

## iR3245 / iR3235 / iR3230 / iR3225

### Troubleshooting



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



**iR3245/iR3235**

**iR3230/iR3225**

**Troubleshooting**



# Manuals for the Machine

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

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are included on the accompanying CD-ROM.

- **Learn How to Use Your Machine**

The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

## Tutorial CD



- **Operations and Settings after the Machine Is Installed**

## Getting Started



- **Quick Reference for Basic Operations**

## Easy Operation Guide



- **Important Notes for Handling the Machine**

## Troubleshooting (This Document)



- **Windows Printer Driver Installation and Instructions**

## Printer Driver Installation Guide



- **Mac OS X PS Printer Driver Installation and Instructions**

## Mac PS Driver Guide



- **Mac OS X UFR II Printer Driver Installation and Instructions**

## Mac UFR II Driver Guide



- **Windows Fax Driver Installation and Instructions**

## Fax Driver Installation Guide



- **Windows Network ScanGear Installation and Instructions**

## Network ScanGear Installation Guide



- **Instructions for Operating the Machine**

- **Before You Start**

- **Help**

- **Copy**

- **Send/Fax**

- **Mail Box**

- **Print**

- **Web Access**

- **Network**

- **Remote UI**

- **MEAP/SSO**

- **Security**

- **Software**

**e-Manual**





# How This Manual Is Organized

## **Chapter 1**

**Before You Start Using This Machine**

## **Chapter 2**

**Routine Maintenance**

## **Chapter 3**

**Troubleshooting**

## **Chapter 4**

**Appendix**

Includes the specifications of the main unit and optional equipment, Sample Reports, the Relationship between Original Orientation and Preprinted Paper Output Chart, and index.

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# Preface

Thank you for purchasing the Canon iR3245/iR3235/iR3230/iR3225. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

## How To Use This Manual

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### Symbols Used in This Manual

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



#### **WARNING**

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



#### **CAUTION**

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.



#### **IMPORTANT**

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and 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:

- Touch Panel Display Keys: [Key Name]

Example: [Cancel]

[Done]

- Control Panel Keys: Key Icon (Key Name)

Example:  (Start)

 (Stop)

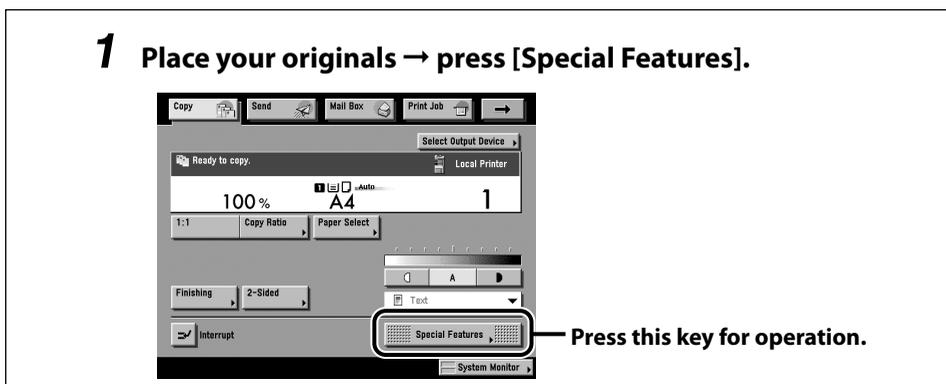
## Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the optional Color Universal Send Kit has been activated, and the following optional equipment is attached to the iR3245: the Feeder (DADF-U1), Super G3 FAX Board, UFR II/PCL Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

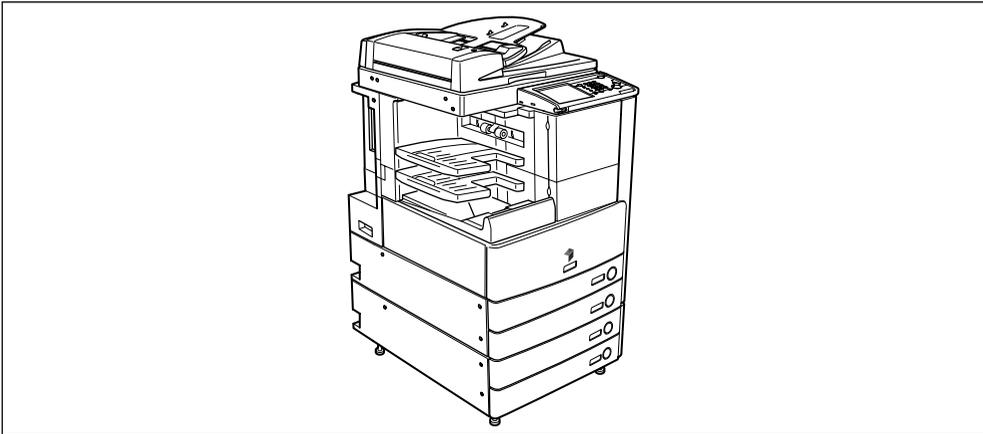
The keys which you should press are marked with a , as shown below.

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



## Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the iR3245 has the following optional equipment attached to it: the Feeder (DADF-U1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.



## Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows operating system: Windows

Apple Macintosh: Macintosh

Apple Mac: Mac

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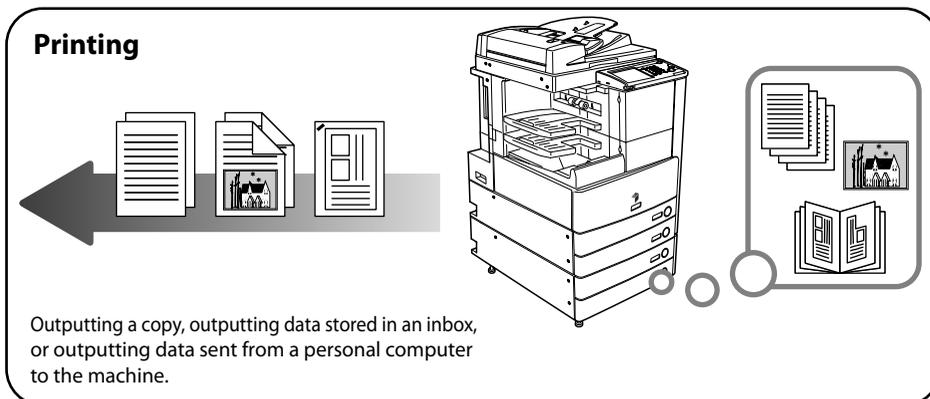
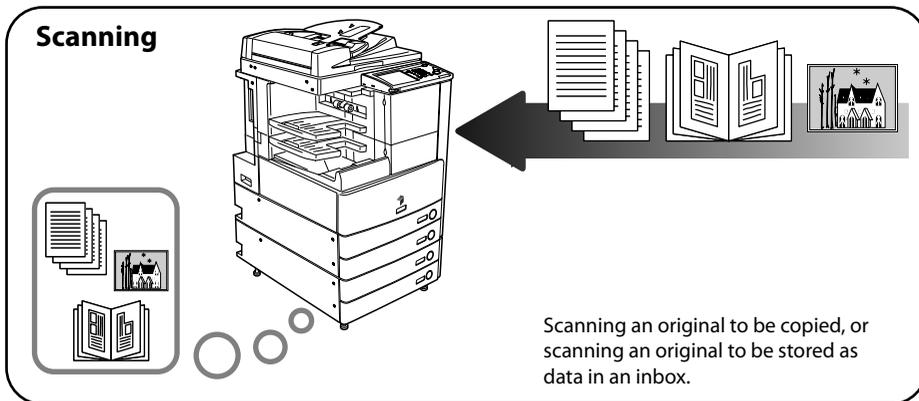
Other product and company names herein may be the trademarks of their respective owners.

# Operations and Terms Used in This Manual

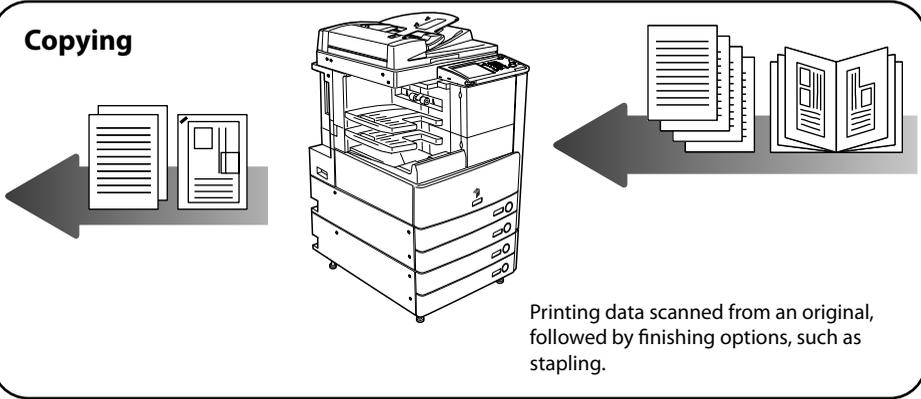
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This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this 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 printed.

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



## Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

# Legal Notices

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## Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

iR3245/iR3235/iR3230 (F152000)

iR3225 (F152300)

## EMC Directive

This equipment conforms with the essential requirements of EC Directive 89/336/EEC. We declare that this product conforms with the EMC requirements of EC Directive 89/336/EEC at nominal mains input 230V, 50Hz although the rated input of the product is 220V-240V, 50/60Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

# Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Also, this product is certified as a Class I laser product under IEC60825-1: 2007 and EN60825-1: 2007. This means that the product does not produce hazardous laser radiation.

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

Do not remove protective housings or external covers, except as directed by the equipment's manual.

## Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.

The labels shown below are attached to the Paper Drawer's Right Cover and Toner Supply Port Cover.



This Product has been classified under IEC60825-1:2007 and EN60825-1:2007, which conform to the following classes;

CLASS I LASER PRODUCT

LASER KLASSE I

APPAREIL A RAYONNEMENT LASER DE CLASSE I

APPARECCHIO LASER DI CLASSE I

PRODUCTO LASER DE CLASE I

APARELHO A LASER DE CLASSE I



**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 Inc. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

## IPv6 Ready Logo



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

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



## Important Safety Instructions

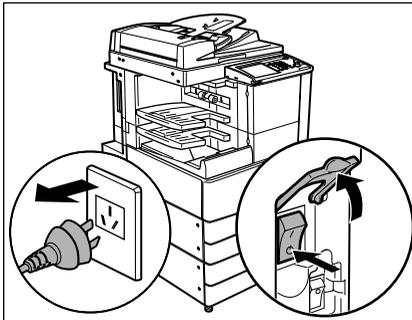
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Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, 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

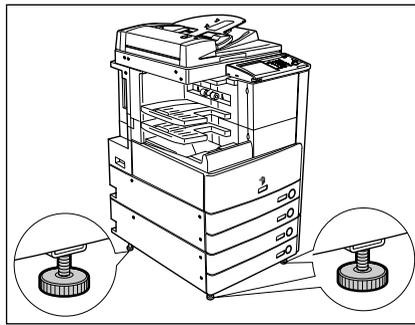
#### WARNING

- 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 local authorized Canon dealer.
  - 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
- Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



# 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 220 - 240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

## CAUTION

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

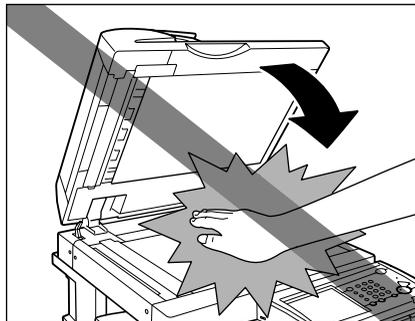
## Handling

### WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. 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 local authorized Canon dealer.

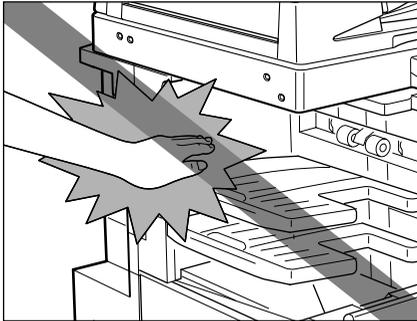
### CAUTION

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

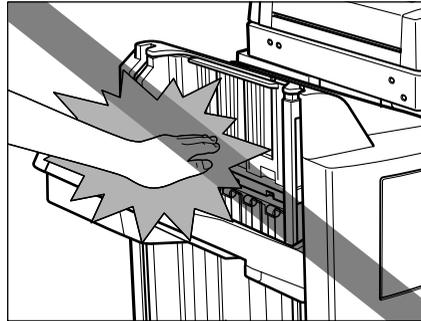


- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.

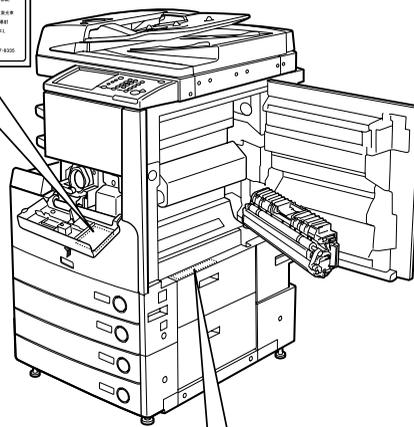


Finisher-S1



Finisher-AE1/Saddle Finisher-AE2

- 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 following caution labels which are attached to the machine.



- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.
- Controlling, adjusting, or operating the machine in ways not mentioned in this manual may cause dangerous radiation to escape from the machine.

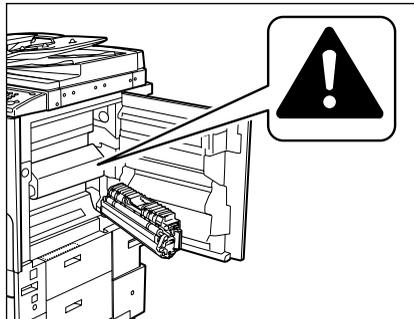
## Maintenance and Inspections

### 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 cartridges 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.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

## 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.

### CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

## Super G3



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

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

## 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.**

# Periodic Inspection of the Breaker

---

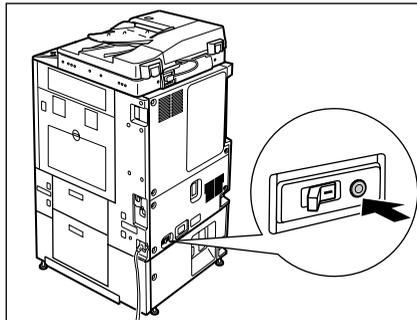
This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.

## IMPORTANT

- Make sure that the main power is turned OFF, before inspecting the breaker.
- If a malfunction occurs after an inspection, contact your local authorized Canon dealer.

## Checking the Breaker

- 1** Push the test button on the rear of the machine with the tip of a ball-point pen, or a similar object.



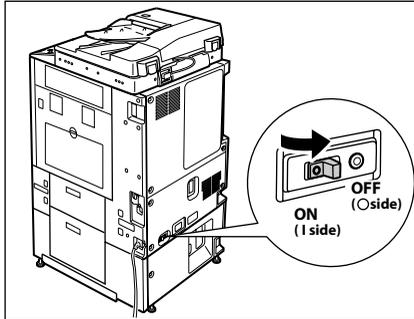
## IMPORTANT

*Briefly push the test button.*

## NOTE

- The breaker is located on the rear of the machine.
- For more information on the location of the breaker, see "External View," on p. 1-10.

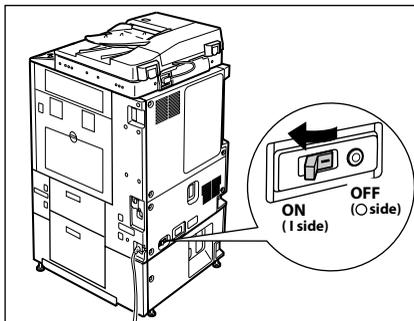
## 2 Confirm that the breaker lever is switched to the OFF ("○" side) position.



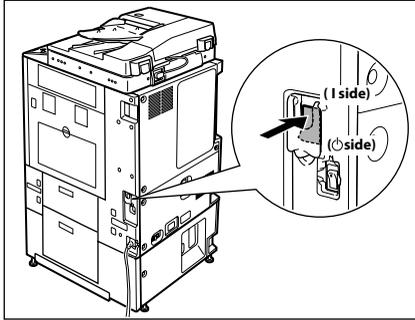
### IMPORTANT

- Do not use the test button to turn the power ON and OFF.
- If the breaker lever does not switch to the OFF ("○" side) position, repeat step 1.
- If the breaker lever does not switch to the OFF ("○" side) position, despite carrying out the above procedure two or three times, contact your local authorized Canon dealer.

## 3 Switch the breaker lever to ON ("|" side).



- 4** Press the main power switch to the "I" side.



- 5** Fill in the check sheet, located on the next page, to document your periodic inspections of the breaker.



# Before You Start Using This Machine

# 1

## CHAPTER

This chapter describes what you should know before using the machine.

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Installation Location and Handling .....	1-2
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How to Turn ON the Main Power .....	1-14
Control Panel Power Switch .....	1-19
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# Installation Location and Handling

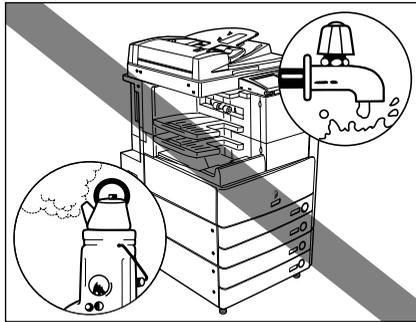
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

## Installation Precautions

### *Avoid Installing the Machine in the Following Locations*

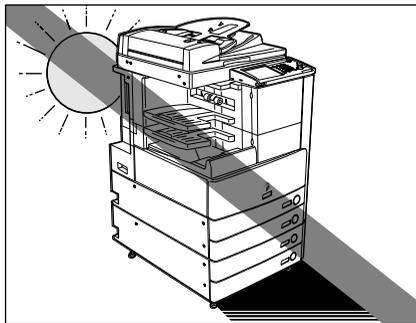
■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**

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



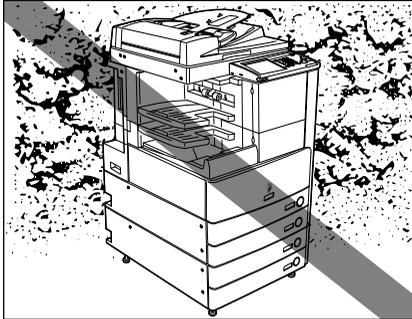
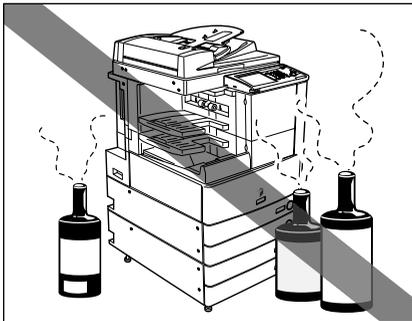
■ **Avoid installing the machine in direct sunlight.**

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



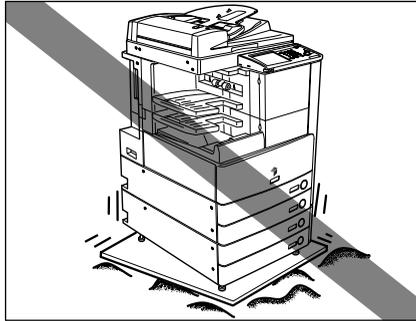
**■ Avoid poorly ventilated locations.**

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

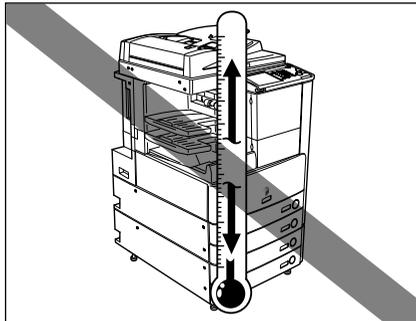
**■ Avoid locations where a considerable amount of dust accumulates.****■ Avoid locations where ammonia gas is emitted.****■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

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

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

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

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

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

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

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

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

■ **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

### *Select a Safe Power Supply*

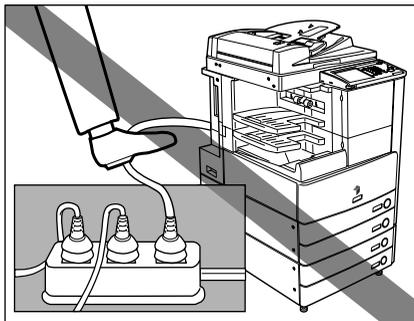
■ **Plug the machine into a 220 - 240 V AC outlet.**

■ **Make sure that the power supply for the machine is safe, and has a steady voltage.**

■ **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**

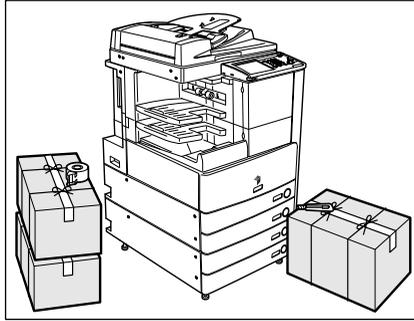
■ **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**

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



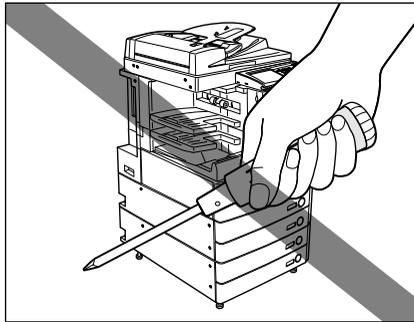
## Moving the Machine

- If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.

