
A CAUTION

When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.

4 Open the feeder.



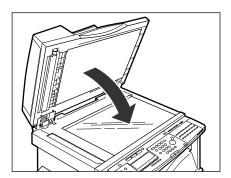
5 Clean the feeder scanning area (platen glass) and the document feeding roller, with a cloth dampened with water.



A CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

6 Close the feeder.



A CAUTION

When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

Roller Cleaning

If a black streak appears on the output, the fixing roller in the main unit may be dirty.

In such a case, clean the roller. Also, it is necessary to clean the roller every time you replace the toner cartridge.

First, print the cleaning paper using the machine, then perform the roller cleaning using the cleaning paper.

Load LTR □ paper in the paper drawer to clean the roller.



Cleaning paper can be printed only on LTR \square paper.



It takes about 2 1/2 minutes to clean the roller.

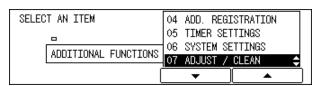


Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears, and the indicator light (9) blinks.



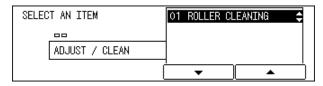
Press [F3] (▼) or [F4] (▲) to highlight <07 ADJUST / CLEAN> → press [OK].



The ADJUST / CLEAN menu appears.



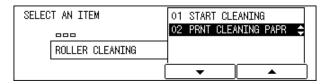
Press [F3] (▼) or [F4] (▲) to highlight <01 ROLLER CLEANING> → press [OK].



The ROLLER CLEANING menu appears.

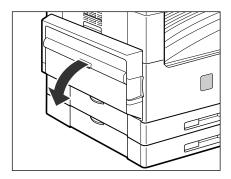


Press [F3] (▼) or [F4] (▲) to highlight <02 PRNT CLEANING PAPR> → press [OK].

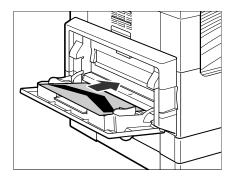


The cleaning paper is printed.

5 Open the stack bypass.

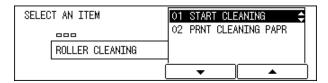


6 Load the cleaning paper with the side on which the letter "V" is printed facing up.





Repeat steps 1 to 3 \rightarrow press [F3] (\blacktriangledown) or [F4] (\blacktriangle) to highlight <01 START CLEANING> → press [OK].



The machine starts cleaning the roller.



If a cleaning paper jam occurs, the alarm indicator blinks red. Press № (Stop) → remove the jammed cleaning paper.

Discard the cleaning paper after use.

More Information

For more information on the routine maintenance of the machine, see Chapter 6, "Routine Maintenance," in the Reference Guide.

Troubleshooting



This chapter highlights any problems that may occur during the operation of the machine, and solutions that may be helpful in fixing them.

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List of Error Messages

Self-Diagnostic Display

The machine is equipped with the self-diagnostic function.

Self-diagnostic (error) messages appear on the display when:

Printing cannot be performed because of an operational error.

You need to make a judgement or take some action during scanning or printing.

The following is a list of self-diagnostic messages, along with possible causes and remedies.

ALREADY IN USE

Cause You attempted to create a polling box, preset polling box, transfer box, confidential box, or relay box, but that box is already created.

Remedy Change your setting or choose another box.

AUTO REDIAL

Cause You are waiting to redial because the party you dialed was engaged when you used direct sending.

Remedy In memory sending, no auto redial message appears.

CANNOT DELETE

Cause You attempted to delete the box that contains a document.