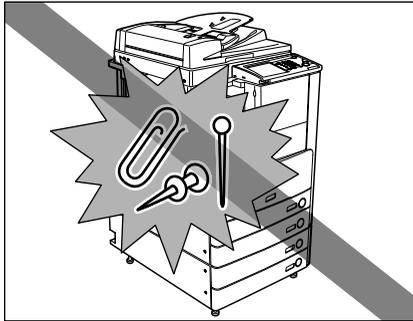


## Handling Precautions

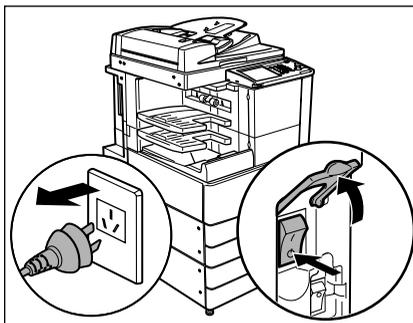
- Do not attempt to disassemble or modify the machine.



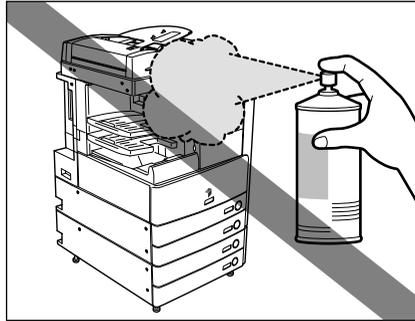
- **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**
- **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.**



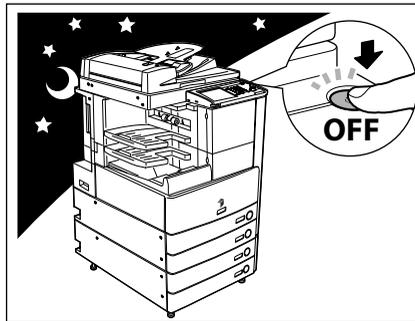
- **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



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



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



- Use a modular cable that is shorter than three meters.

# Backing Up Data

---

Data such as the Address Book and Additional Functions settings are stored on the internal hard disk of the machine.

Please regularly back up your important data, as it is possible that a malfunction in the hard disk may cause received data and stored data to be lost.

Please note that Canon will not be held responsible for any damages caused by the loss of data.

The data that can be backed up is indicated below.

## ■ Address Book, Additional Functions settings, forwarding settings, Mail Box function data (User Inbox data, forms for the Form Composition mode)

For information on backing up (exporting) this data, see e-Manual > Remote UI.

## ■ Data that can be backed up using the Device Information Delivery Settings mode

You can perform temporary backing up of your data by delivering data registered in the machine to other client machines. For information on the Device Information Delivery Settings mode, see e-Manual > Security.

## ■ Data relating to MEAP

- License files for MEAP applications  
For information on backing up (downloading) license files, see e-Manual > MEAP/SSO.
- User authentication information registered for the Local Device Authentication system of SSO-H (Single Sign-On H)  
For information on backing up (exporting) user authentication information, see e-Manual > MEAP/SSO.
- Data stored by MEAP applications  
You may be able to back up data stored by MEAP applications, depending on the application. For more information, see the documentation for each MEAP application.

### NOTE

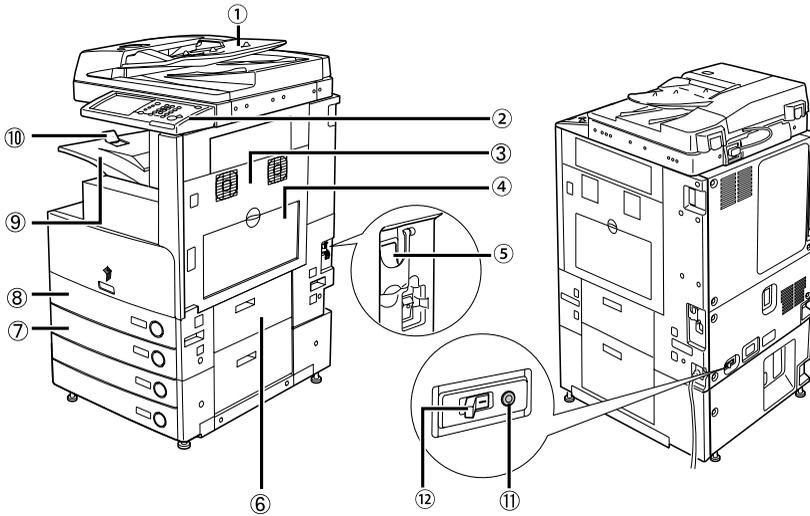
*If your machine is not connected to a network, it is recommended that you print and store important information such as the Address Book. See e-Manual > Send/Fax.*

# 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, control panel, and the touch panel display. An illustration of the machine with some optional equipment attached to it is also provided. For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.

## External View

The optional Feeder (DADF-U1) and Cassette Feeding Unit-Y3 are attached.



**① Feeder (DADF-U1) (Optional)**

Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning. The feeder also automatically turns over two-sided originals to make two or one sided copies. For the iR3245/iR3235, the Feeder (DADF-U1) is standard-equipped in some regions.

**② Control Panel**

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. 1-13.)

**③ Main Unit's Right Cover**

Open this cover when clearing a paper jam inside the main unit. (See "Screens Indicating the Locations of Paper Jams," on p. 3-3.)

**④ Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.

**⑤ Main Power Switch**

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. 1-14.)

 **NOTE**

*For more information on optional equipment, parts and their functions, see e-Manual > Optional Equipment.*

**⑥ Paper Drawer's Right Cover**

Open this cover when clearing a paper jam in Paper Drawers 1 and 2.

**⑦ Paper Drawer 2**

Holds up to 550 sheets of paper (80 g/m<sup>2</sup>)

**⑧ Paper Drawer 1**

Holds up to 550 sheets of paper (80 g/m<sup>2</sup>).

**⑨ Output Tray**

Prints and copies are output to this tray.

**⑩ Output Paper Tray Guide**

Tilt the output paper tray guide up to prevent output papers from falling down.

**⑪ Test Button**

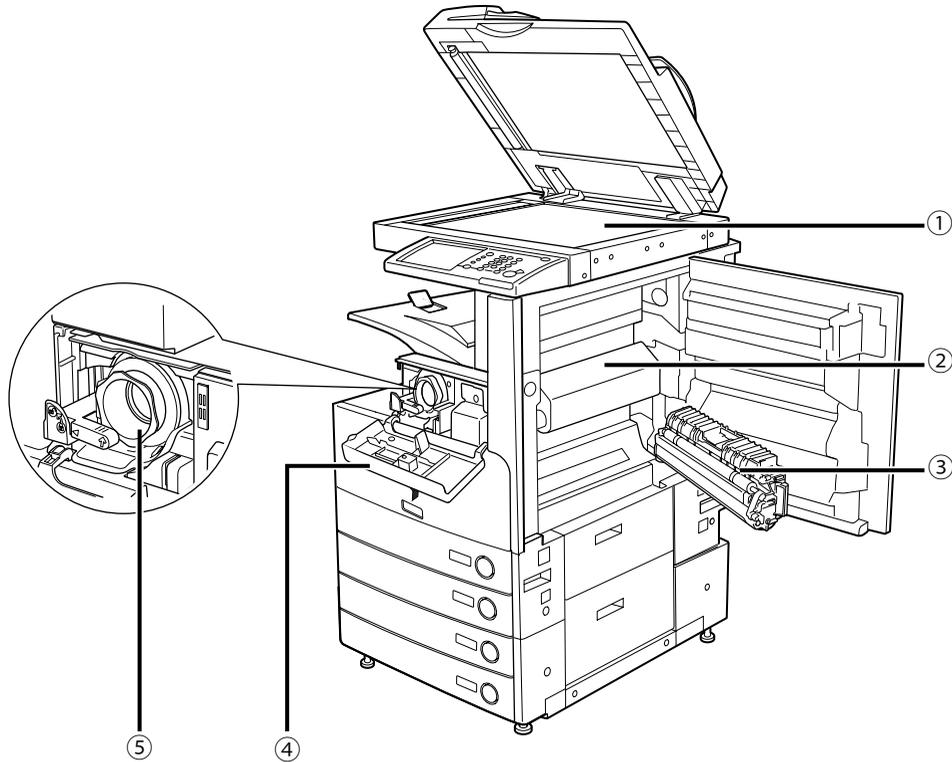
Press this button to periodically test the circuit breaker. (See "Periodic Inspection of the Breaker," on p. xxix.)

**⑫ Breaker**

Detects excess current or leakage current. (See "Periodic Inspection of the Breaker," on p. xxix.)

# Internal View

The optional Feeder (DADF-U1) and Cassette Feeding Unit-Y3 are attached.



1 Before You Start Using This Machine

**① Platen Glass**

Use the platen glass when scanning books, thick originals, thin originals, transparencies, etc.

**② Fixing Unit's Upper Cover**

Open this cover to clear a paper jam in the fixing unit. (See "Fixing Unit (Inside the Main Unit)," on p. 3-11.)

**③ Duplexing Unit**

Pull out the duplexing unit to clear a paper jam. (See "Duplexing Unit (Inside the Main Unit)," on p. 3-14.)

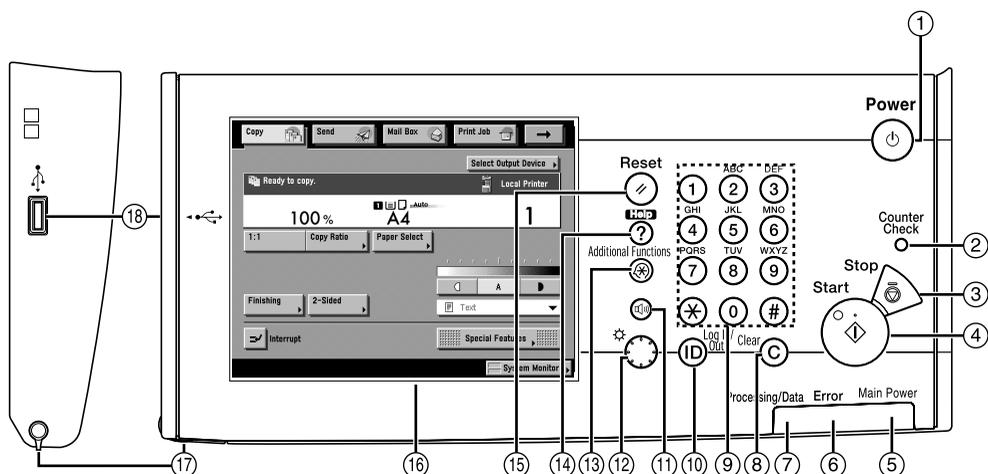
**④ Toner Supply Port Cover**

Open this cover to replace the toner cartridge.

**⑤ Toner Cartridge**

When toner runs out, pull out the toner cartridge, and replace it with a new one. Toner cartridges are sold separately (not standard equipment). (See "Consumables," on p. 2-62.)

# Control Panel Parts and Functions



**1 Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine," on p. 1-19.) When turned OFF, the machine is in the Sleep mode.

**2 Counter Check key**

Press to display the copy and print count totals on the touch panel display.

**3 Stop key**

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

**4 Start key**

Press to start an operation.

**5 Main Power Indicator**

Lights when the main power is turned ON.

**6 Error Indicator**

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

**7 Processing/Data Indicator**

Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory.

**8 Clear key**

Press to clear entered values or characters.

**9 Numeric keys**

Press to enter numerical values.

**10 ID (Log In/Out) key**

Press when setting or enabling Department ID Management.

**11 Fax Volume Settings Key**

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

**12 Brightness Adjustment Dial**

Use to adjust the brightness of the touch panel display.

**13 Additional Functions key**

Press to specify additional functions.

**14 Help key**

Press to display explanations and instructions of modes or functions on the touch panel display.

**15 Reset key**

Press to restore the standard settings of the machine.

**16 Touch Panel Display**

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

**17 Edit Pen**

Use when operating the touch panel display, such as to enter characters. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen.

**18 USB Port**

Use to connect memory media to the machine via USB.

# Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

## How to Turn ON the Main Power

This section explains how to turn ON the main power.

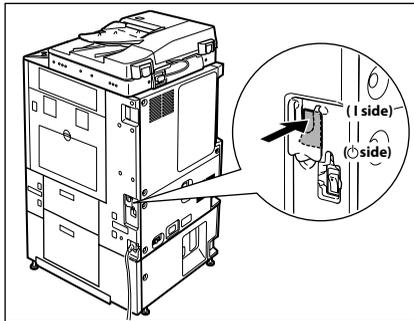
- 1 Make sure that the power plug is firmly inserted into the power outlet.**



### WARNING

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

- 2 Press the main power switch to the "I" side. The main power switch is located on the back right side of the machine.**



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

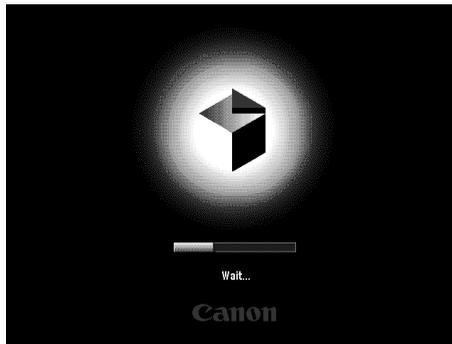
## IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. 3-109.)

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

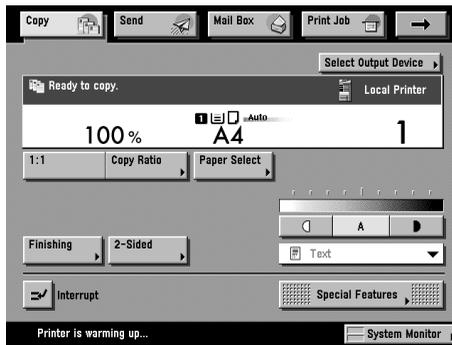
- If login authentication by a login service (SSO-H (Single Sign-On H)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

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



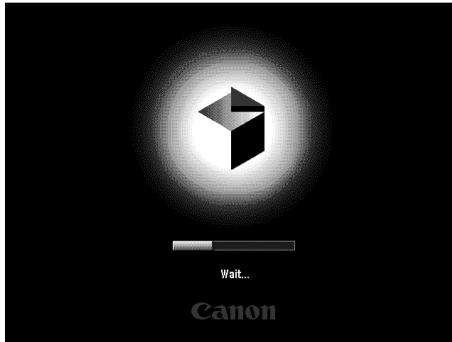
If a message is displayed on the touch panel display, proceed to step 4.

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



 NOTE

- Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See e-Manual > Copy.)
  - In the case above, the standard settings are selected.
  - The standard copy settings are:
    - Copy Ratio: 1:1 (100%)
    - Paper Selection: Auto Paper Selection
    - Copy Exposure: Automatic Exposure Adjustment
    - Copy Quantity: 1
    - Copy Function: 1▶ 1-sided copy
  - The standard settings for each function of the machine (Copy, Mail Box, Send, and Fax) are already set at the factory, but you can change them to suit your needs. (See e-Manual > Copy, Mail Box, and Send/Fax.)
  - You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See e-Manual > Additional Functions.)
  - If you press [->] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [->] again.
  - If a Macintosh, which has been shut down, is connected to the machine via a USB cable, when you turn the machine ON, the Macintosh may also turn ON. In this case, disconnect the Macintosh from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh).
- **If login authentication by a login service (SSO-H) is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):**
- The Start Up screen is displayed until the machine is ready to scan.

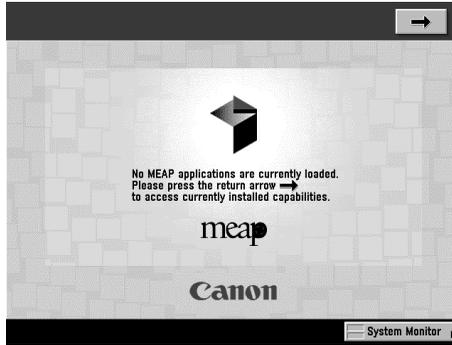


- After the Start Up screen disappears, the MEAP Start Up screen is displayed.



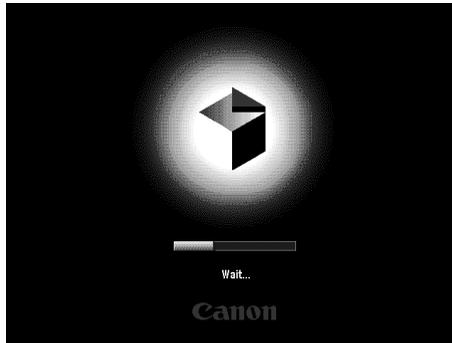
You can press [→] to switch to the Basic Features screen to use the Copy, Mail Box, etc. functions even if the MEAP Start Up screen is still displayed.

- The MEAP Application screen is displayed.

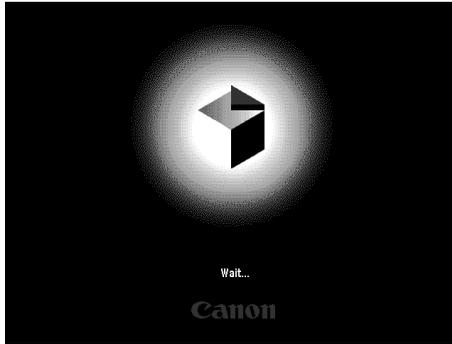


● **If login authentication by a login service (SSO-H) is set:**

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



- After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Set as Initial Function settings.



### IMPORTANT

- Do not turn the main power OFF, if you want to send or receive I-fax documents. Also, do not turn the main power OFF, if the optional Color Universal Send Kit is activated, or fax board is installed, and you want to be able to send or receive fax documents. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- If SSO-H is set as the login service, the machine will take longer to become ready to scan.

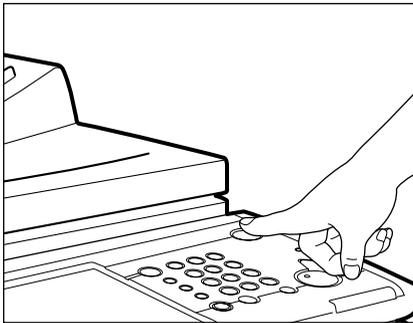
## **4** If you are using a login service, log in using the procedure for the login service you are using.

### NOTE

- If you are using Department ID Management with the optional Card Reader-C1, see e-Manual > Optional Equipment.
- If you are using Department ID Management, see e-Manual > Basic Operations.
- If you are using SSO-H, see e-Manual > Basic Operations.

## Control Panel Power Switch

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



### NOTE

- *The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax and fax documents can also be received while the machine is in the Sleep mode.*
- *It takes approximately 10 seconds to recover after the Sleep mode is deactivated.*
- *If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.*

## Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

### CAUTION

**If you turn the main power of the machine OFF without following the procedure below, copies output the next time the machine is turned ON may not be printed correctly. In this case, printing will return to normal after a certain number of copies are output.**

### **1 Press and hold the control panel power switch for more than three seconds.**

If the machine is in the Sleep mode, press the control panel power switch one time to cancel the Sleep mode, and then press and hold the control panel power switch again for more than three seconds.

The job confirmation screen is displayed.

**IMPORTANT**

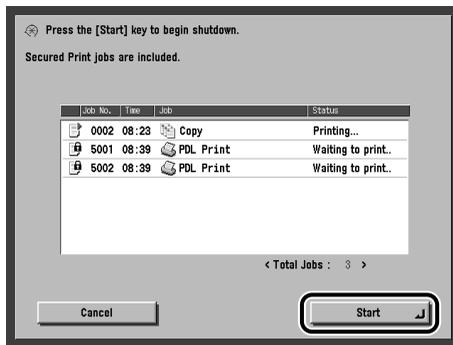
Do not initiate the Shutdown mode while fonts are being downloaded.

**NOTE**

- You can also force the machine into the Shutdown mode by pressing (Additional Functions) → [Common Settings] → [Shutdown Mode].
- You cannot force the machine into the Shutdown mode in the following cases:
  - When the machine is receiving and updating device information
  - When the machine is browsing device information
  - When the machine is importing or exporting data using the Remote UI function
- In a rare instance, the machine may not go into the Shutdown mode even if you press and hold the control panel power switch for more than three seconds. In this case, follow the instructions on the touch panel display to turn OFF the main power.
- If print data is sent while the machine is in the Shutdown mode, the machine may receive the data, depending on the print data's size. However, the print data is not printed.

**2**

**Confirm the jobs currently being processed or waiting to be processed → press [Start].**



Jobs continue to be processed until [Start] is pressed.

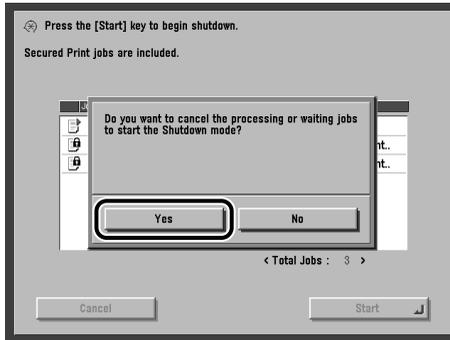
To cancel the Shutdown mode, press [Cancel].

If there are no current jobs, proceed to step 4.

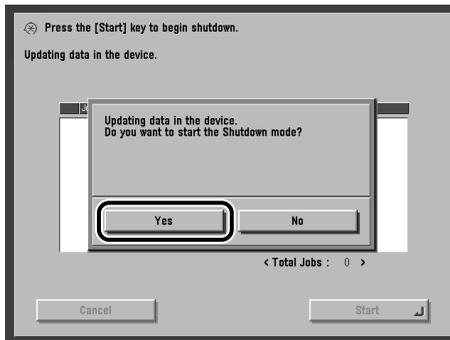
 NOTE

- Jobs that are displayed on the job confirmation screen are:
  - Current copy, fax, and print jobs (including secured print jobs)
  - Copy and print jobs (including secured print jobs) that are waiting to be processed
- On the job confirmation screen, the current job is displayed on the first line, and the other jobs are processed in the order in which they were reserved (up to seven jobs).

### 3 Confirm the message displayed → press [Yes].



If There Are Jobs Currently Being Processed or Waiting to Be Processed

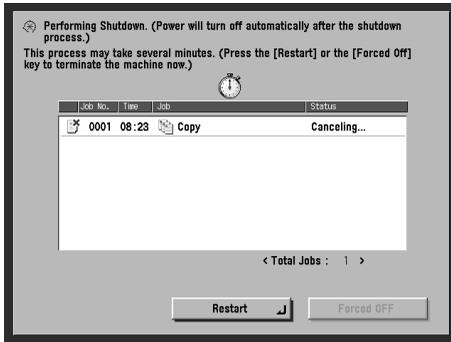


If the Device Information Is Being Delivered

All of the jobs on the confirmation screen being processed or waiting to be processed are canceled. The machine and any network communication processes also start to shut down.