Remedy You cannot delete the box.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK PRINTER Cause The machine is detecting an error in the printer area. Remedy Please contact your service representative. CHECK PRINTER COVER Cause One or more covers are open. Remedy Close all the covers. DATA ERROR Cause The machine may have trouble. Remedy Contact your service representative. **DOCUMENT SCAN ERROR** Cause The machine detected an 11" x 17" original as LTR □ because of its curl, and the TX rotation is activated. This stops scanning. Another possibility is that a paper jam occurred during scanning. Remedy Press [F4] (OK) \rightarrow set the original again. DOCUMENT TOO LONG Cause You have tried to copy an original that is too long using the feeder. Remedy Scan it on the platen glass. **INSTALL CARTRIDGE** Cause The toner cartridge is not installed. Remedy Install the toner cartridge.

LIMIT REACHED

Cause Printing has been restricted.

Remedy Set <RESTRICT PRINTING> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See Chapter 5, "System Manager Settings," in the *Reference Guide*.)

LOAD THE APPROPRIATE SIZE PAPER

Cause Although <AUTO PAPER> is selected when copying, appropriate size paper is not set in the paper drawer or on the stack bypass.

Remedy Select the paper size, or set the copy ratio.

> If you press [Start] while this message is displayed, the paper with the smallest margin is selected automatically and printing starts.

MEMORY FULL

Cause 1 The machine's memory is full of documents received in memory reception and confidential reception.

Remedy Print the original stored in memory.

Cause 2 The machine's memory is full of scanned documents.

Remedy Divide the original into some stacks and scan them one by one.

NO TEL#

Cause The telephone number you attempted to dial using one-touch speed dialing, coded speed dialing, or group dialing was not registered.

Remedy Register the telephone number before using it.

NOT AVAILABLE NOW

Cause 1 You pressed the coded speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the coded speed dialing key before using it.

Cause 2 You pressed the one-touch speed dialing key that has already been registered, while you perform group dial registration.

Remedy Check the information registered under the one-touch speed dialing key before using it.

NOT FOUND, TRY AGAIN

Cause You wish to change the settings of the polling box, preset polling box, transfer box, confidential box, or relay box but no such box has been registered.

Remedy Check the boxes once again.

OPEN THE FRONT COVER

Cause A paper jam has occurred.

Remedy Open the front cover, and follow the procedure described on the label inside the cover to remove the jammed paper.

OUTPUT TRAY FULL

Cause The output tray is full of paper.

Remedy Remove the prints from the output tray.

PLEASE WAIT

Cause This message is displayed when the main power is turned ON. Also, when the machine is not ready to print, this display appears.

Remedy Wait until the message disappears.

PRINT DIFFERENT PAPER SIZE

Cause The paper loaded is a different size to the document stored in memory.

Remedy If you do not mind printing the document on different size paper, select <YES>. If not, select <NO> or press [Stop] \rightarrow replace the paper \rightarrow press [Start].

REC. PAPER JAM

Cause An original jam or paper jam has occurred, preventing you from making prints.

Remedy Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

RECEIVED IN MAILBOX

A document was received in the confidential mailbox. Cause

Remedy Enter the subaddress and password of the confidential mailbox in which the document was received, and print out the document stored in memory.

RECEIVED IN MEMORY

Cause A document was received in memory because the toner or paper has run out.

Remedy Replace the toner cartridge or replenish the paper, then print out the document stored in memory.

REPLACE CARTRIDGE

Cause The toner cartridge has run out of toner.

Remedy Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-2.)

START AGAIN

Cause 1 A transmission error occurred because the line condition was poor.

Remedy Try again from the beginning.

Cause 2 The paper jammed or ran out during the printing of a report.

Remedy Remove the jammed paper or replenish the paper. Then try again from the beginning.

STOP KEY PRESSED/PRESS OK KEY

Cause [Stop] has been pressed while scanning the original using the feeder.

Remedy Press $[OK] \rightarrow$ set the original again.

SYSTEM ERROR/E100

Cause A malfunction has occurred in the machine.

Remedy Please contact your service representative.

SUPPLY REC. PAPER

Cause The paper drawer is out of paper, or not inserted correctly.

Remedy Insert the paper drawer into the machine as far as it will go or load paper.

THERE IS PAPER ON PLATEN GLASS

Cause A document that has already been sent or copied remains on the platen glass.

Remody Remove the document from the platen glass, and try again.

TRANSMITTING...

Cause 1 During the current transmission, your machine may have tried to send a document identified from the list of documents in memory.

Remedy Resend the document when transmission of the first document is complete.

Cause 2 You tried to send a document using direct sending while sending another document from memory.

Remedy Wait until the transmission from memory is complete. Then resend the document using direct sending.

TX LIMIT REACHED

Cause Sending has been restricted.

Remedy Set <RESTRICT TX> from the DEPT. ID MANAGEMENT menu to 'OFF'. (See Chapter 5, "System Manager Settings," in the *Reference Guide*.)

WRONG PAPER SIZE SETTING

Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the USE STACK BYPASS menu does not match the paper size actually set on the stack bypass.

Remedy Make sure the actual paper size matches the selected paper size. Set the correct paper size and open the front cover, then close it.

When Problems Occur during Fax Operations

If an error occurs during fax operations, check the following points.

Sending Documents

You cannot	send a document after dialing.
Cause 1	Is your machine set to the correct telephone line type (pulse or tone)?
Remedy	Check the telephone line type and set the machine to the correct type.
Cause 2	Is your machine in copy mode?
Remedy	Press [FAX] to light the FAX indicator.
Cause 3	Is the document set properly?
Remedy	Reset the document and try sending again.
Cause 4	Did you dial the right telephone number?
Remedy	Try dialing the number again. If the number is registered for one-touch or coded speed dialing, check that the number is correct.
Cause 5	Is the other party's fax machine out of paper?
Remedy	Contact the other party to check whether their fax machine is out of paper.
Cause 6	Is the other party's line busy with sending, receiving, or a voice call?
Remedy	Contact your carrier to check whether the line is busy or not.
Memory fills	s up immediately when you try to send.
Cause 1	Are you sending with the resolution set to 'SUPER FINE' or 'ULTRA FINE', or image quality set to 'PHOTO' or 'TEXT/PHOTO'?
Remedy 1	If your document does not contain fine text or photographs, set the resolution to 'STANDARD' and image quality to 'TEXT'.
Remedy 2	If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Cause 2 Remedy	Is a document occupying your memory space? Either print out any documents received in memory or wait until any documents stored in memory for sending have been sent, then resend your document. are streaked with lines when they print on the other party's fax machine.
Cause	Is your machine's platen glass clean?
Remedy	Copy a document on your machine and see if the document is streaked or dirty. If the copy is streaked, clean the scanning glass.
Your docum	nents are printed out at a reduced size on the other party's fax machine.
Cause 1	Are your slide guides adjusted for the size of the document you are faxing?
Remedy	Adjust the guides to the size of the document you are faxing and resend.
Cause 2	Is the other party's paper smaller than the size of the document you sent?
Remedy	If the other party is using small-size paper, your machine automatically reduces the size of the document in accordance with the other party's paper.
Part of the	document is cut off when the other party receives it.
Cause	Is your document set in the correct direction?
Remedy	Set your document in the correct direction and resend.
The docum	ents you sent are too light.
Cause 1	Is the density set to 'LIGHT'?
Remedy	Select 'DARK' for the 'DENSITY' setting.
Cause 2	Is the image quality set to 'PHOTO' or 'TEXT/PHOTO'?
Remedy	Select 'TEXT' for the 'IMAGEQUALITY' setting.
Cause 3	Is your machine's platen glass clean?
Remedy	Copy a document on your machine and see if the document is streaked or dirty. If the copy is streaked, clean the platen glass.