The Performing Shutdown screen appears.

## 4 When the following screen appears, wait for the machine to complete the shutdown process.



If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

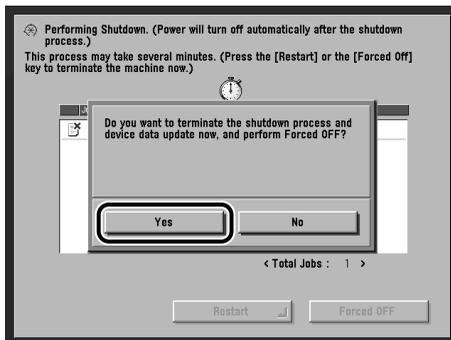
If you press [Restart] when device information is being updated, a message asking for your confirmation to continue appears on the screen. Press [Yes].

### CAUTION

**You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. If you press [Forced Off] while data is being processed or the machine is shutting down, a message asking for your confirmation to continue appears on the screen. Press [Yes]. However, as it is possible that this will destroy data which is being processed or cause damage to the machine, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.**

### NOTE

- When the machine shuts down, it also performs an internal cooling down process. It may take some time for the machine to shut down due to this process.
- It may take some time for the machine to completely shut down depending on the application you are using.
- The screen below is displayed when you press [Forced Off] in any of the following cases.
  - When the hardware is finishing process
  - When device information is being updated



**5** After the machine shuts down, the control panel power switch automatically turns OFF and the main power switch of machine automatically switches to the "⏻" side.



**IMPORTANT**

*The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop.*



# Routine Maintenance

# 2

## CHAPTER

This chapter describes how to load paper, perform routine cleaning, and replace consumables.

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# Paper Drawers

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

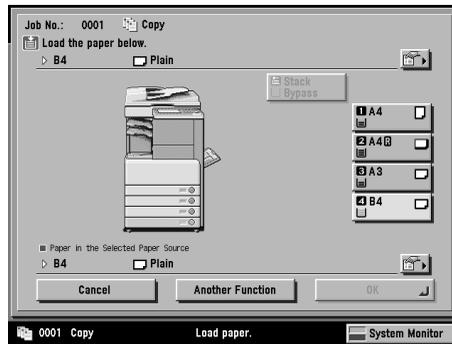
## NOTE

- The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4.
  - Paper Drawer 1: B4, A4, A4R, B5, B5R, A5R, and envelopes
  - Paper Drawer 2, 3, 4: A3, B4, A4, A4R, B5, B5R, and A5R
  - Envelopes can be loaded into Paper Drawer 1 only if the optional Envelope Feeder Attachment-C2 is attached.
  - Paper Drawers 3 and 4 can only be used if the optional Cassette Feeding Unit-Y3 is attached.
- For more information on available paper stock that can be loaded into the paper drawers, see e-Manual > Basic Operations.

## Loading Paper

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

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



## CAUTION

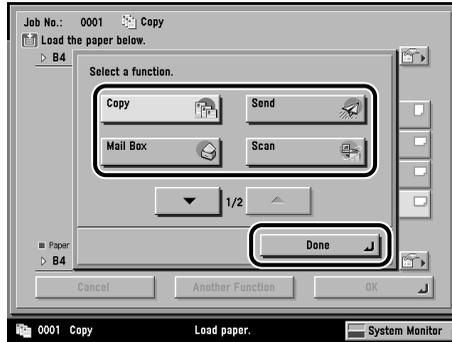
When loading paper, take care not to cut your hands on the edges of the paper.

 **IMPORTANT**

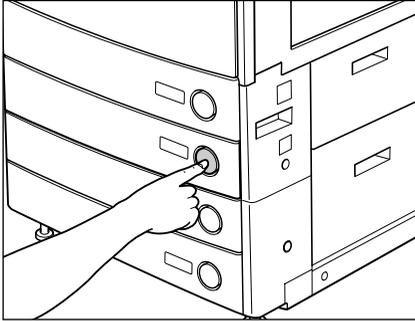
- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Transparencies
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

 **NOTE**

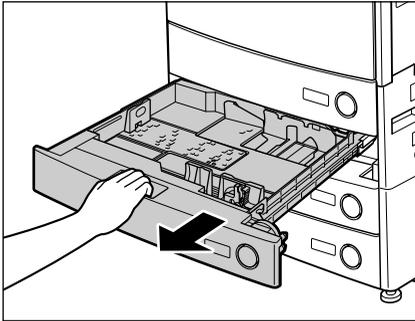
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], [Scan], or [Print Job] → press [Done].



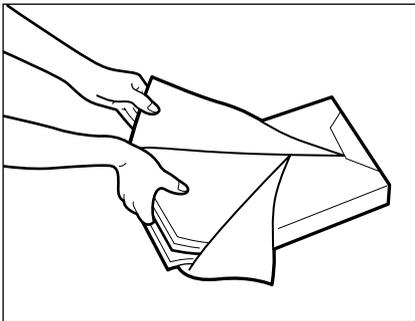
- 1 Press and release the button on the paper drawer in which you want to load paper.**



- 2 Grip the handle, and pull out the paper drawer until it stops.**



- 3 Open a package of paper, and remove the paper stack.**



## CAUTION

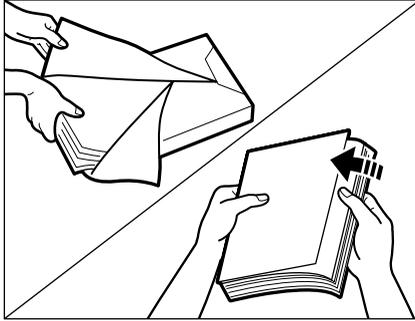
When loading paper, take care not to cut your hands on the edges of the paper.

## IMPORTANT

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

## NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

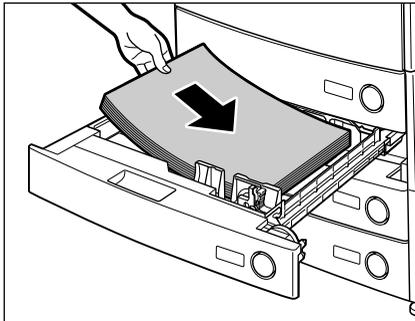


## 4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size dial to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 2-7.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size as the paper being loaded.

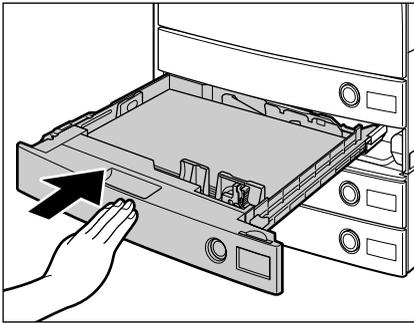


**IMPORTANT**

- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) at the back of the paper drawer.

**NOTE**

- Each paper drawer holds approximately 550 sheets of paper (80 g/m<sup>2</sup>).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 4-50.

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

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

**IMPORTANT**

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

 NOTE

*If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.*

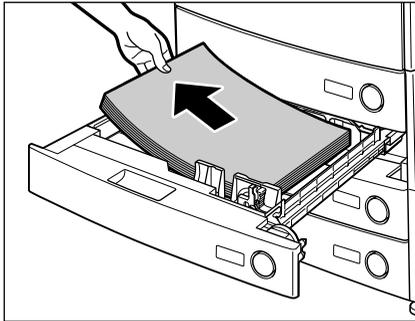
## Adjusting a Paper Drawer to Hold a Different Paper Size

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

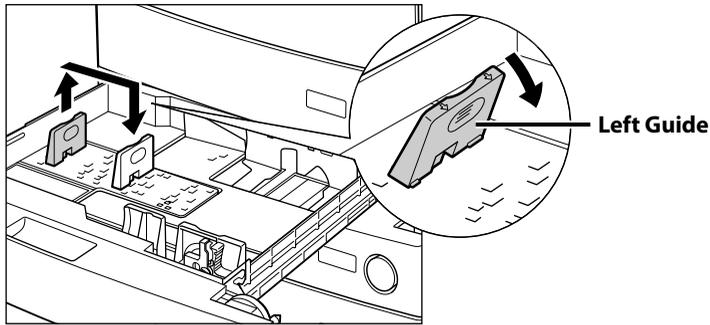
 IMPORTANT

*Only A4 transparencies can be used. Make sure that the paper size dial is set to 'A4' when loading transparencies in a paper drawer. If transparencies of a different size (other than A4) are loaded in a paper drawer, the paper size and remaining amount of paper will not be detected correctly.*

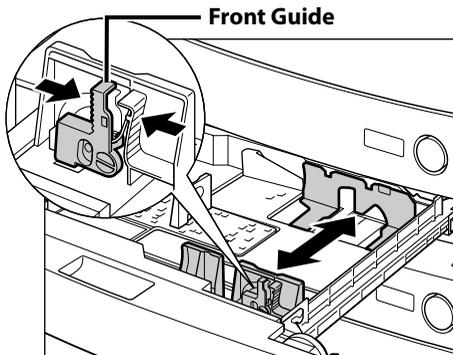
- 1 Press and release the button on the paper drawer that you want to adjust. Grip the handle, and pull out the paper drawer until it stops. Remove all of the remaining paper.**



- 2** Lift out the left guide, and insert it into the holes marked for the desired paper size.



- 3** Squeeze the lever on the front guide, as shown below. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.

**IMPORTANT**

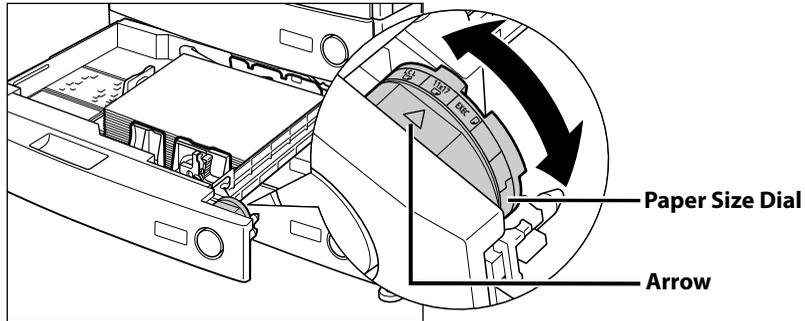
*Adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.*

- 4** Load the appropriate size paper into the paper drawer.

**CAUTION**

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

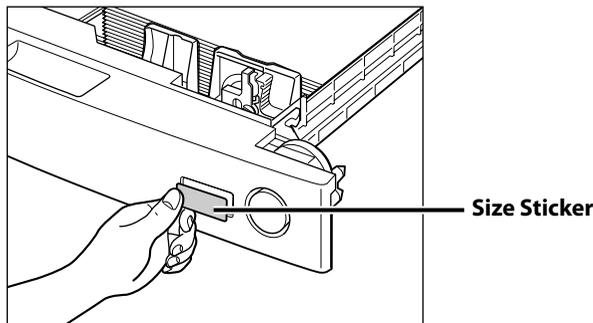
- Turn the paper size dial on the right side of the paper drawer, so that the arrow points to the paper size being loaded.



**IMPORTANT**

*If the paper size dial is not positioned correctly to the paper size loaded in the paper drawer, the wrong paper size will be shown on the touch panel display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.*

- Change the paper drawer's size sticker to match the new paper size.



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

**CAUTION**

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

## Paper Deck-Q1 (Optional)

If you attach the optional Paper Deck-Q1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-Q1 holds up to 2,700 sheets of paper (80 g/m<sup>2</sup>).



### IMPORTANT

*If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.*



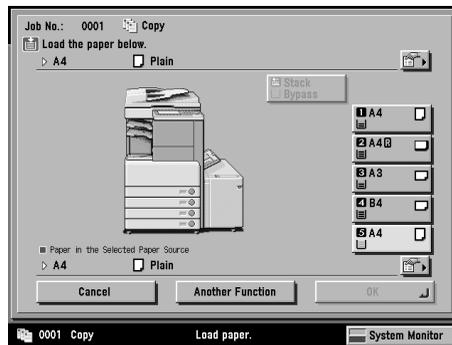
### NOTE

*The paper size of the optional Paper Deck-Q1 is fixed to A4.*

## Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.

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



### CAUTION

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



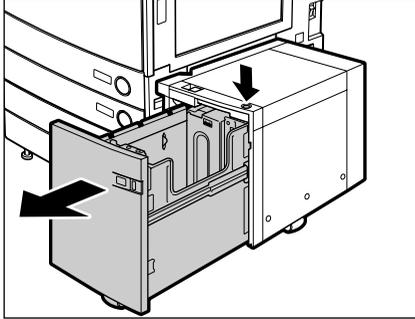
### IMPORTANT

*The paper deck can only accommodate paper from 64 to 80 g/m<sup>2</sup> in weight. Use the stack bypass to load paper that is heavier.*

 NOTE

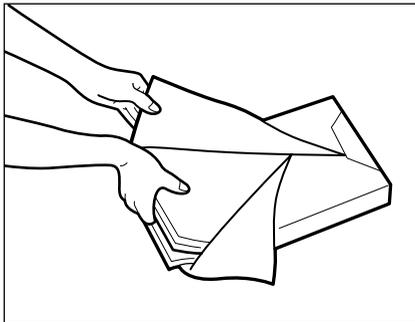
*If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].*

**1** Press the open button to open the paper deck.



The inside lifter automatically descends to the paper loading position.

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



 **CAUTION**

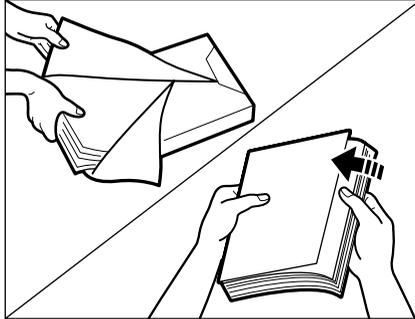
**When loading paper, take care not to cut your hands on the edges of the paper.**

**IMPORTANT**

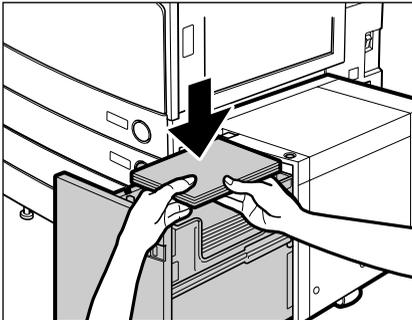
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Transparencies
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)

**NOTE**

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

**3 Load the paper stack into the paper deck.**

Make sure that the inside lifter has lowered before loading paper, and even out the edges of the paper stack.



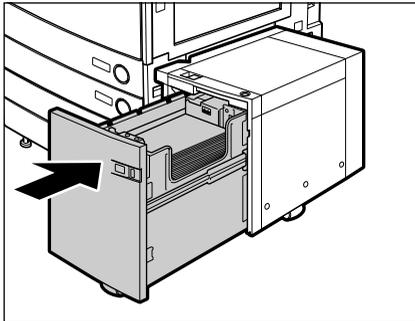
**IMPORTANT**

- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (  ) on the inside of the paper deck.

**NOTE**

- The paper deck holds approximately 2,700 sheets of paper (80 g/m<sup>2</sup>).
- Load the paper stack in stages, adding approximately 500 sheets of paper (80 g/m<sup>2</sup>) at a time. If the paper deck can accommodate more paper, the lifter will descend.
- Only load A4 paper into the paper deck. Paper cannot be loaded horizontally.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded in the paper deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 4-50.

**4 Close the paper deck.**



The inside lifter automatically rises, and the machine becomes ready for printing.

**CAUTION**

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

# Envelope Feeder Attachment-C2 (Optional)

This section explains how to use the optional Envelope Feeder Attachment-C2.



## IMPORTANT

*The optional Envelope Feeder Attachment-C2 can only be attached to Paper Drawer 1.*

## How to Use the Envelope Feeder Attachment

The following six types of envelopes can be loaded into the envelope feeder attachment: COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, and Yougata 4.

If you are using COM10 No. 10 envelopes, load them after checking the following:

- Make sure that [COM10] is selected for ENV.1 in Common Settings (from the Additional Functions screen).
- The guides are adjusted to hold COM10 No. 10 envelopes.
- The paper size dial is set to 'Env.', and the size switch is set to 'ENV.1'.



## IMPORTANT

- *When you attach the envelope feeder attachment to the paper drawer, do not forcefully move the front guide of the paper drawer in the wrong direction. Doing so may detach the envelope feeder attachment from the paper drawer.*
- *Do not print on both sides of an envelope. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.*
- *Do not load the following types of envelopes inside the envelope cassette. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.*
  - *Curled, creased, or folded envelopes*
  - *Very thick or thin envelopes*
  - *Damp or wet envelopes*
  - *Torn envelopes*
  - *Irregularly shaped envelopes*
  - *Envelopes with clasps or windows*
  - *Envelopes that have already been sealed*
  - *Envelopes with holes or perforations*
  - *Envelopes with specially coated surfaces*
  - *Envelopes made of surface treated colored paper*
  - *Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of a fixing unit (approximately 200°C). Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.*

 NOTE

- If the optional Copy Tray-J1 and Finisher-S1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.
- If the optional Copy Tray-J1 and Inner 2 Way Tray-D1 are attached, envelopes are output to any output tray other than the Copy Tray-J1, even if the Copy Tray-J1 is designated as the output tray destination.
- If you are printing on envelopes, empty the output tray when up to 10 printed envelopes accumulate in the tray.
- Envelopes should be stored in a place away from high-temperatures and humidity.
- If there is a temperature difference between the location where the envelopes were stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.
- Correctly match the paper size dial, size switch, and Envelope Cassette settings in Common Settings (from the Additional Functions screen) with the size of the envelopes being loaded. Failure to do so may cause paper jams, dirty prints, or make the inside of the machine dirty.
- The width guides on the envelope feeder attachment can be changed so that the following envelopes can be loaded. Using envelopes other than these may result in paper jams, dirty prints, or make the inside of the machine dirty.
  - COM10 No.10:      Mailwell No.582
  - Monarch: Catalog  
  Glove No.8:      Mailwell No.553
  - DL:                Mailwell/Schneidersone No.11345
  - Yougata 4:        Uzumaki Y-401
- If you want to adjust the width guides to load ISO-C5 or ISO-B5 envelopes, contact your local authorized Canon dealer.

**NOTE**

- For more information on using envelopes other than COM10 No.10, see “Changing Envelope Sizes,” on p. 2-21.
- For more information on envelope types that can be loaded in the envelope feeder attachment, see e-Manual > Basic Operations.

## Preparing the Envelopes

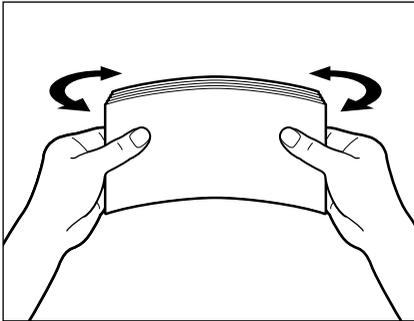
This section explains how to prepare the envelopes before loading them into the paper drawer.

**IMPORTANT**

*Using curled, creased, or folded envelopes may cause paper jams. Load envelopes after following the procedure below.*

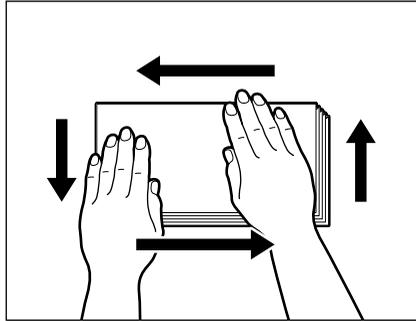
### 1 Take five envelopes, loosen them as shown, and stack them together.

Repeat this step five times for each set of five envelopes.

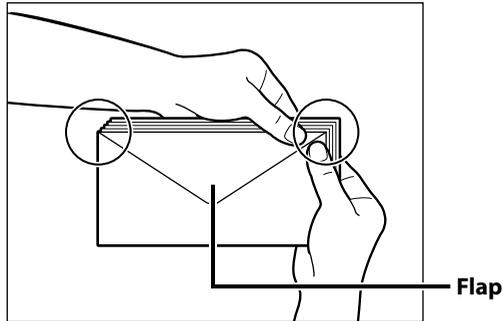


## 2 Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls.

Repeat this step five times for each set of five envelopes.



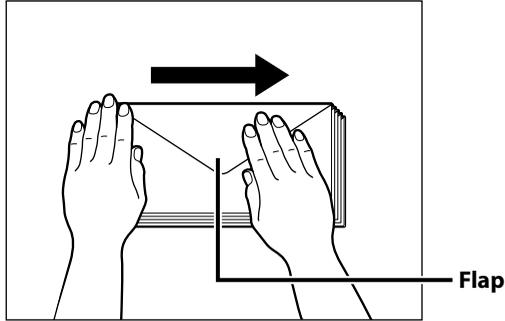
If you are using ISO-B5, ISO-C5, COM10 No.10, Monarch: Catalog Glove No.8, or DL envelopes, hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.



If you are using Yougata 4 envelopes, load the envelopes without folding them.

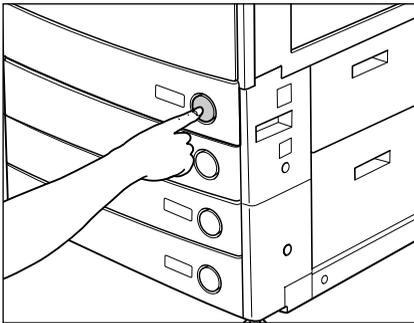
**IMPORTANT**

- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Take particular care to spread the envelopes out in the direction that they will be fed.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the envelope feeder attachment.

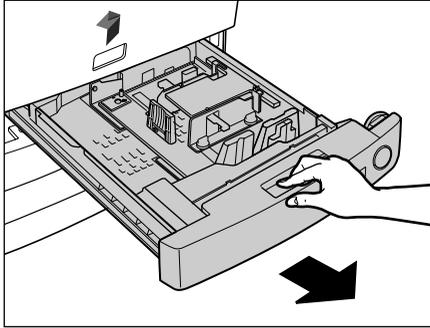
**Loading Envelopes**

This section explains how to load envelopes into Paper Drawer 1.