You cannot perform polling.				
Cause	Is the polling box set?			
Remedy	For polling to send, the polling box must first be set. Set the polling box and resend the document.			
You cannot	perform confidential sending.			
Cause 1	Has the other party set up a confidential mailbox in memory?			
Remedy	Contact the other party and resend on confirmation that their confidential mailbox is set.			
Cause 2	Does the other party's fax machine support ITU-T subaddress/password transactions?			
Remedy	Contact the other party and check.			
Cause 3	Did you specify the other party's subaddress or password correctly?			
Remedy	Check the other party's registered subaddress or password and specify the same number.			
Cause 4	Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?			
Remedy	Check your one-touch or coded speed dialing settings.			
Cause 5	Is the memory of the other party's machine full?			
Remedy	Contact the other party and check.			
You cannot	relay a document from another fax machine.			
Cause 1	Has the other party set up a memory box for relay transmission?			
Remedy	Contact the other party and resend on confirmation that they have set up a box for relay transmission, and have registered destinations to relay to.			
Cause 2	Does the other party's fax machine support ITU-T subaddress/password transactions?			
Remedy	Contact the other party and check.			
Cause 3	Did you specify the other party's subaddress or password correctly?			
Remedy	Check the other party's registered subaddress or password and specify the			

same number.

Cause 4	Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?
Remedy	Check your one-touch or coded speed dialing settings.
Cause 5	Is the memory of the other fax machine full?
Remedy	Contact the other party and check.
You cannot	send a document with a subaddress/password.
Cause 1	Does the other party's fax machine support ITU-T subaddress/password transactions?
Remedy	Contact the other party and check.
Cause 2	Did you specify the other party's subaddress or password correctly?
Remedy	Check the other party's registered subaddress or password and specify the same number.
Cause 3	Did you make a mistake in the subaddress or password registered for one-touch or coded speed dialing?
Remedy	Check your one-touch or coded speed dialing settings.
Cause 4	Is the memory of the other party's machine full?
Remedy	Contact the other party and check.

Receiving Documents

Part of the documents you receive are cut off.

Cause 1	Are the slide guides in your stack bypass set to the size of the paper?
Remedy	Set the guides in the stack bypass to the size of the paper.
Cause 2	Have you specified the correct stack bypass paper size?
Remedy	Specify the correct stack bypass paper size.
Cause 3	Is the ROTATE PRINT mode set to 'OFF'?
Remedy	Set the ROTATE PRINT mode to 'ON'.

The docume	ents you received are of poor quality.
Cause 1	Is your toner cartridge running low on toner?
Remedy	Remove your toner cartridge and gently tilt it from side to side five or six times to redistribute the remaining toner. If this does not solve the problem, replace with a new toner cartridge.
Cause 2	Is the platen glass of the other party's fax machine clean?
Remedy	Copy a document on your machine. If the document is clean, the problem lies with the sender's fax machine. Contact the sender, and ask them to clean their fax machine.
Your machin	ne switches to memory substitution reception even though paper is present.
Cause	Are the setting options to select the DRAWER ELIGIBLTY correct?
Remedy	Correct the fax reception options for selecting the DRAWER ELIGIBLTY.
You cannot	receive a confidential document in your confidential mailbox.
Cause 1	Is a confidential mailbox set?
Remedy	Check your confidential mailbox settings.
Cause 2	Did the other party specify the correct subaddress and password for your confidential mailbox?
Remedy	Contact the other party and check.
You cannot	perform polling.
Cause 1	Did you specify the other party's subaddress or password correctly?
Remedy	Check the other party's registered subaddress or password and specify the same number.
Cause 2	Is the other party's fax machine set to automatic reception?
Remedy	Contact the other party and check.
Cause 3	Is a document set on the other party's machine?
Remedy	Contact the other party and check.

O 1:							
Sending	and	receiving	ΟĪ	documents	ıs	too	SIOW.

Cause 1 Is the resolution set to 'FINE', 'SUPER FINE', or 'ULTRA FINE'?

Remedy Setting the resolution to 'STANDARD' reduces the sending time. However, any fine text in the document will also be harder to read.

Cause 2 Is the picture quality set to 'PHOTO' or 'TEXT/PHOTO'?

Remedy Press [F3] (IMAGEQUALITY) to select 'TEXT'.

Cause 3 Is ECM (Error Correction Mode) set to 'ON'?

Remedy Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to 'OFF'.

You cannot get documents from information services.

Cause 1 Is your machine set to the tone dialing type of the telephone line?

Remedy Press [Tone] to set the dialing type to 'TONE'.

Cause 2 Were there any instructions from the other party, such as to set to receive?

Remedy Just before receiving, press [Start].

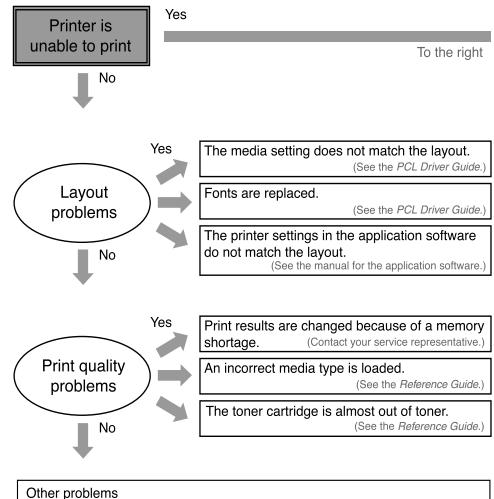
You cannot perform transactions using memory boxes.

Cause Did you specify the other party's subaddress or password correctly?

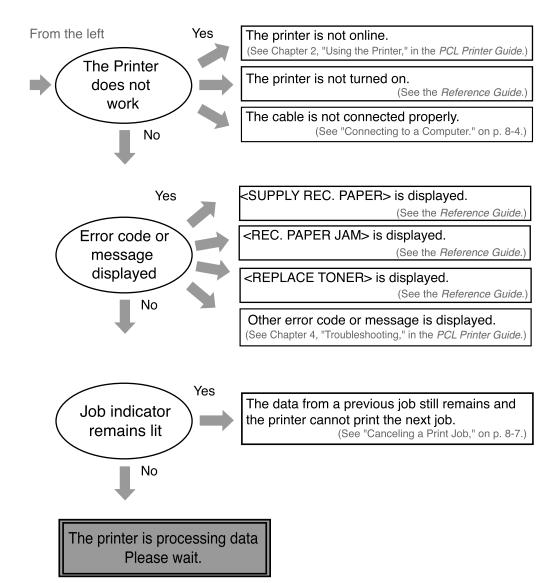
Remedy Specify a different subaddress for each memory box.

When You Have Trouble Printing

If your printer is unable to print or you have problems with the printer or print quality, use this map to find the appropriate page for help.



See Chapter 4, "Troubleshooting," in the PCL Printer Guide.



Service Call Message

If a malfunction occurs to the machine, service call messages appear on the display.



MARNING

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



A CAUTION

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.

MPORTANT

If you turn OFF the main power when there is any queued job, its data will be deleted.

If You Cannot Solve the Problem

If you have a problem with your machine that you cannot solve with the information provided in this chapter, contact your service representative.

If you contact your service representative, make sure you have the following information ready:

Product name: imageCLASS 2300

Serial number (located on the label at the back of the machine)

Details of the problem

Steps taken to try to resolve the problem and the results



CAUTION

If the machine makes strange noises, emits smoke or strange smells, unplug it immediately and contact your service representative. Do not attempt to disassemble or repair the machine yourself.



Attempting to repair the machine yourself may void the limited warranty.