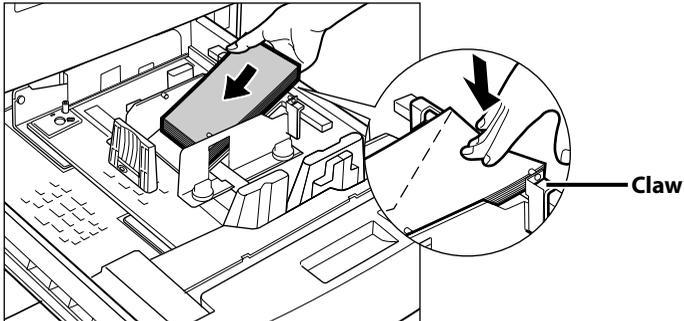
- 1 Press and release the button on Paper Drawer 1.**



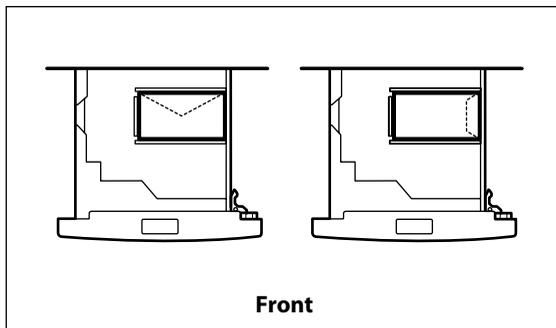
- 2** Grip the handle, and pull out the paper drawer until it stops.



- 3** Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.



Load the envelopes, as shown below.





**IMPORTANT**

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

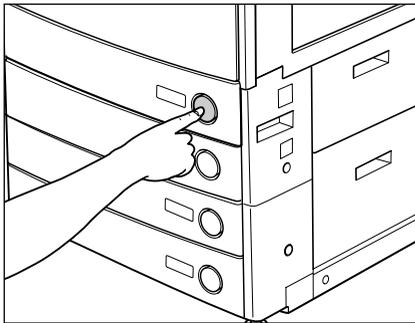
**NOTE**

*If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.*

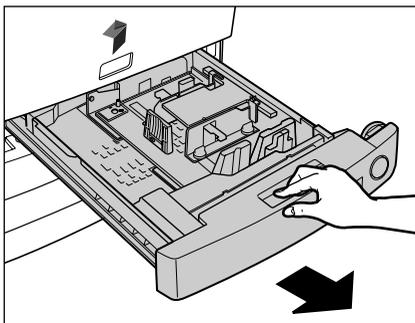
## Changing Envelope Sizes

This section explains how to load different types of envelopes into the envelope cassette from the settings made in Envelope Cassette in Common Settings (from the Additional Functions screen).

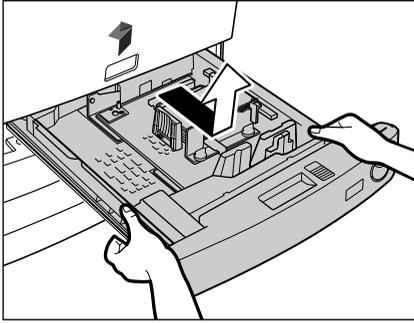
**1 Press and release the button on Paper Drawer 1.**



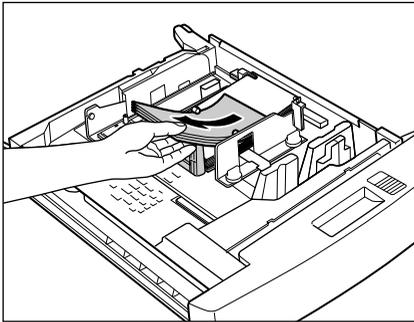
**2 Grip the handle, and pull out the paper drawer until it stops.**



- 3** Pull and lift the paper drawer out of the machine by holding its left and right sides with both hands.

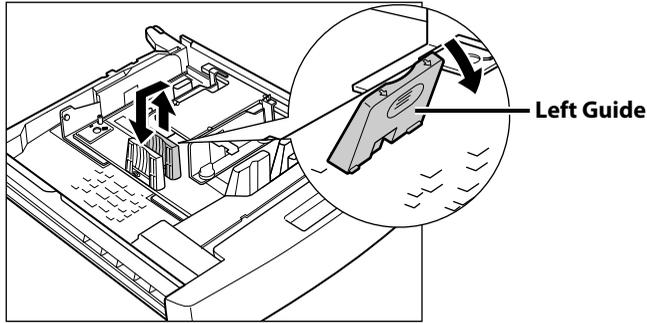


- 4** Remove all of the envelopes that are loaded in the paper drawer (several envelopes at a time).

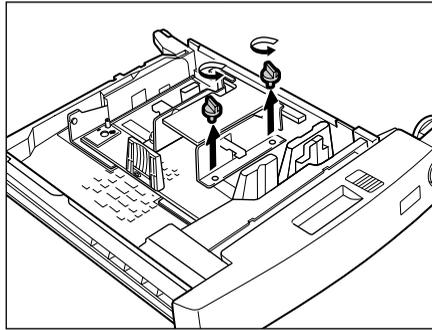


**5 Remove the left guide of the envelope feeder attachment, and insert the left guide into the appropriate slot for the desired envelope size.**

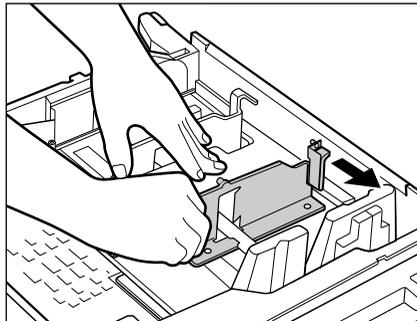
To remove the left guide, tilt the left guide to the right, and then pull it up.



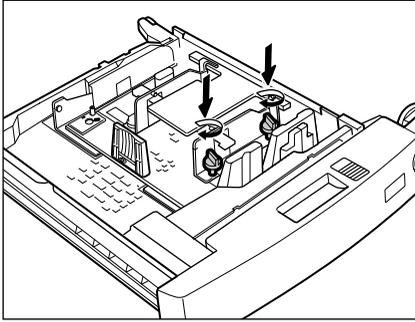
**6 Loosen the two screws fixing the front width guide of the envelope feeder attachment.**



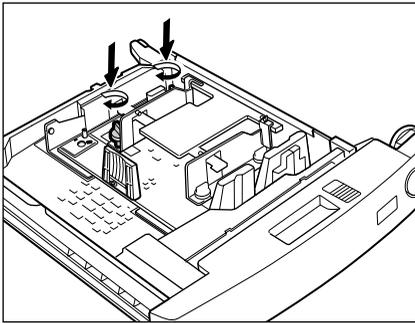
**7 Press down on the envelope receptacle, and move the front width guide to align it with the mark for the desired envelope size.**



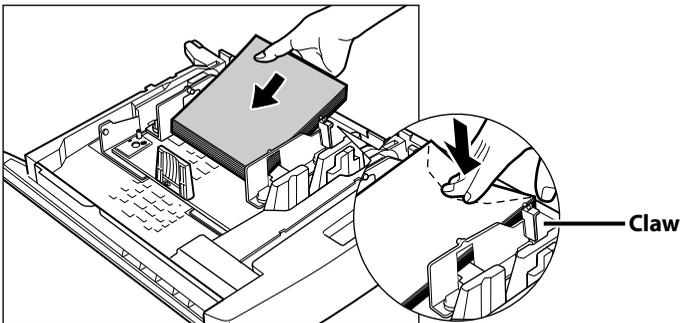
**8** Fix the front width guide in place with the screws.



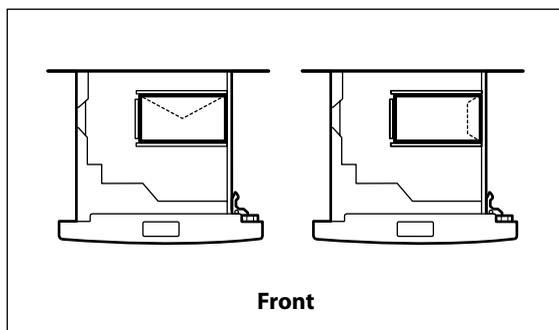
**9** Move the back width guide of the envelope feeder attachment in accordance with steps 6 to 8.



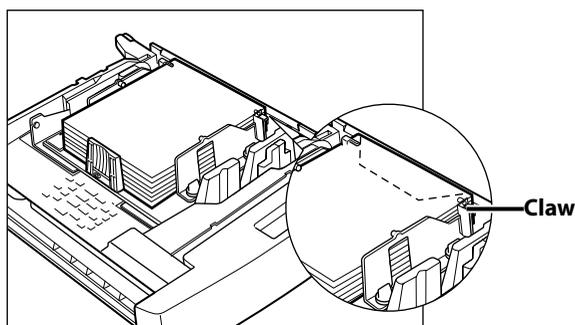
**10** Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.



Load the envelopes, as shown below.



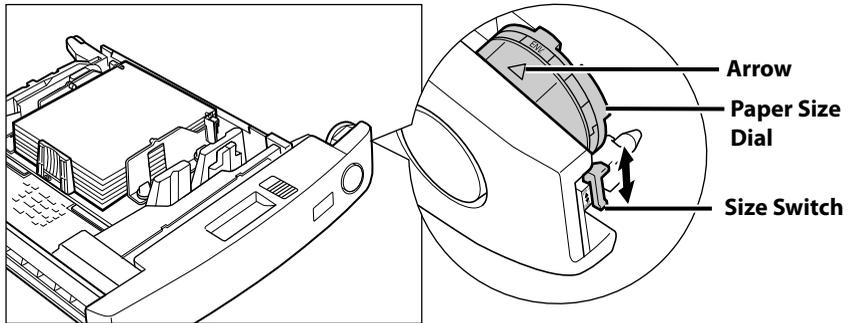
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



### IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- Make sure that the height of the envelope stack does not fall below the height limit mark (≡≡≡).
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 30 mm.
- The maximum height (quantity) of envelopes varies according to the envelope type and user operating conditions, but as a reference, 30 mm is approximately 50 envelopes.

- 11 Turn the paper size dial on the right side of the paper drawer, so that the arrow points to 'ENV.'. Then, set the size switch to 'ENV.1' or 'ENV.2'!



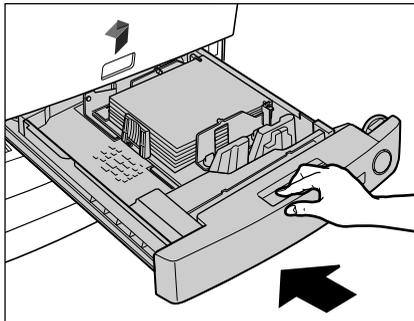
[ENV.1] enables the envelope size and type stored in ENV.1 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

[ENV.2] enables the envelope size and type stored in ENV.2 in Envelope Cassette in Common Settings (from the Additional Functions screen) to be loaded.

 NOTE

To change the stored envelope setting, see e-Manual > Additional Functions.

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



## CAUTION

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

## IMPORTANT

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

## NOTE

If output has been stopped due to an insufficient number of envelopes, load more envelopes, and follow the instructions on the touch panel display. Printing resumes.

# 13 Check the size switch, and store the envelope size and type in Envelope Cassette in Common Settings (from the Additional Functions screen).

## NOTE

For more information on storing the envelope type, see e-Manual > Additional Functions.

## Feeder (DADF-U1) (Optional)

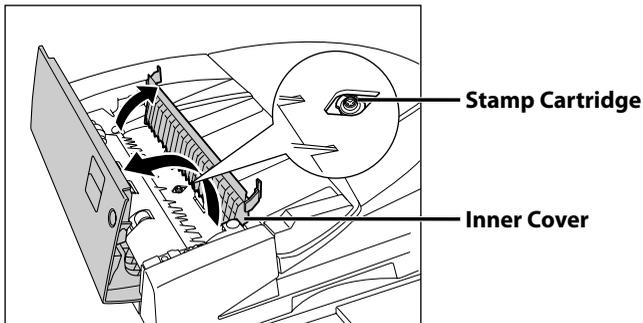
Originals sent by fax or the Send function via the feeder, can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

### IMPORTANT

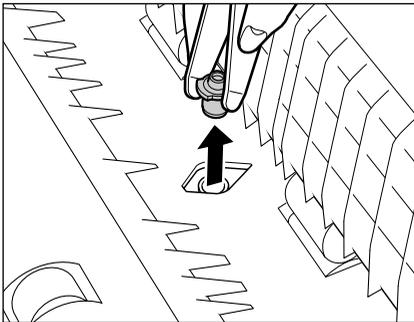
- When replacing the stamp cartridge, take care not to allow ink to come into contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.
- In some regions, the Feeder (DADF-U1) may be standard-equipped for the iR3245/iR3235.

## Replacing the Stamp Cartridge

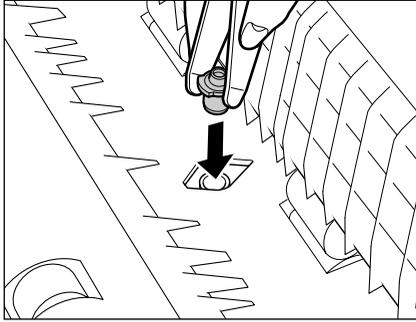
- 1** Open the feeder cover, and then open the inner cover.



- 2** Remove the old stamp cartridge, using tweezers.



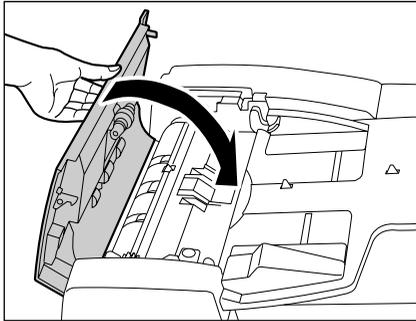
### 3 Push in the new stamp cartridge until it clicks, using tweezers.



#### IMPORTANT

- Make sure that the stamp cartridge is not protruding from the surface.
- Insert the stamp cartridge properly, or paper jams may occur.

### 4 Gently close the inner cover, and then close the feeder cover.



#### CAUTION

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

# Finisher-S1/Puncher Unit-Q1/R1/S1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-S1, and removing punch waste from the optional Puncher Unit-Q1/R1/S1.



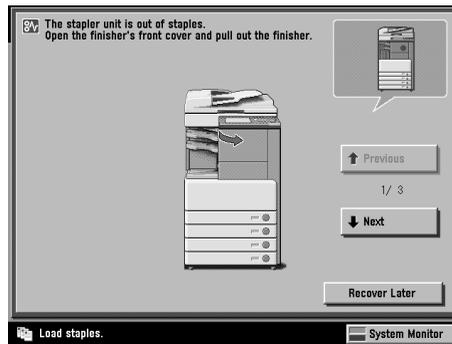
## NOTE

*The name of the puncher unit may differ according to the regions.*

## Replacing the Staple Cartridge

When the optional Finisher-S1 is almost out of staples and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

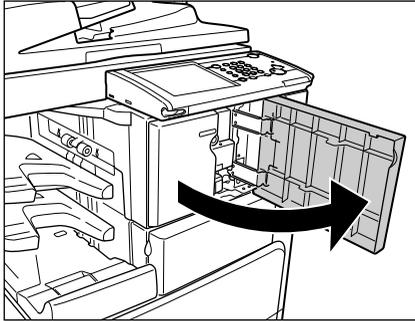
Use only staple cartridges intended for use with this machine.



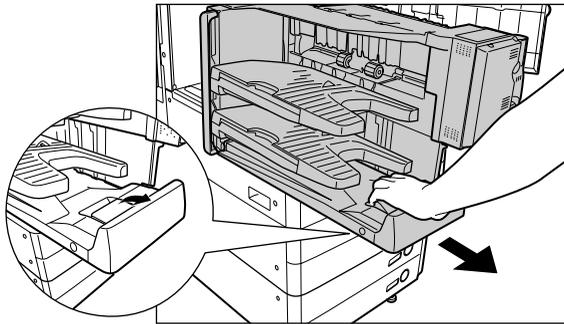
## NOTE

*We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.*

- 1 **Open the front cover of the finisher.**



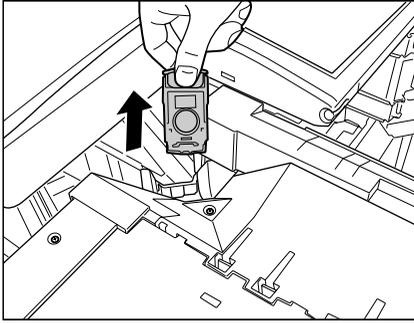
- 2 **Lift the handle of the finisher unit up, and then pull it out to the left.**



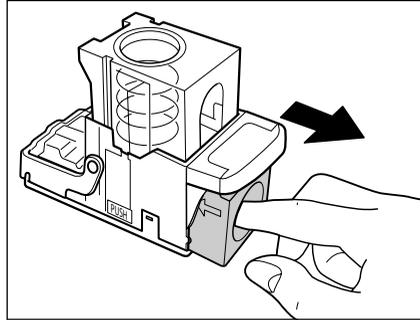
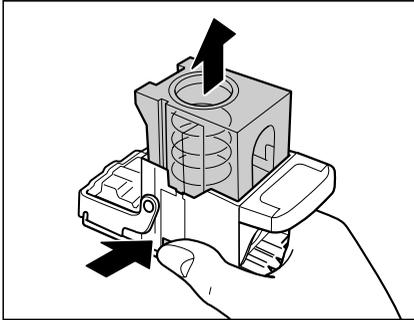
**⚠ CAUTION**

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

- 3** Lift and pull out the staple case from the stapler unit, holding it by the green tab.

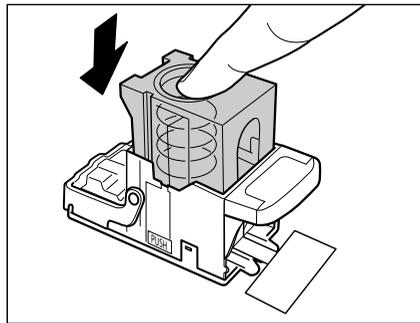
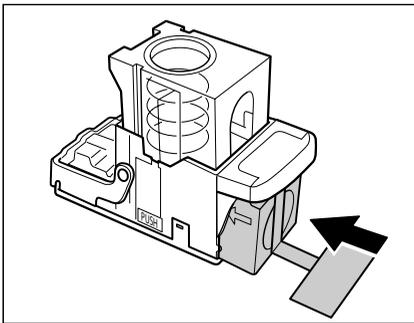


- 4** Place the staple case, as shown below, press the area indicated by PUSH, and then pull out the staple cartridge.



- 5** Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.

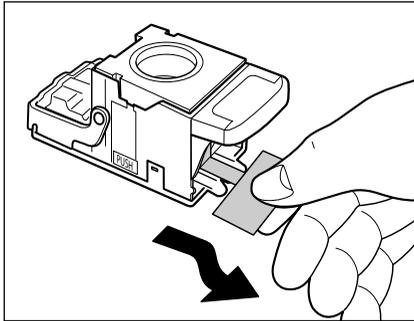


**IMPORTANT**

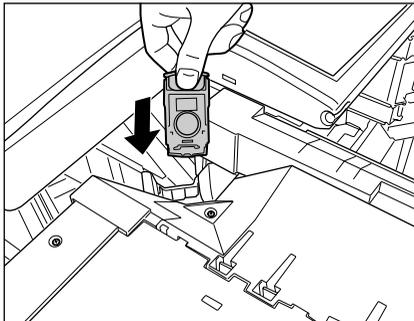
- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.

**NOTE**

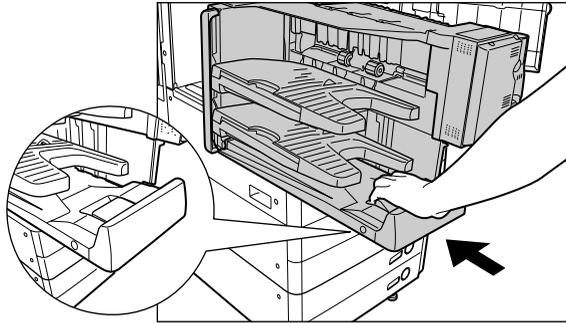
Only one staple cartridge can be inserted at a time.

**6 Remove the seal holding the staples together, by pulling it straight out, and then down.****IMPORTANT**

Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.

**7 Gently push the staple case back into the finisher until it is securely in place.**

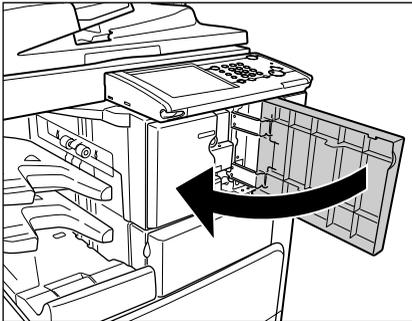
- 8** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



**! CAUTION**

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 9** Close the front cover of the finisher.



**! CAUTION**

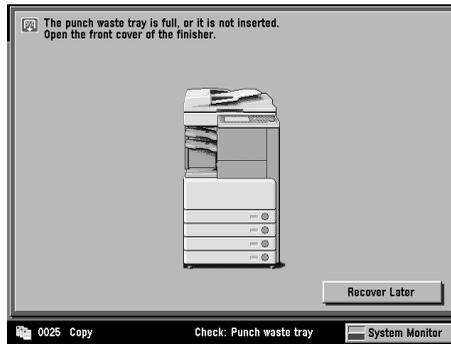
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

**NOTE**

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

## Removing Punch Waste

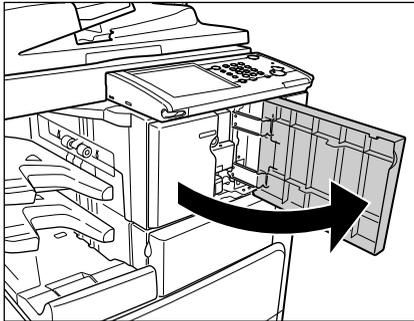
When the punch waste tray of the optional Puncher Unit-Q1/R1/S1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.