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Machine Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item		Specifications			
Name	Canon imageCLASS 2300				
Туре	Desktop				
Platen	Stationary				
Photoconductive Material	OPC				
Copying System	Indirect electrost	atic copying			
Developing System	One component	dry jumping exposure			
Fixing System	Heat Roller Fusir	ng			
Resolution	Reading	600 dpi x 600 dpi			
	Writing	approx. 1200 dpi x 600 dpi			
	Printing	approx. 2400 dpi x 600 dpi			
Number of Tones	256				
Acceptable Paper Stock	Paper drawer 16 to 24 lb bond (60 to 90 g/m²) Plain, Colored paper, Recycled paper				
	Stack bypass 16 to 32 lb bond (60 to 128 g/m²) Plain, Heavy, Colored paper, Recycled, Transparency, Labels, Envelopes				
Acceptable Originals	Sheet, Books, th	ree dimensional objects (Up to approx. 2 kg)			
Maximum Original Size	11 5/8" x 17" (29	7 mm x 432 mm)			
Paper Sizes	Paper drawer: 11" x 17" □, LGL □, LTR □, LTR □, STMT □				
	Stack bypass: 11" x 17" □, LGL □, LTR □, LTR □, STMT □, STMT □, Free-size (4" x 5 3/4" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)), Envelopes (COM10, DL, Monarch)				
Margin Areas	Leading edge: Left and right sid Trailing edge:	1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm) 1/8" ± 1/16" (3.0 ± 2.0 mm)			

Item	Specifications				
Warm-Up Time	When main power is turned ON: approx. 30 seconds Activation time from Energy Saver mode: Power Consumption at Energy Saver mode: <low>: approx. 30 seconds Power Consumption at Energy Saver mode: <high>: approx. 10 seconds *Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 68°F (20°C).)</high></low>				
First Copy Time	Platen glass se drawer 1)	elected: 8.3 seconds (LTR \square , direct	, paper		
Copy Speed	Direct	11" x 17" □	9 cpm		
		LGL □	10 cpm		
		LTR 🗆	20 cpm		
		LTR □	16 cpm		
		STMT □	20 cpm		
	Reduction	LGL □ → LTR □ (78%)	16 cpm		
		11" x 17" □ → LGL □ (73%)	10 cpm		
		11" x 17" □ → LTR □ (64%)	16 cpm		
	Enlargement	LGL □ → 11" x 17" □ (121%)	9 cpm		
		LTR □ → 11" x 17" □ (129%)	9 cpm		
		STMT □ → 11" x 17" □ (200%) 9 cpr			
		paper is fed from the stack bypass.			
Magnification	Direct	1:1 (±0.5%)			
	Reduction	1:0.78 (LGL → LTR) 1:0.73 (11" x 17" → LGL) 1:0.64 (11" x 17" → LTR) 1:0.50 (11" x 17" → STMT)			
	Enlargement	t 1:1.21 (LGL → 11" x 17") 1:1.29 (LTR → 11" x 17") 1:2.00 (STMT → 11" x 17")			
Paper Feeding System	Paper drawer:	r: 250 sheets x 2 drawers (20 lb bond (80 g/m²))			
	Stack bypass:	100 sheets (LTR □, LTR □, STMT □, STMT □, 20 lb bond (80 g/m²)) 50 sheets (LGL □,11" x 17 □, 20 lb bond (80 g/m²)) 50 sheets (Transparencies, Heavy weight paper, 24 to 32 lb bond (90 to 128 g/m²)) 10 envelopes 1 sheet (Labels)			

Item	Specifications		
Exposure Control	Automatic or manual exposure control		
Multiple Copies	99 sheets maximum		
Power Source	120 V AC ± 10% (50/60 Hz)		
Max Power Consumption	940W max.		
Dimensions (H x W x D)	29 2/5" x 24 1/4" x 24 3/4" (747 mm x 615 mm x 631 mm)		
Installation Space (W x D)	33 1/2 x 24 3/4" (852 mm x 631 mm) (Dimensions of stack bypass tray is given for extended condition.)		
Weight	Approx. 109 lb (49.5 kg)		