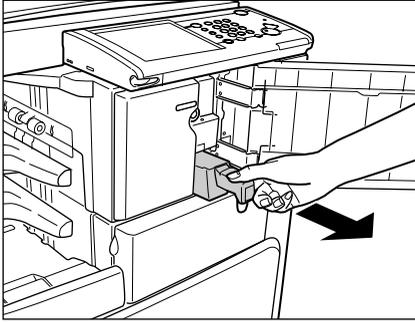
 **NOTE**

*This procedure is necessary only if the optional Puncher Unit-Q1/R1/S1 is attached.*

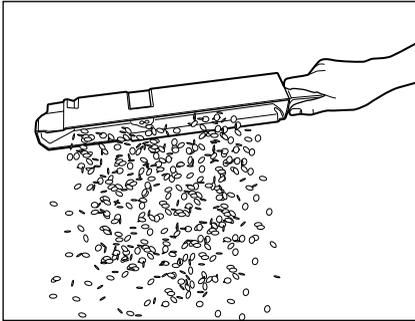
### 1 Open the front cover of the finisher.



**2 Pull out the punch waste tray.**



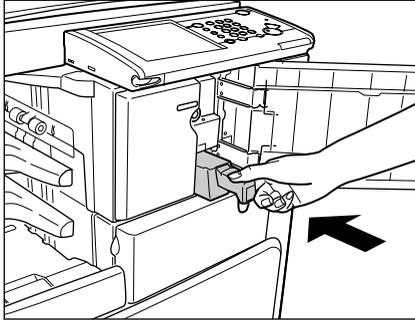
**3 Discard the punch waste.**



 **NOTE**

*Make sure that the punch waste tray is completely emptied.*

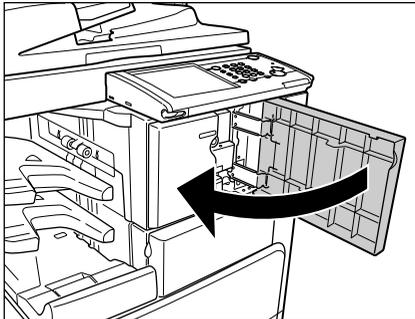
## 4 Return the punch waste tray to its original position.



### NOTE

*If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.*

## 5 Close the front cover of the finisher.

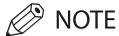


### CAUTION

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

# Finisher-AE1/Saddle Finisher-AE2/Puncher Unit-L1/M1/N1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-AE1 or optional Saddle Finisher-AE2, and how to remove the punch waste from the optional Puncher Unit-L1/M1/N1.



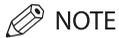
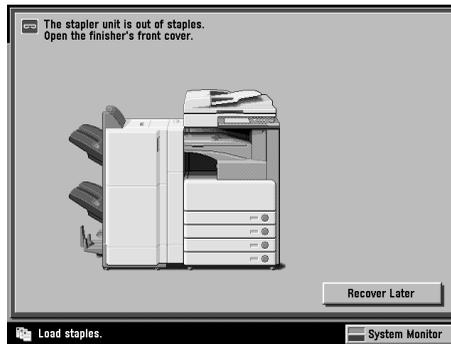
NOTE

*The name of the puncher unit may differ according to the regions.*

## Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-AE1 or Saddle Finisher-AE2 is almost out of staples, and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

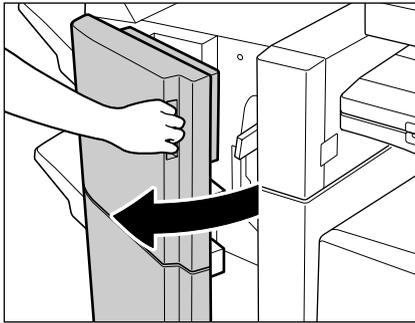
Use only staple cartridges intended for use with this machine.



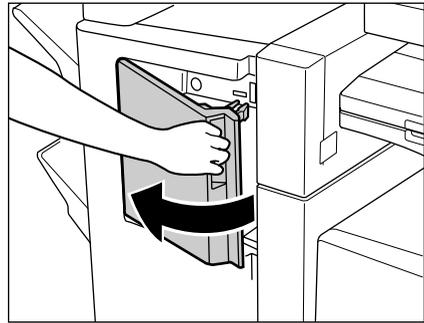
NOTE

*We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.*

**1** Open the front cover of the finisher.

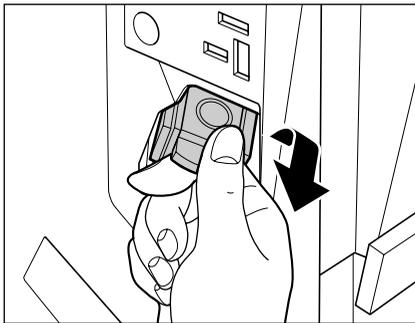


The Optional Saddle Finisher-AE2

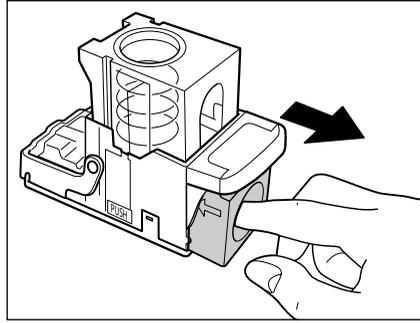
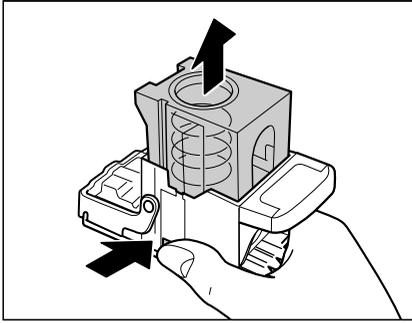


The Optional Finisher-AE1

**2** Lift and pull out the staple case from the stapler unit, holding it by the green tab.

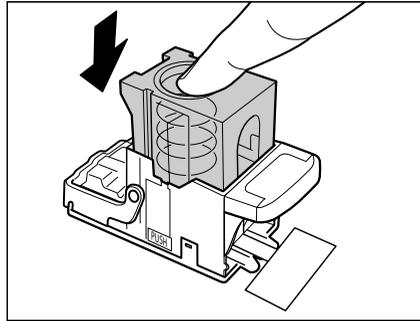
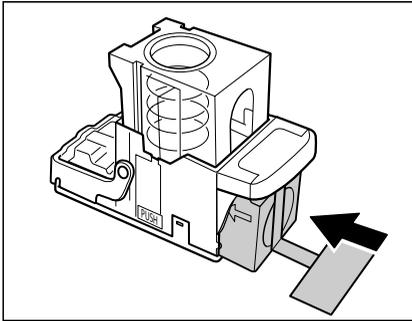


- 3** Place the staple case, as shown below, press the area indicated by **PUSH**, and then pull out the staple cartridge.



- 4** Insert the new staple cartridge.

Press the spring-loaded case down until it clicks into place.



#### IMPORTANT

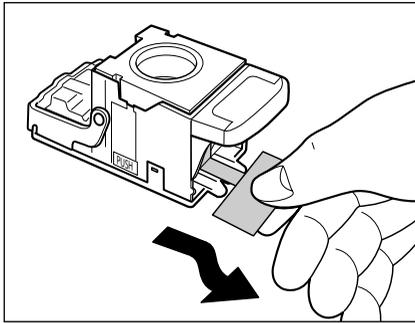
- Use only staple cartridges intended for use with this machine.
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.



#### NOTE

Only one staple cartridge can be inserted at a time.

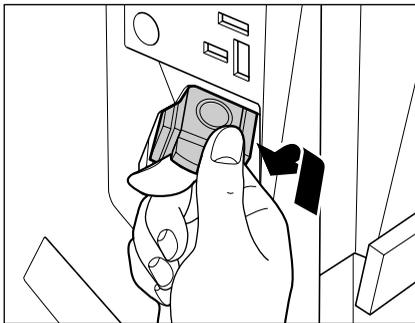
- 5** Remove the seal holding the staples together, by pulling it straight out, and then down.



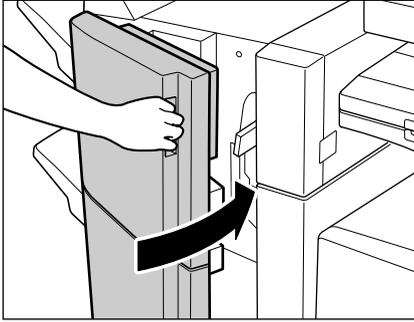
**IMPORTANT**

*Make sure that you pull the seal straight out, and then down. If you pull it out at an angle, it may tear.*

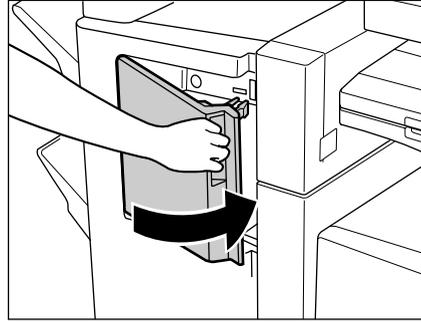
- 6** Gently push the staple case into the stapler unit, until it is securely in place.



## 7 Close the front cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

### CAUTION

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

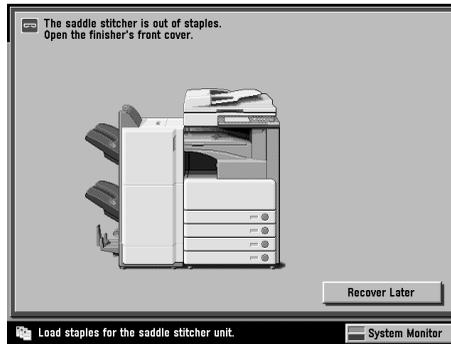
### NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

## Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-AE2 is almost out of staples, and the staple cartridge must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use with this machine.



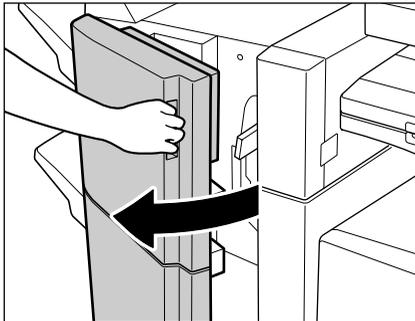
 **IMPORTANT**

If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.

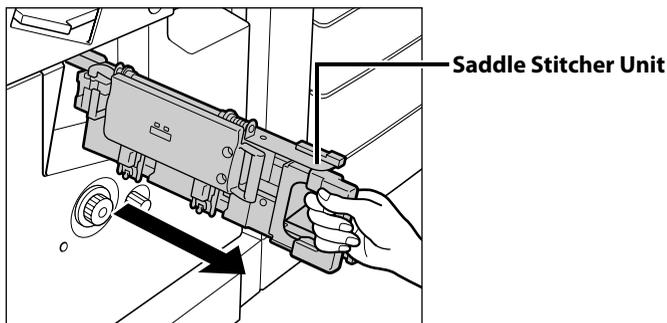
 **NOTE**

- This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.
- We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

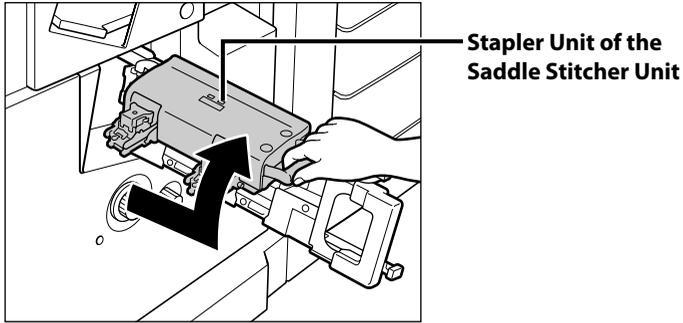
**1** Open the front cover of the finisher.



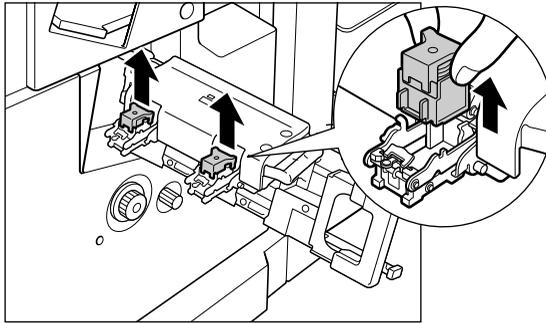
**2** Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.



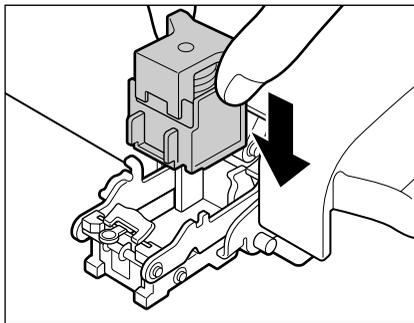
- 3** Pull the stapler unit of the saddle sticher unit towards you, and then push it up.



- 4** Pull out the empty staple cartridge, holding it by its left and right sides.



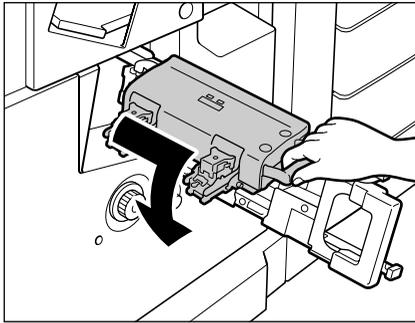
- 5** Insert the new staple cartridge.



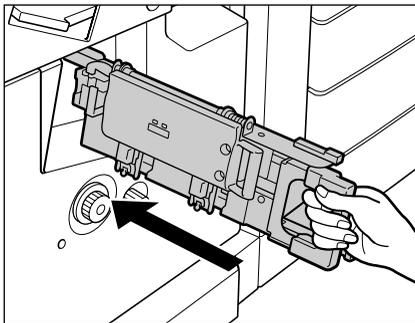
 NOTE

*Only one staple cartridge can be inserted at a time.*

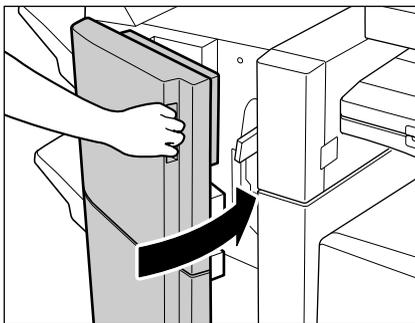
- 6** Pull the stapler unit of the saddle sticher unit towards you, and then push it down into its original position.



- 7** Gently push the saddle sticher unit back into its original position.



- 8** Close the front cover of the finisher.



**CAUTION**

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

**IMPORTANT**

When you have replaced the staple cartridge, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

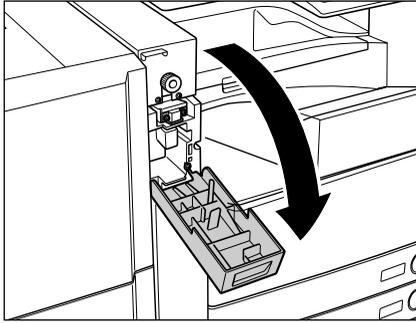
## Removing Punch Waste

When the punch waste tray of the optional Puncher Unit-L1/M1/N1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.

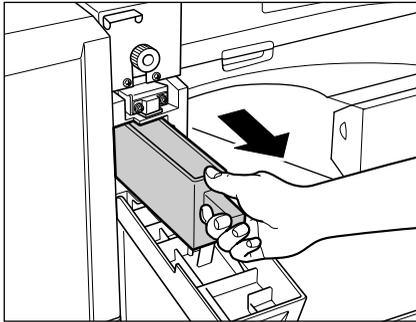
**NOTE**

*This procedure is necessary only if the optional Puncher Unit-L1/M1/N1 is attached.*

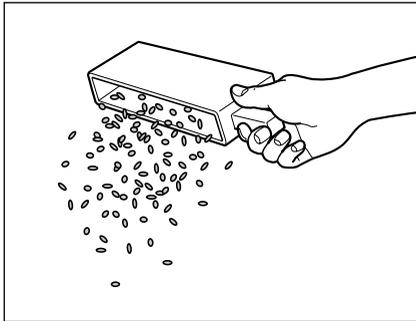
## 1 Open the front cover of the punch waste tray.



## 2 Pull out the punch waste tray.



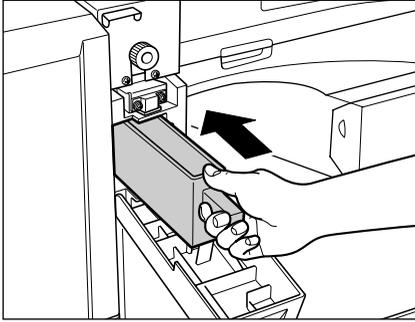
## 3 Discard the punch waste.



 NOTE

*Make sure that the punch waste tray is completely emptied.*

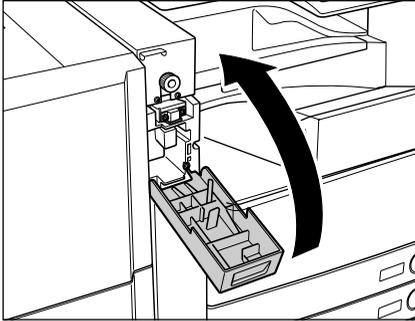
#### 4 Return the punch waste tray to its original position.



#### NOTE

*If the punch waste tray is not securely in place, you cannot make prints in the Hole Punch mode.*

#### 5 Close the front cover of the punch waste tray.

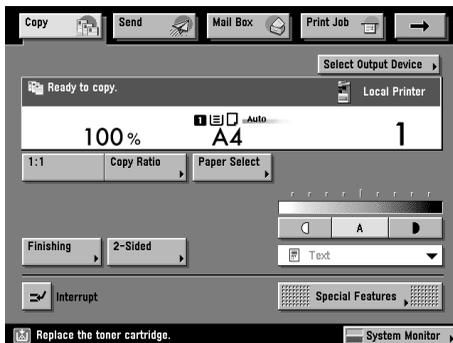


#### CAUTION

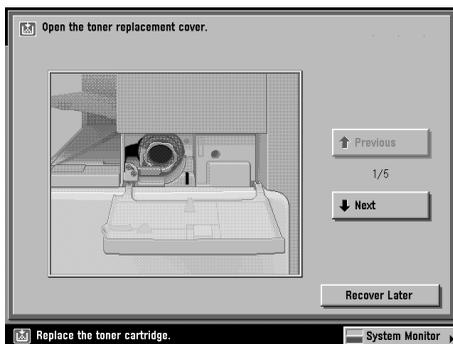
**When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.**

# Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You can continue printing, but at this time you should purchase a new toner cartridge to have it available when needed.



When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

**⚠ 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.

**⚠ CAUTION**

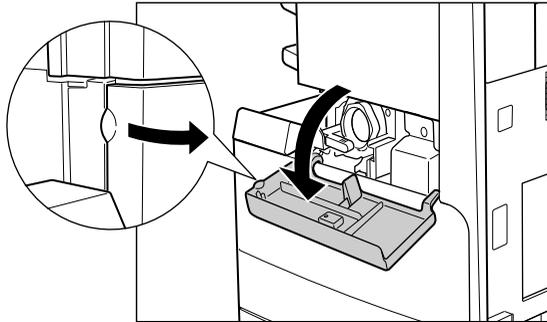
- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

**🖐 IMPORTANT**

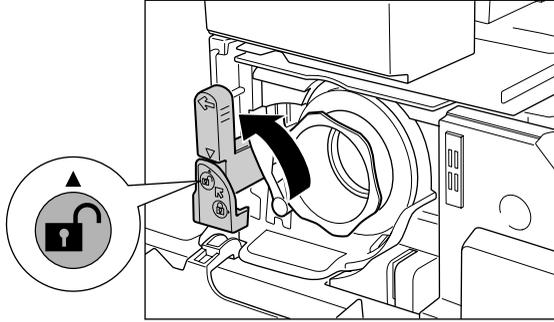
- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.

**📝 NOTE**

- You can replace a toner cartridge while the machine is printing.
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.

**1 Open the toner supply port cover.**

## 2 Lift up the locking lever until it becomes vertical.

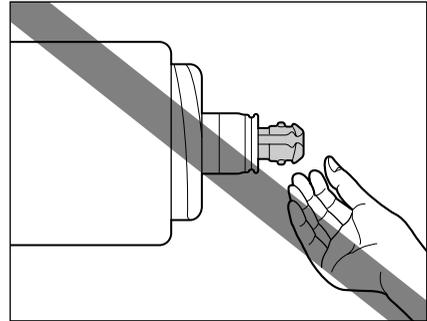
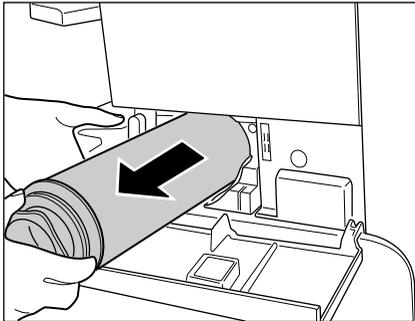


### IMPORTANT

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ▲ (up arrow) of the  (Unlock) icon position before proceeding.

## 3 Pull the toner cartridge out of the toner supply port.

Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.



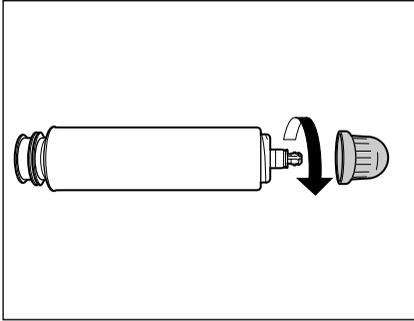
### WARNING

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.

### CAUTION

If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.

- 4** Twist the red protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.