Feeder

Item	Specifications	
Туре	Automatic Document Feeder	
Originals	Original supply tray: 11" x 17" □, LGL □, LTR □, LTR □	
Original Paper Weights	10 to 32 lb bond (37 to 128 g/m²) (One-page scanning for 10 to 14 lb bond (37 to 51 g/m²) and 28 to 32 lb bond (105 to 128 g/m²))	
Original Tray Capacity	11"x 17" □, LGL □: 25 sheets (20 lb bond (80 g/m²)) LTR □, LTR □, STMT □: 50 sheets (20 lb bond (80 g/m²))	
Original Replacement Speed	20 sheets/minute (LTR □)	
Power Source	From main unit	
Power Consumption	Maximum 30W	
Dimensions (H x W x D)	4 3/4" x 23 1/4" x 19" (122 mm x 592 mm x 484 mm)	
Weight	Approx. 16 lb (7.1 kg)	

Fax Specifications

The following are the principal specifications of the fax functions of this machine. Specifications are subject to change without notice for product improvement or future releases.

Item	Specifications	
Name	Canon Super G3 Fax Board	
Sending Sizes or Original Sizes	11" x 17" to STMT	
Paper Sizes or Recording Sizes	11" x 17" to STMT	
Transmission Time	Approx. 3 sec./page* (V. 34 33.6 Kbps + ECM - MMR) (Based on Canon FAX standard chart No. 1, standard mode)	
Fax Scanning Line Density (Scanning and Transmission)	STANDARD: 200 x 100 dpi FINE: 200 x 200 dpi SUPER FINE: 200 x 400 dpi ULTRA FINE: 400 x 400 dpi	
Applicable Telephone Line	Subscriber telephone circuit (PSTN)	
Autodial Function	200 numbers	

^{*} Approximately 3 seconds per page for transmission time based on Canon FAX standard Chart No. 1 (ECM-MMR, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on the telephone line conditions.

Printer Specifications

This section lists the specifications for the printer.

Controller Specifications

CPU Power PC405 (200 MHz)

Memory (RAM) 8MB

Host interface One parallel connector (Centronics compliant/ bidirectional)

One USB connector (V 1.1) Two expansion board slots

RAM socket 1

ROM socket 2

Software Specifications

Printer Languages PCL® 5e, 6 emulation

Resident Fonts 45 scalable fonts and 8 bitmap fonts

Effective Printable Reduced to 1/5" (5 mm) (3/8" (10 mm) for envelopes) each from top,

Area bottom, right and left edges.

Interface Specifications

This section lists the specifications for the parallel interface and printer cable that should be used with the printer.

Parallel Interface (Centronics Compliant)

■ Location of signal lines and pins

Pin number	Signal	Pin number	Signal
1	STROBE	19	GND (STROBE)
2	DATA0	20	GND (DATA0)
3	DATA1	21	GND (DATA1)
4	DATA2	22	GND (DATA2)
5	DATA3	23	GND (DATA3)
6	DATA4	24	GND (DATA4)
7	DATA5	25	GND (DATA5)
8	DATA6	26	GND (DATA6)
9	DATA7	27	GND (DATA7)
10	ACK	28	GND (PERROR, SELECT, ACK)
11	BUSY	29	GND (BUSY, FAULT)
12	PERROR	30	GND (AUTOFD, SELECT IN, INIT)
13	SELECT	31	INIT
14	AUTOFD	32	FAULT
15	AUXOUT1	33	AUXOUT2
16	Logic GND	34	AUXOUT3
17	Chassis GND	35	AUXOUT4
18	Peripheral Logic High	36	SELECT IN



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Canon U.S.A., Inc.

Limited Warranty - U.S. Only

The limited warranty set forth below is given by Canon U.S.A., Inc. ("Canon USA") with respect to the Canon imageCLASS 2300 Series product and accessories packaged with this limited warranty (collectively, the "Product") when purchased and used in the United States.

THIS LIMITED WARRANTY DOES NOT COVER THE CARTRIDGE P FOR WHICH A SEPARATE WARRANTY IS GIVEN. PLEASE CONTACT CANON USA IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE CARTRIDGE P LIMITED WARRANTY.

Canon USA warrants the Product to be free from defects in workmanship and materials under normal use and service for a period of one year after delivery to the original purchaser ("Purchaser") by Canon USA or its authorized dealer. During the relevant warranty period, Canon ÚSA shall repair or replace, without charge, any defective part with a new or comparable rebuilt part. Warranty replacement shall not extend the warranty period of the malfunctioning Product. This warranty shall not extend to consumables, such as paper, as to which there shall be no warranty or replacement.

Canon USA shall provide assistance for installation, operation and support of the Product as follows:

- (a) Toll-free telephone support for troubleshooting issues at 1-800-423-2366, Monday through Friday from 8:00 a.m. to 8:00 p.m. E.T. (b) E-mail support via our Web site at www.usa.canon.com

If Canon USA's remote assistance cannot fix your Product's malfunction, Canon USA shall schedule an on-site service call, except where the malfunction involves a user replaceable item, in which case Canon USA will send you a replacement part with installation instructions. You will be responsible for installing the user replaceable items in your Product.

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Canon U.S.A., Inc. and Canon Canada Inc., (collectively "Canon") warrant to the original purchaser ("the Purchaser") of the Canon Cartridge P, packaged with this limited warranty (the "Cartridge"), when used in a compatible* Canon-brand product (the "Product") to be free from defects in workmanship and materials under normal use and service for a period of fifteen (15) days from the date of original purchase. A defective Cartridge returned to a Canon U.S.A. or a Canon Canada Authorized Service Facility or Dealer from whom you purchased the Cartridge ("Service Provider") within the fifteen (15) day warranty period and proven to be defective upon inspection will be exchanged for a new Cartridge. Warranty exchange shall not extend the original warranty period of the Cartridge.

When returning any Cartridge under this limited warranty, you must pack the Cartridge in its original carton with a copy of the bill of sale (or invoice of purchase), together with a complete explanation of the problem and return it to a Service Provider. Shipping charges, if any, must be prepaid. Cartridges covered by this limited warranty will be returned to you without charge by a Service Provider. A listing of Canon U.S.A. CONSUMER PRODUCTS INFORMATION CENTERS and CANON INFORMATION/SERVICE CENTERS in Canada is enclosed with the Cartridge. The Canon U.S.A. CONSUMER PRODUCTS INFORMATION CENTER and CANON CANADA INFORMATION/SERVICE CENTER will refer you to the nearest Service Provider.

NO IMPLIED WARRANTY OR CONDITION**, INCLUDING ANY IMPLIED WARRANTY OR CONDITION** OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, APPLIES TO THE CARTRIDGE AFTER THE APPLICABLE PERIOD OF THE EXPRESS LIMITED WARRANTY STATED ABOVE, AND NO OTHER EXPRESS WARRANTY, CONDITION** OR GUARANTY, EXCEPT AS MENTIONED ABOVE, GIVEN BY ANY PERSON OR ENTITY WITH RESPECT TO THE CARTRIDGE SHALL BIND CANON OR ANY SERVICE PROVIDER (SOME STATES AND PROVINCES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU). NO WARRANTY IS GIVEN ON ANY USED CARTRIDGE

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This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state or province to province.

THIS WARRANTY APPLIES TO CARTRIDGES SOLD AND USED IN THE U.S.A. AND CANADA ONLY.

- * As specified in the Product's operator's manual.
- ** In Canada

CAUTION:

Keep out of reach of children. Keep from contact with oxidizing materials. Refer to instructions for handling and storing.



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Garder hors de la portée des enfants. Éviter de mettre en contact avec des oxydants. Se reporter aux directives pour la manipulation et l'entreposage.



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