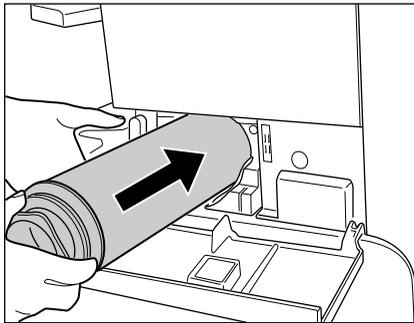


**! CAUTION**

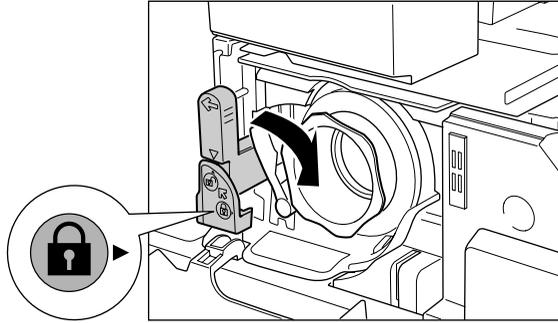
Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.

- 5** Push the new toner cartridge in as far as possible.

Support the new toner cartridge with your hand from underneath while pushing it into the machine with your other hand.



## 6 Push the locking lever down into its original position.



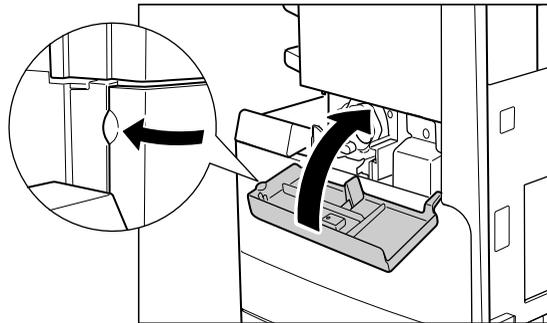
### IMPORTANT

Make sure that the ▼ (down arrow) on the locking lever is aligned with the ► (right arrow) of the  (Lock) icon position.

### NOTE

If you insert a toner cartridge intended for use in a different machine, the locking lever will not move.

## 7 Close the toner supply port cover.



### CAUTION

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

# Routine Cleaning

---

## 2

### Routine Maintenance

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

- Platen glass
- Underside of the platen cover
- Feeder's rollers



#### **WARNING**

- **When cleaning the machine, first turn OFF the main power switch, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

## Platen Glass and Cover

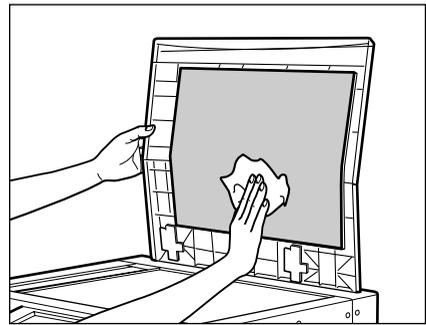
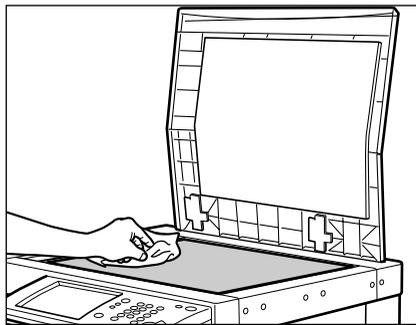
Clean the platen glass and the underside of the optional platen cover by following the procedure below.



### IMPORTANT

*If the platen glass or the underside of the optional platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.*

- 1 Clean the platen glass and the underside of the optional platen cover with a cloth dampened with water, and then wipe them clean with a soft, dry cloth.**



### CAUTION

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

## Manual Feeder Cleaning

If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's rollers.

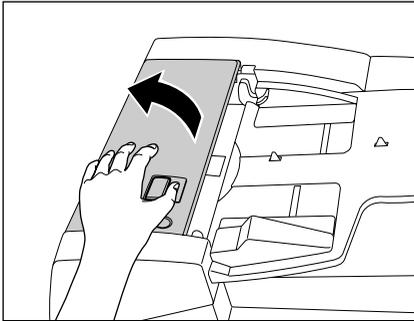
### CAUTION

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

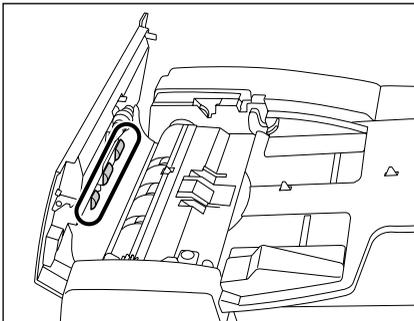
### IMPORTANT

- Spin the rollers while cleaning them.
- This procedure is necessary only if the optional Feeder (DADF-U1) is attached.

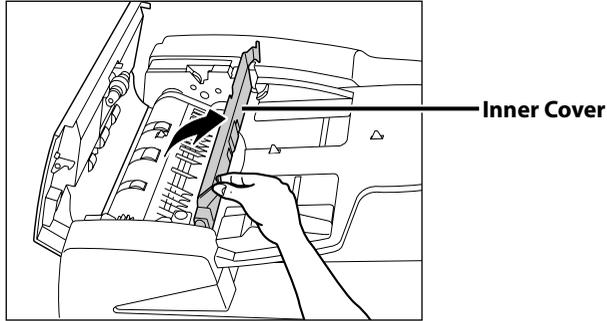
### 1 Open the feeder cover.



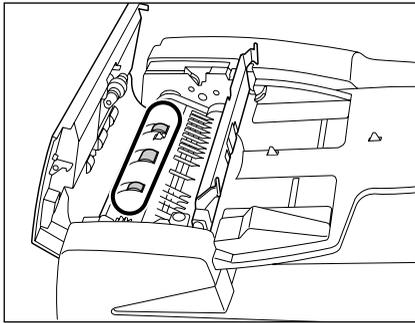
### 2 Clean the rollers (a total of three places) inside the feeder cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



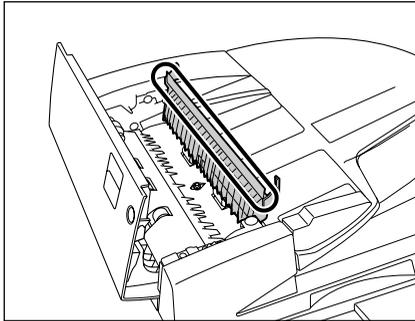
- 3** Open the inner cover, holding it by its front tab.



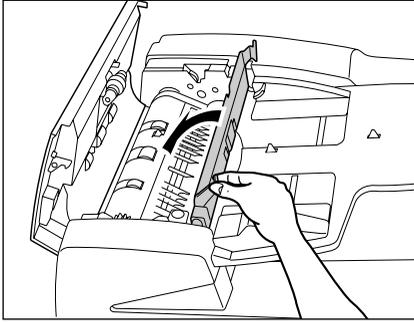
- 4** Clean the rollers (a total of three places) inside the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



- 5** Clean the transparent plastic part of the inner cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



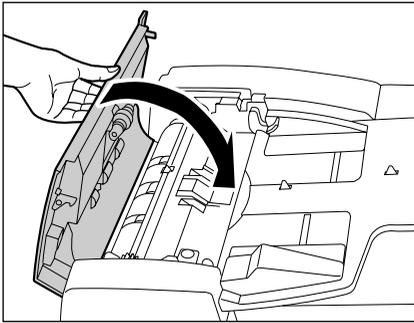
## 6 Close the inner cover.



### CAUTION

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

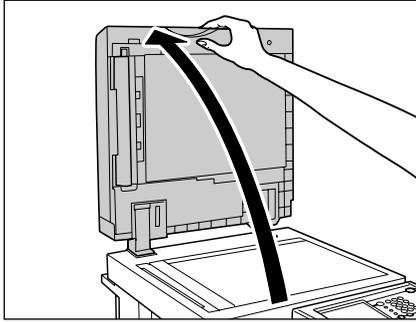
## 7 Close the feeder cover.



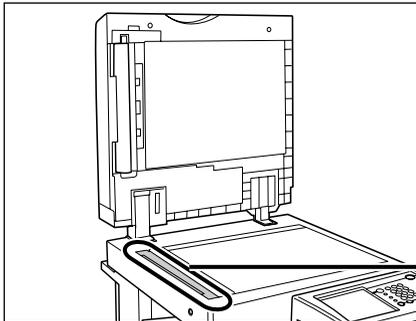
### CAUTION

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

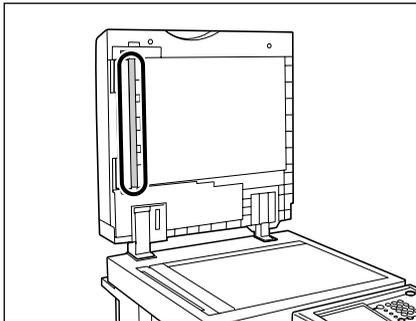
**8** Lift the feeder.



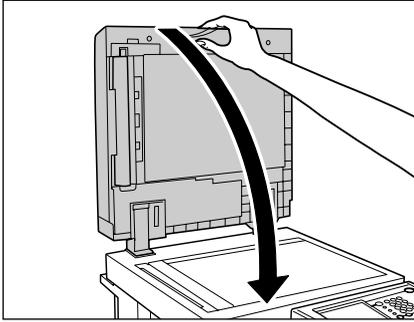
**9** Clean the feeder scanning area with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



**10** While turning the resin roller, clean the resing roller and the area around the resin roller with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



## 11 Close the feeder.



### CAUTION

- When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.
- Be aware that the light emitted from the platen glass may be very bright when closing the feeder.

## Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.



### IMPORTANT

*This procedure is necessary only if the optional Feeder (DADF-U1) is attached.*



### NOTE

*It takes approximately 20 seconds to clean the feeder.*

---

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

**2** Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use A4 paper (60 to 80 g/m<sup>2</sup>).

When cleaning is complete, try scanning again.



### NOTE

*To cancel feeder cleaning while it is in progress, press [Cancel].*

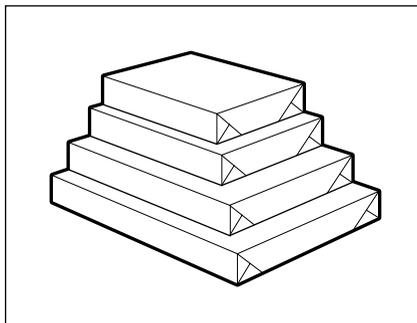
# Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

## ■ Paper Stock

In addition to plain paper (A3, B4, A4, B5, and A5), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.



## ⚠ CAUTION

**Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.**

## 👤 IMPORTANT

*To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.*

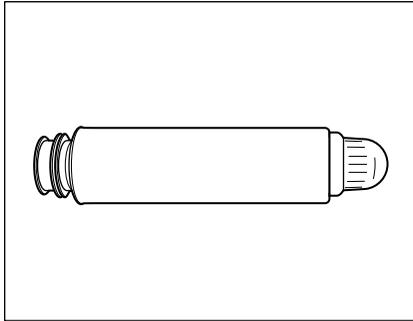
## ✎ NOTE

- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

■ **Toner**

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one.

Use only toner cartridges intended for use with this machine.



**! 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 in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.

**! CAUTION**

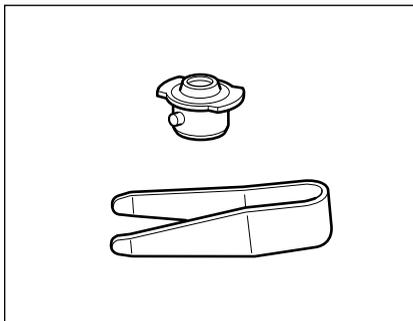
Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

**🚫 IMPORTANT**

Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 30°C, and humidity below 80%.)

■ **Stamp Cartridge**

The stamp cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp cartridge.





# Troubleshooting

# 3

## CHAPTER

This chapter explains what to do in response to a paper jam in the main unit, optional units, and an error message display.

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# Reducing the Frequency of Paper Jams

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If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

## 3

### Troubleshooting

#### ■ **There are torn pieces of paper left inside the machine.**

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

#### ■ **The paper size dial is set incorrectly.**

Make sure that the paper size dial located on the right side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size dial is set incorrectly, paper jams may occur more frequently.

# Clearing Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

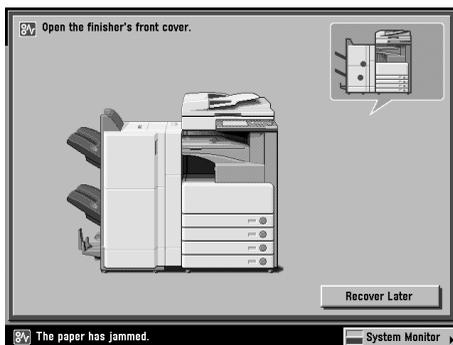
## Screens Indicating the Locations of Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appear on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

### ■ Example of a Screen Indicating the Location of the Paper Jam

The location of the paper jam is indicated, by a red circle, in the upper right corner of the screen.

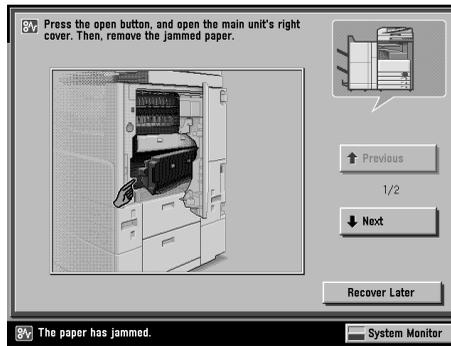
If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.



### ⚠ IMPORTANT

- If a paper jam occurs in the optional Feeder (DADF-U1), you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-U1) (Optional)," on p. 3-37.)
- If a MEAP application screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor] → follow the procedures that appear on the touch panel display to help you remove the jammed paper.

## ■ Example of a Screen Indicating How to Clear the Paper Jam



### ⚠ WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

### ⚠ CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.
- After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.

 NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

**1** **Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.**

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

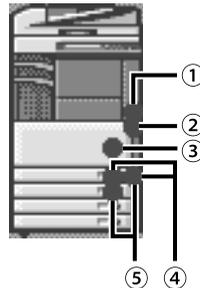
If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

 IMPORTANT

If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

 NOTE

- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- The following image which is displayed in the upper right corner of the screen, indicates the possible locations where paper jams may occur, and the page number describing how to remove the jammed paper.

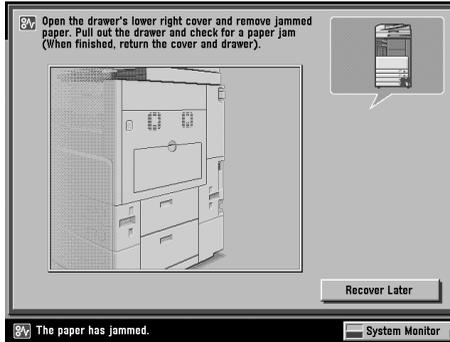


- ① Fixing Unit (See "Fixing Unit (Inside the Main Unit)," on p. 3-11.)
- ② Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," on p. 3-14.)
- ③ Stack Bypass (See "Stack Bypass," on p. 3-17.)
- ④ Paper Drawer 1 (See "Paper Drawer 1," on p. 3-20.)
- ⑤ Paper Drawer 2 (See "Paper Drawer 2," on p. 3-25.)

## 2 If a paper jam occurs inside an optional unit, see the instructions on the following pages.

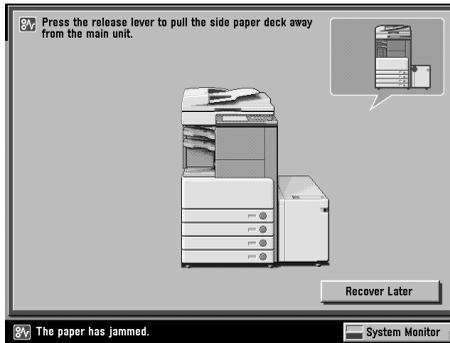
### ● Cassette Feeding Unit-Y3

- See “Cassette Feeding Unit-Y3 (Optional),” on p. 3-29.



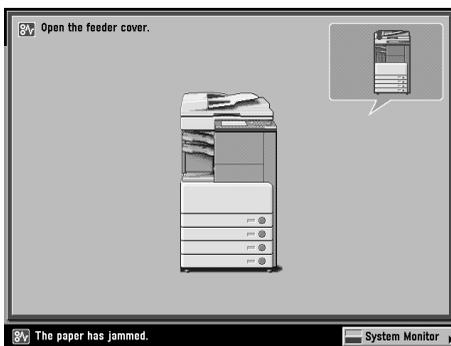
### ● Paper Deck-Q1

- See “Paper Deck-Q1 (Optional),” on p. 3-33.



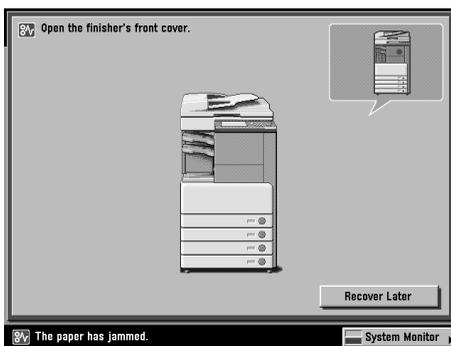
### ● Feeder (DADF-U1)

- See "Feeder (DADF-U1) (Optional)," on p. 3-37.



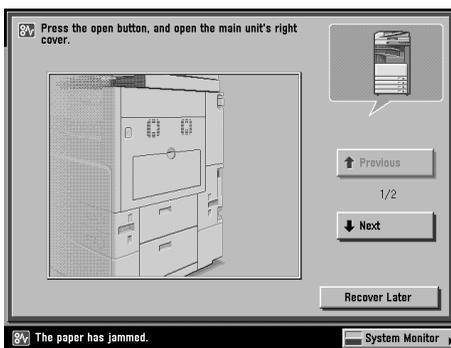
### ● Finisher-S1

- See "Finisher-S1 (Optional)," on p. 3-41.
- See "Finisher-S1/Puncher Unit-Q1/R1/S1 (Optional)," on p. 3-47.
- See "Inside the Transfer Cover of the Finisher-S1 (Optional)," on p. 3-54.



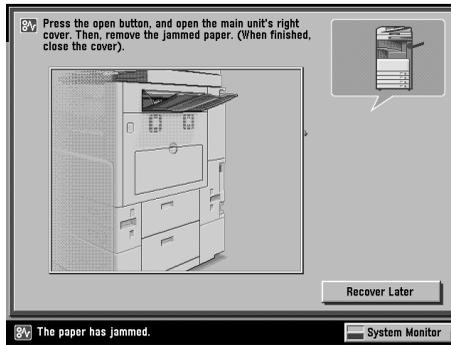
### ● Inner 2 Way Tray-D1

- See "Inner 2 Way Tray-D1 (Optional)," on p. 3-73.



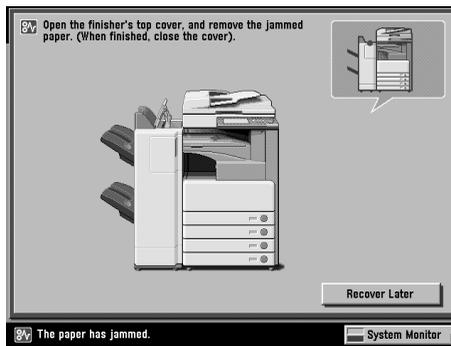
### ● Copy Tray-J1

- See “Copy Tray-J1 (Optional),” on p. 3-77.



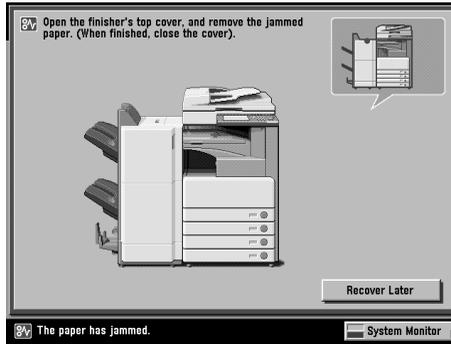
### ● Finisher-AE1

- See “Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional),” on p. 3-58.
- See “Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional),” on p. 3-61.



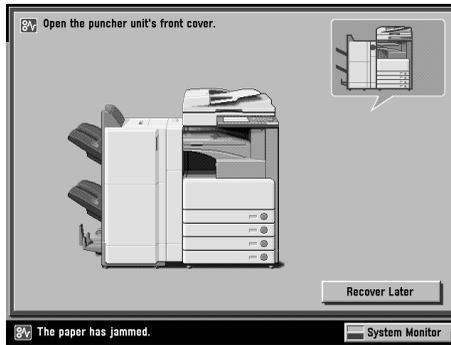
## ● Saddle Finisher-AE2

- See "Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-58.
- See "Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)," on p. 3-61.
- See "Inside the Front Cover of the Saddle Finisher-AE2 (Optional)," on p. 3-63.
- See "Saddle Stitcher Unit (Optional)," on p. 3-67.



**● Puncher Unit-L1/M1/N1**

- See “Puncher Unit-L1/M1/N1 (Optional),” on p. 3-70.



- 3** After you have removed all of the jammed paper in the locations indicated on the touch panel display, restore all levers and covers to their original positions.
- 4** Continue to follow the procedure and instructions on the touch panel display.

Once you have removed all of the jammed paper in locations other than the optional feeder, printing or copying resumes.

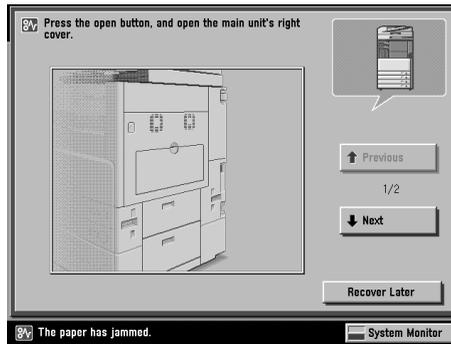
If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

**NOTE**

*You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.*

## Fixing Unit (Inside the Main Unit)

If a paper jam occurs in the fixing unit area, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



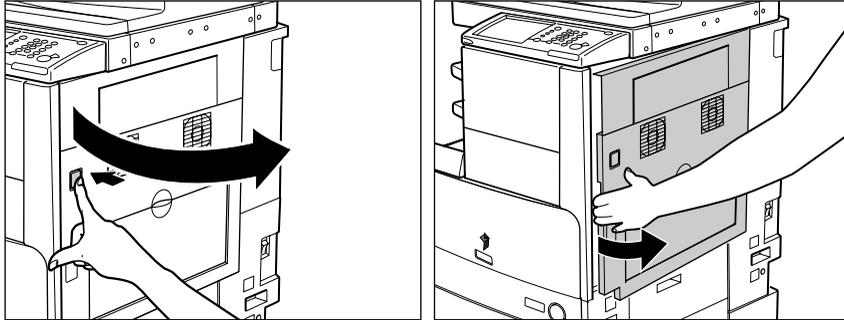
### CAUTION

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.

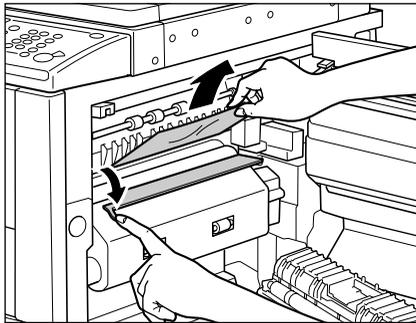
## 1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.



## 2 Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.

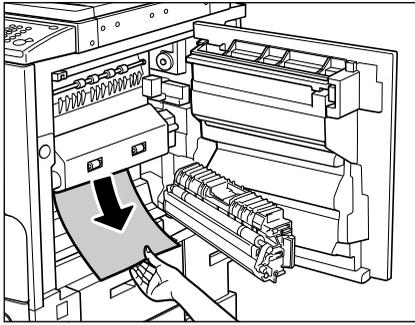


If there is paper jammed in the lower part of the fixing unit, proceed to step 3.

### CAUTION

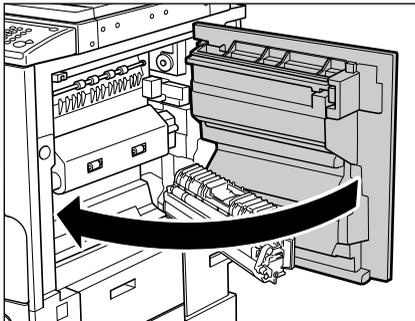
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

- 3** Remove any jammed paper protruding from the lower part of the fixing unit.



- 4** Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



**! CAUTION**

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

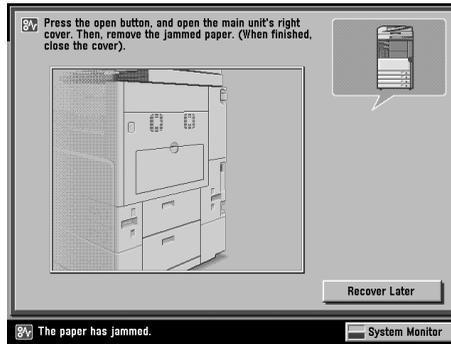
## 5 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 3-3.

## Duplexing Unit (Inside the Main Unit)

If a paper jam occurs inside the duplexing unit, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



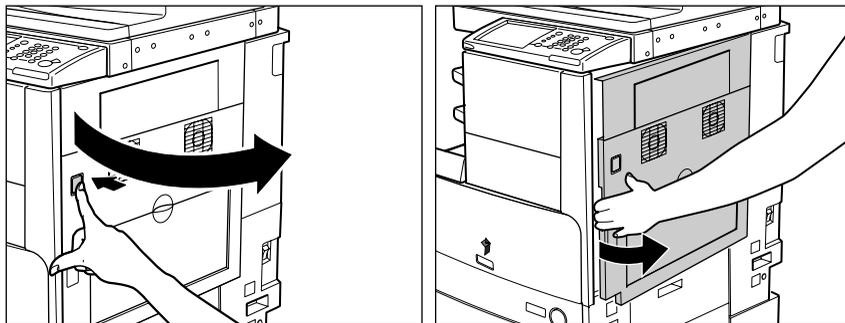
### CAUTION

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.

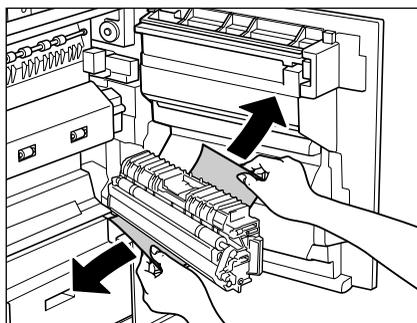
## 1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

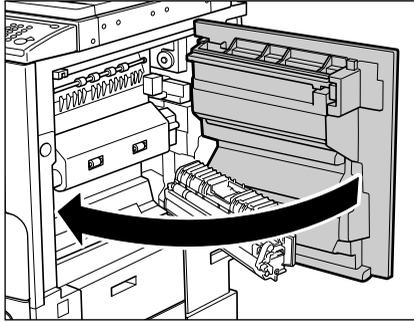


## 2 Remove any jammed paper.



- 3 Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



**⚠ CAUTION**

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

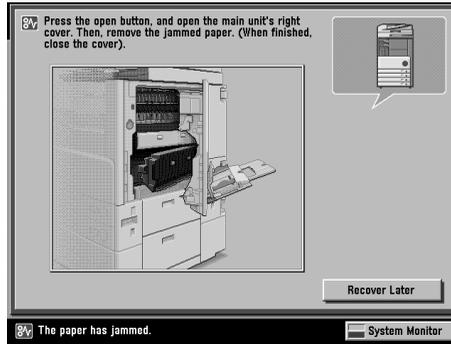
- 4 Follow the instructions on the touch panel display.**

**✎ NOTE**

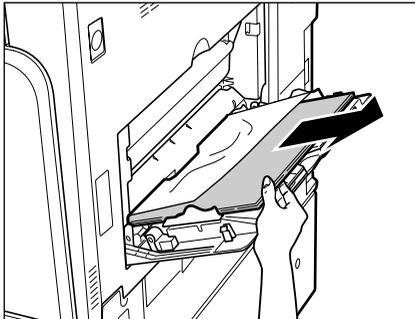
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Stack Bypass

If a paper jam occurs inside the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### 1 Remove all of the paper that is not jammed from the stack bypass.



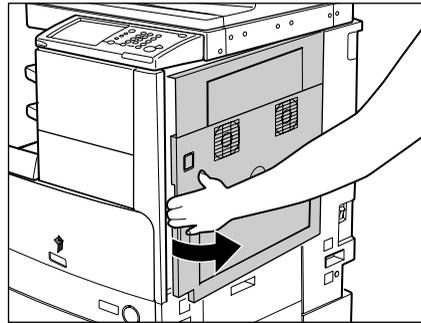
## 2 Remove any jammed paper.



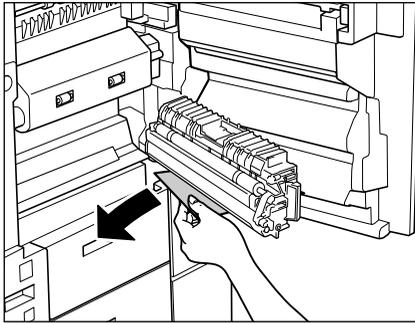
## 3 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

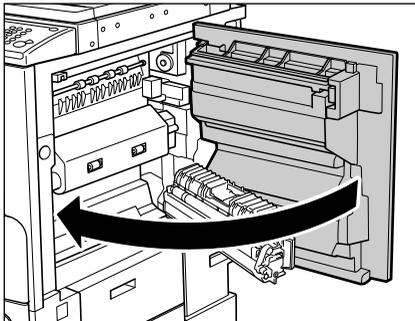


- 4 Remove any jammed paper from the stack bypass inside the right cover of the main unit.



- 5 Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



### CAUTION

When closing the upper and lower right covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

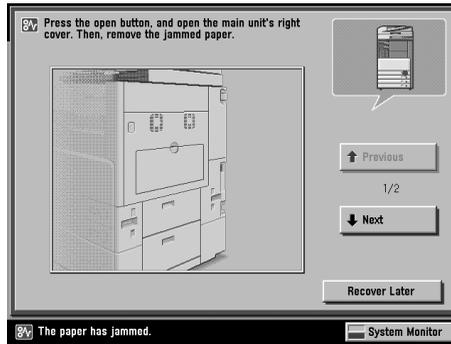
## 6 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 3-3.

## Paper Drawer 1

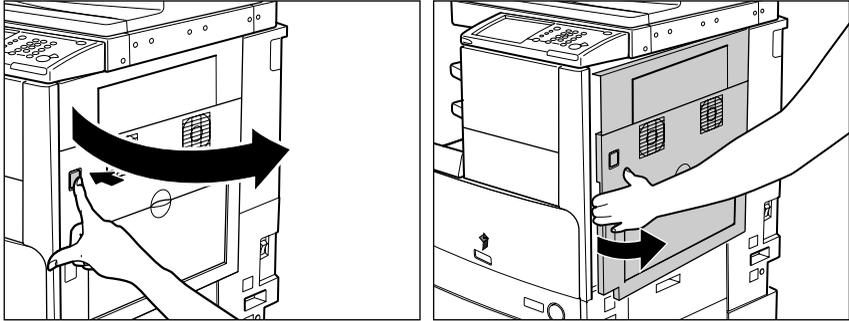
If a paper jam occurs inside Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



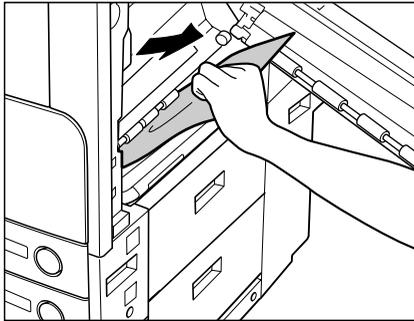
**1 Press the button on the right cover of the main unit, and open the right cover.**

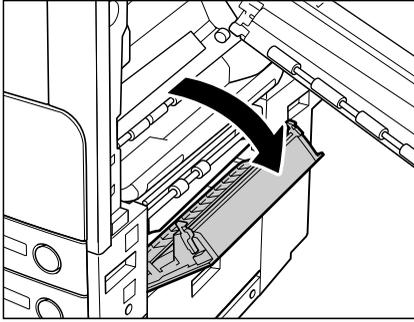
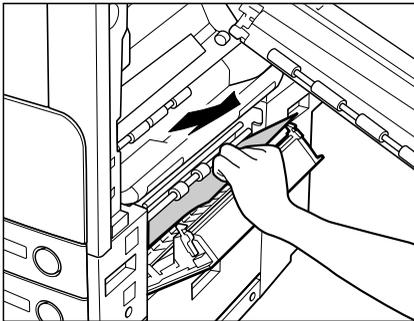
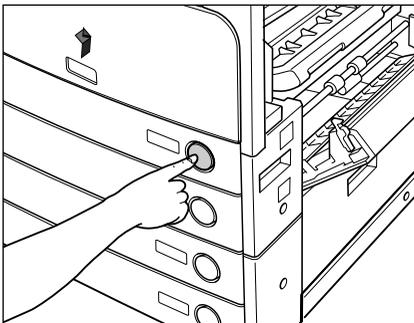
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

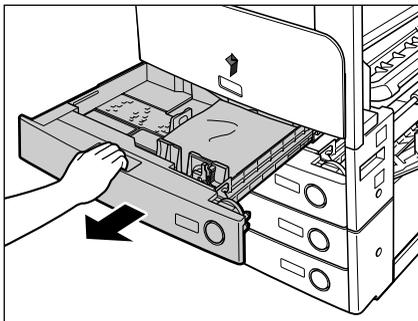


**2 Remove any jammed paper.**

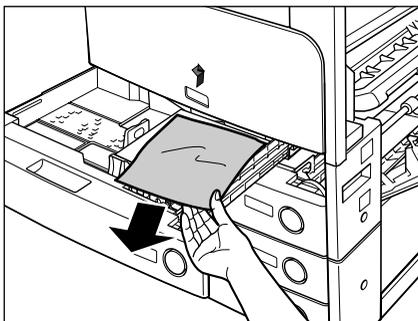


**3** Open the paper drawer's right cover.**4** Remove any jammed paper.**5** Press and release the button on Paper Drawer 1.

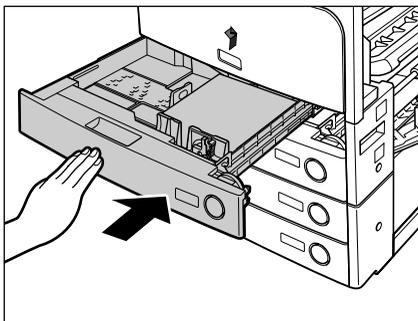
- 6** Grip the handle, and pull out the paper drawer until it stops.



- 7** Remove any jammed paper.

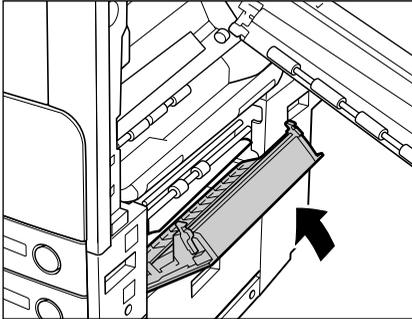


- 8** Gently push Paper Drawer 1 back into the machine until it clicks into place in the closed position.



**! CAUTION**

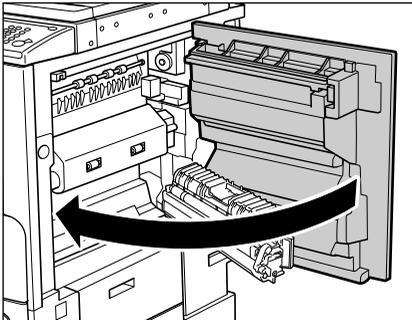
When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

**9 Close the paper drawer's right cover.****! CAUTION**

When closing the paper drawer's right cover, be careful not to get your fingers caught, as this may result in personal injury.

**10 Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



## CAUTION

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

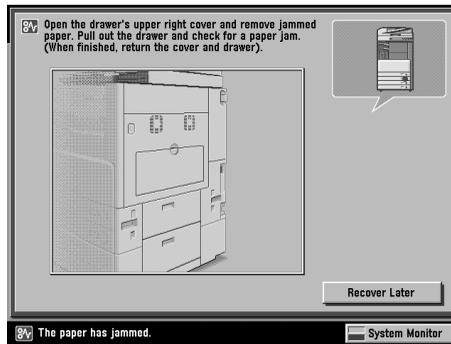
## 11 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

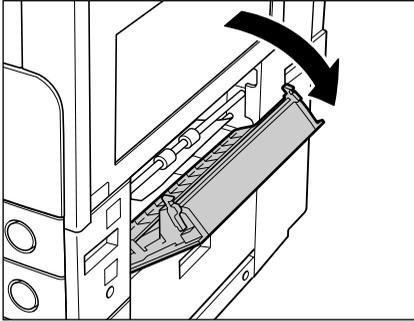
## Paper Drawer 2

If a paper jam occurs inside Paper Drawer 2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

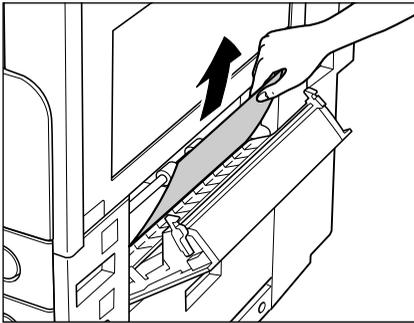


## 1 Open the paper drawer's right cover.

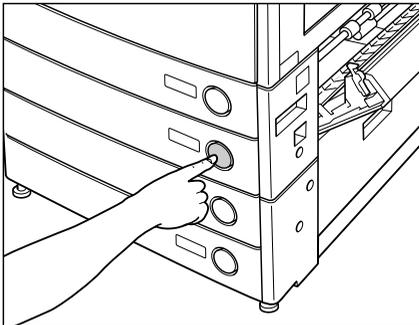
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.



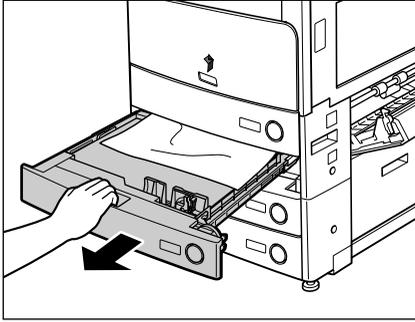
## 2 Remove any jammed paper.



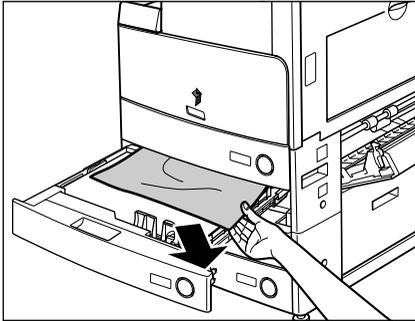
## 3 Press and release the button on Paper Drawer 2.



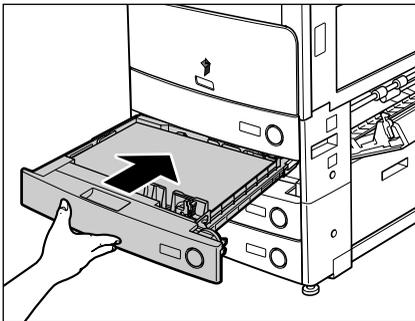
- 4** Grip the handle, and pull out the paper drawer until it stops.



- 5** Remove any jammed paper.



- 6** Gently push Paper Drawer 2 back into the machine until it clicks into place in the closed position.

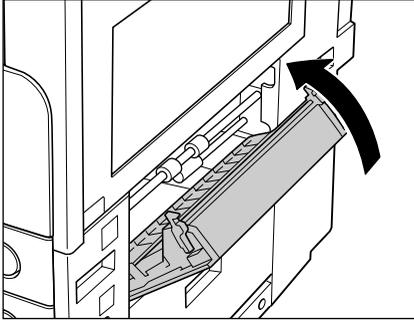


**⚠ CAUTION**

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

**7 Close the paper drawer's right cover.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.

**⚠ CAUTION**

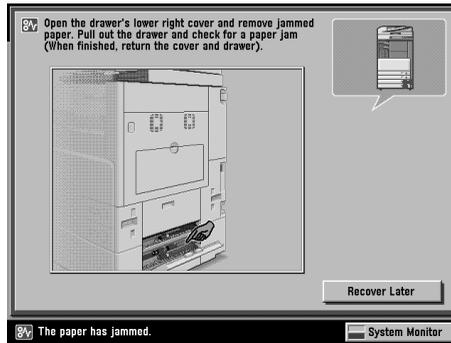
When closing the right cover of the paper drawer, be careful not to get your fingers caught, as this may result in personal injury.

**8 Follow the instructions on the touch panel display.****📝 NOTE**

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Cassette Feeding Unit-Y3 (Optional)

If a paper jam occurs inside the optional Cassette Feeding Unit-Y3, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### WARNING

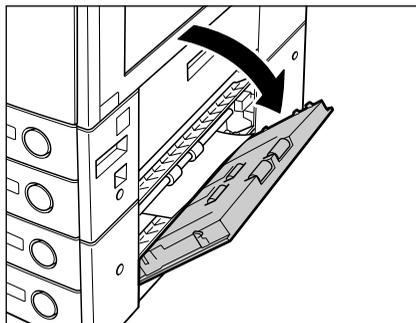
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

### CAUTION

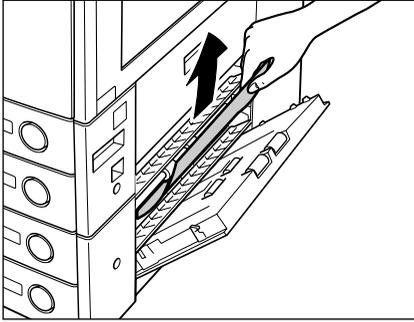
When removing jammed paper, take care not to cut your hands on the edges of the paper.

## 1 Open the lower right cover of the cassette feeding unit.

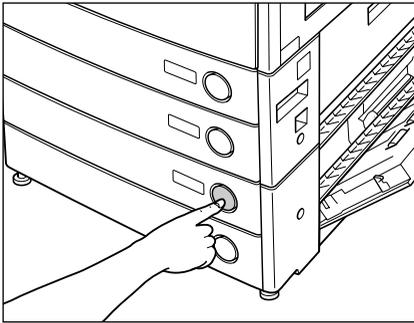
If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.



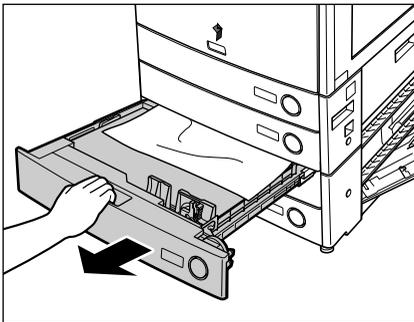
## 2 Remove any jammed paper.



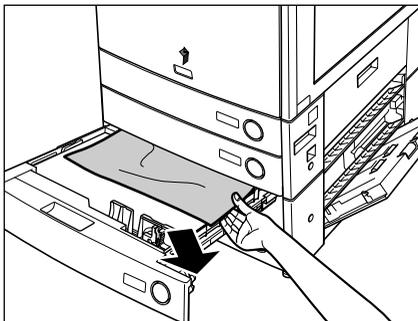
## 3 Press and release the button on the paper drawer indicated on the touch panel display.



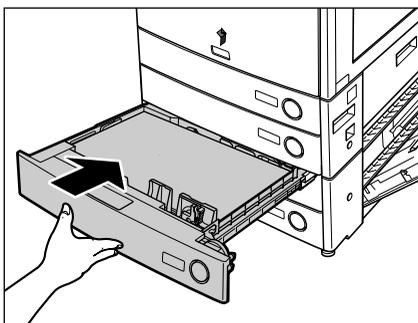
## 4 Grip the handle, and pull out the paper drawer until it stops.



**5** Remove any jammed paper.



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

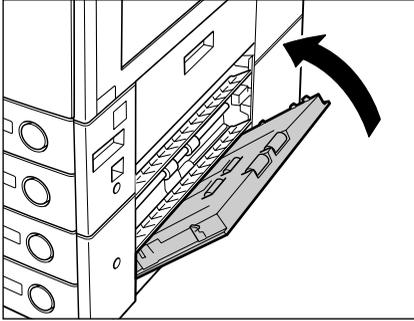


**! CAUTION**

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

## 7 Close the lower right cover of the cassette feeding unit.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



### CAUTION

When closing the lower right cover of the cassette feeding unit, be careful not to get your fingers caught, as this may result in personal injury.

## 8 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Paper Deck-Q1 (Optional)

If a paper jam occurs in the optional Paper Deck-Q1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



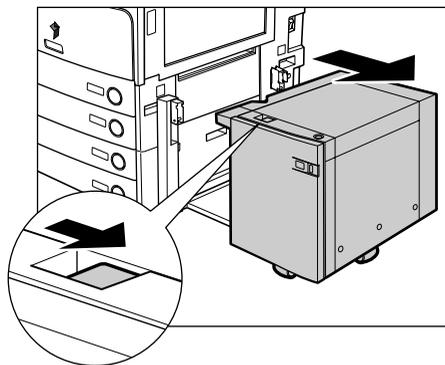
### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

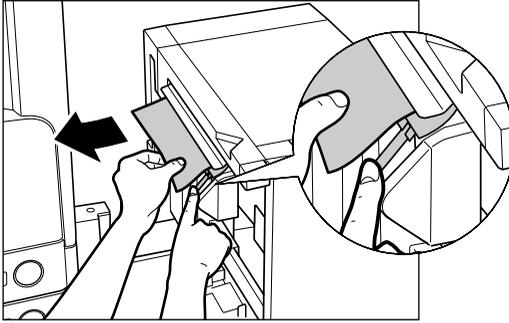
### CAUTION

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

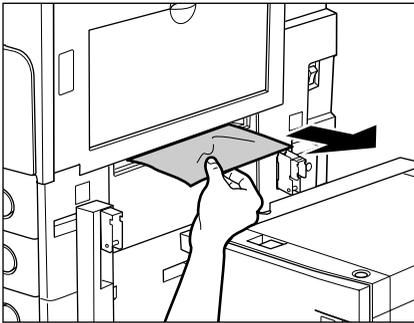
- 1** Press the release button, and move the paper deck away from the main unit.



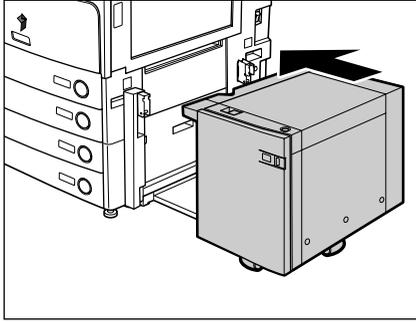
- 2 Pull down the lever on the side of the paper deck that attaches to the main unit, and remove any jammed paper from the feeding area.**



Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot.



**3** Reconnect the paper deck to the main unit.

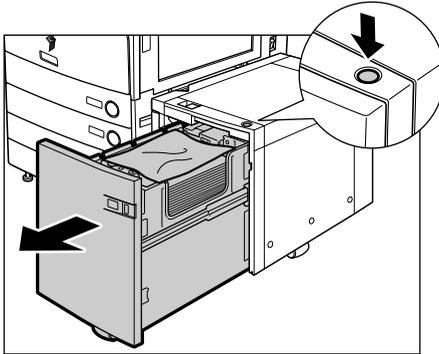


If the screen indicating the paper jam is no longer displayed after reconnecting the paper deck to the main unit, proceed to step 7.

**⚠ CAUTION**

**When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.**

**4** Press the open button to open the paper deck.



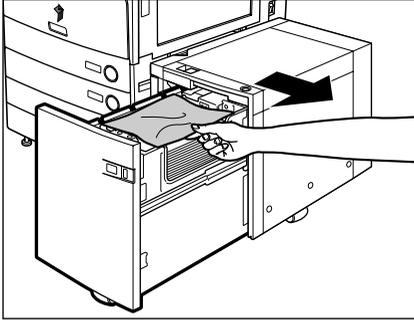
The inside lifter descends automatically.

**👉 IMPORTANT**

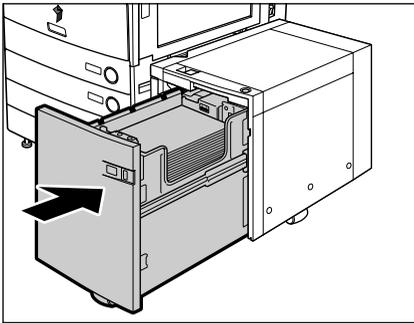
*If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper deck.*

## 5 Remove any jammed paper.

Look carefully, as jammed paper may be difficult to see.



## 6 Close the paper deck.



### CAUTION

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

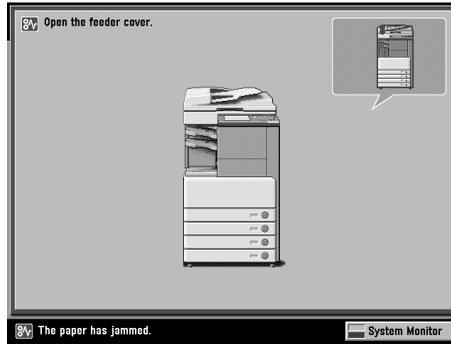
## 7 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Feeder (DADF-U1) (Optional)

If a paper jam occurs in the optional Feeder (DADF-U1), a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



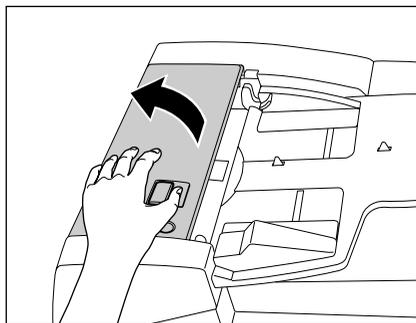
### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

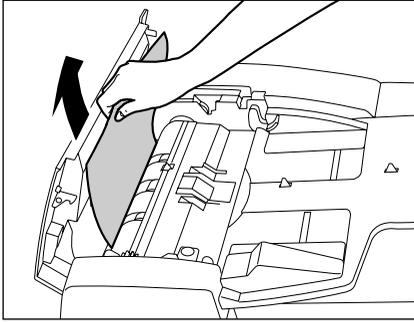
### CAUTION

When removing jammed originals, take care not to cut your hands on the edges of the originals.

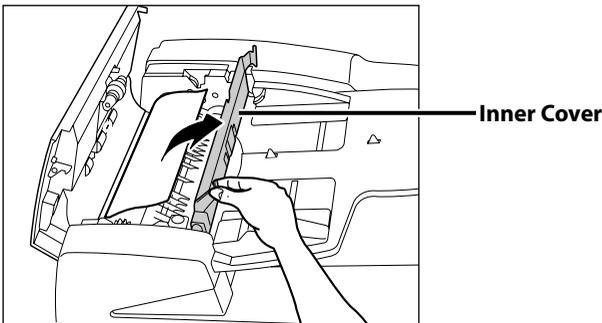
## 1 Open the feeder cover.



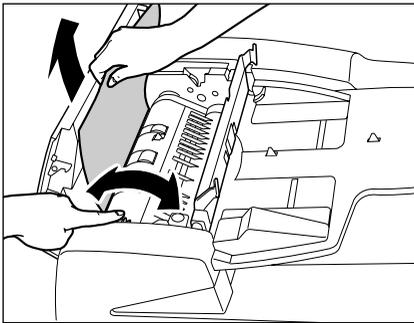
**2 Remove any jammed originals.**



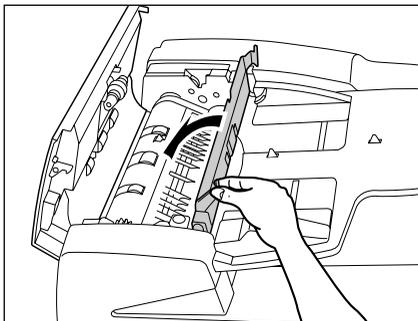
**3 Open the inner cover, holding it by its front tab.**



**4 Turn the feed dial, and remove any jammed originals.**



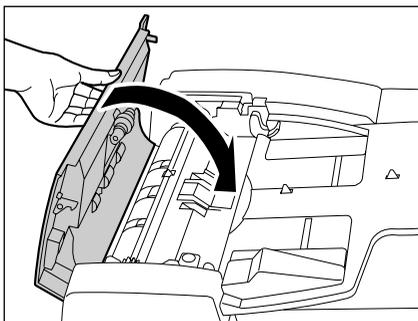
## 5 Close the inner cover.



### **!** CAUTION

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

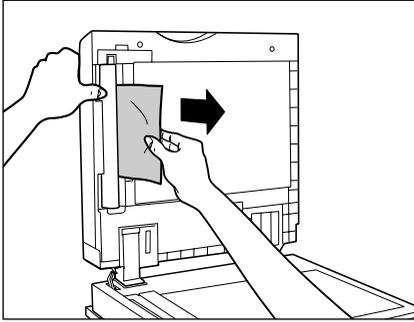
## 6 Close the feeder cover.



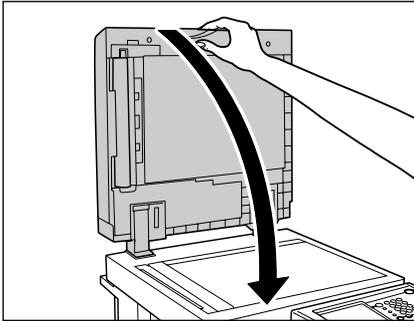
### **!** CAUTION

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

## 7 Lift the feeder, and remove any jammed originals.



## 8 Close the feeder.



### CAUTION

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

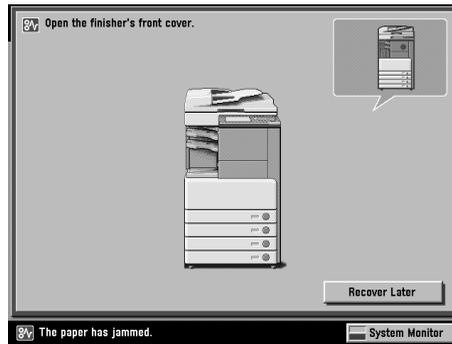
## 9 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Finisher-S1 (Optional)

If a paper jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### WARNING

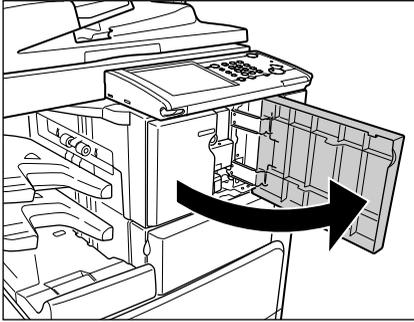
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

### CAUTION

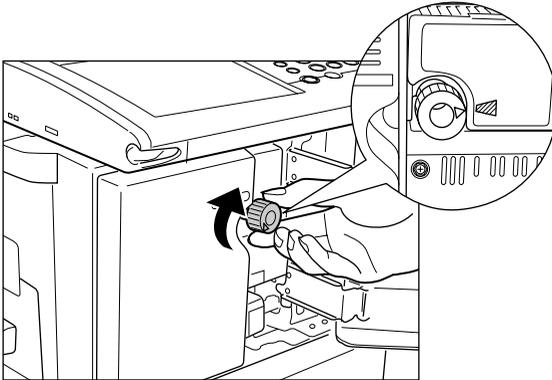
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon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

## 1 Open the front cover of the finisher.

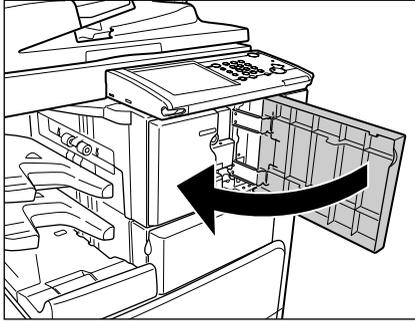
If the optional Puncher Unit-Q1/R1/S1/R1/S1 is not attached, this procedure is not necessary. Proceed to step 4.



## 2 Align the pointed notch on the knob with the shaded region (▨).



### 3 Close the front cover of the finisher.



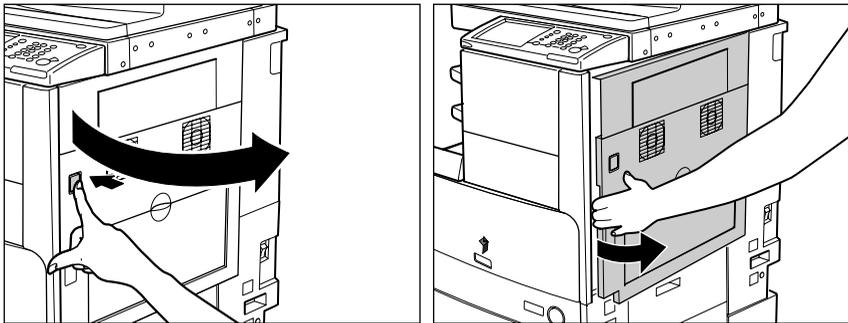
#### **!** CAUTION

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

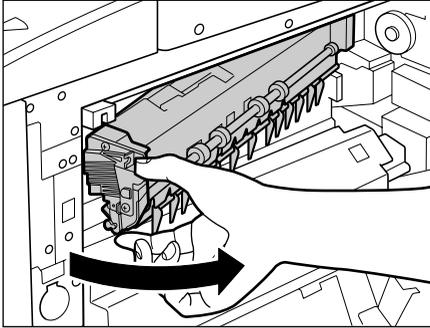
### 4 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

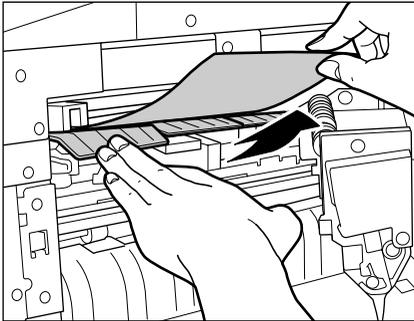
If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.



## 5 Pull out the paper output unit.



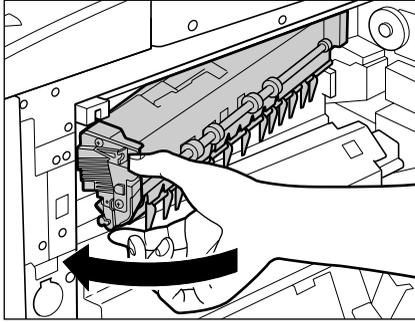
## 6 Pull down any one of the four inner guides, and remove any jammed paper.



### IMPORTANT

*If it is impossible to lower one of the four inner guides, try another inner guide. Do not attempt to lower the inner guide too forcefully, as this may break it.*

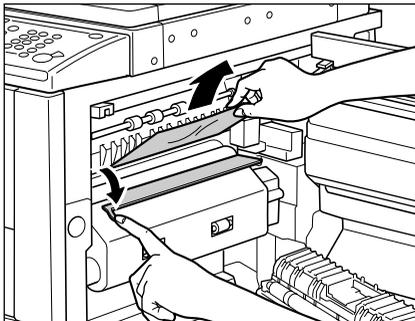
**7** Push the paper output unit back into its original position.



**! CAUTION**

When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

**8** Pull down the upper cover of the fixing unit by its tab, and remove any jammed paper.

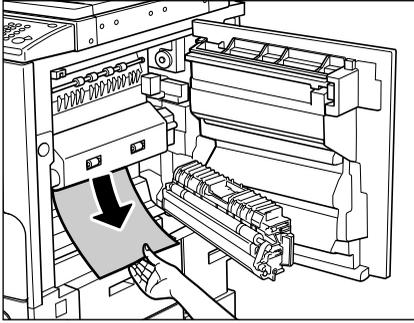


If there is difficulty in removing jammed paper from the bottom of the fixing unit, proceed to step 9.

**! CAUTION**

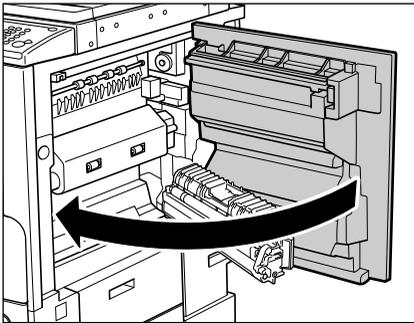
The fixing unit and its surroundings are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except the jammed paper and the upper cover.

- 9** If there is any jammed paper protruding from the lower part of the fixing unit, remove the jammed paper.



- 10** Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



### CAUTION

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

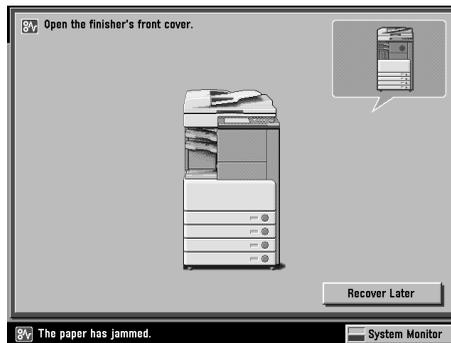
## 11 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Finisher-S1/Puncher Unit-Q1/R1/S1 (Optional)

If a paper jam occurs in the optional Finisher-S1 and Puncher Unit-Q1/R1/S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

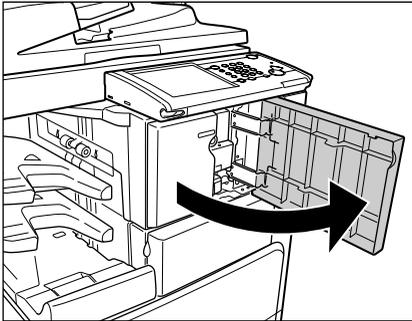
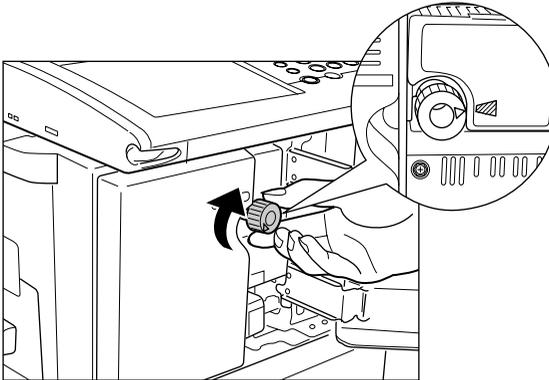


### WARNING

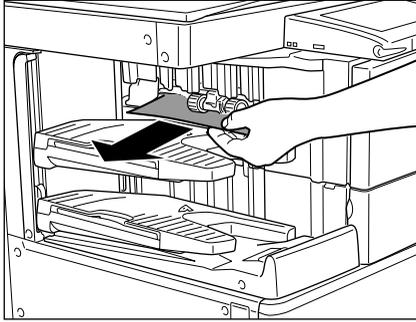
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

**⚠ CAUTION**

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

**1** Open the front cover of the finisher.**2** Align the pointed notch of the knob with the shaded region (▨).

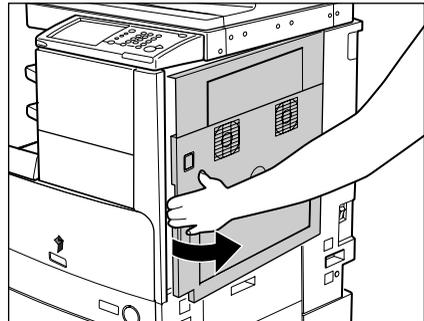
### 3 Remove any jammed paper protruding from the output tray.



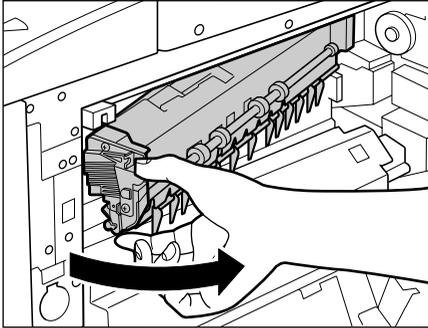
### 4 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.

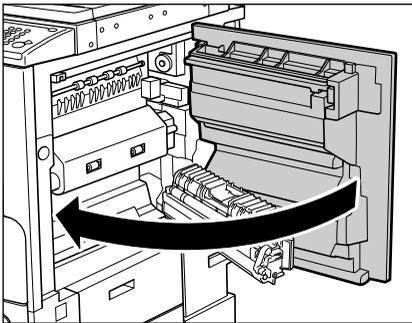


- 5** Follow steps 5 to 9 in “Finisher-S1 (Optional),” on p. 3-41 to remove the paper jam.



- 6** Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

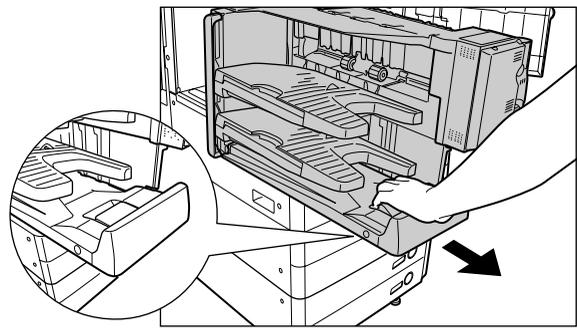
If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



**! WARNING**

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

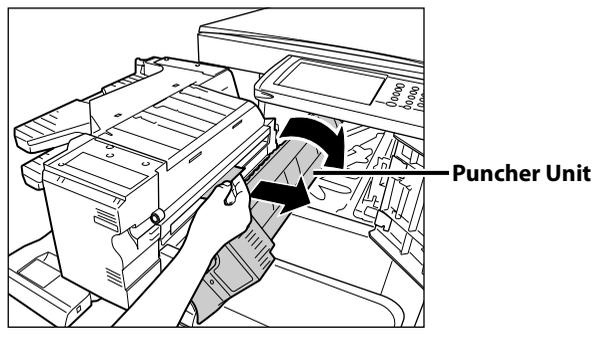
**7** Lift the handle of the finisher unit up, and then pull it out to the left.



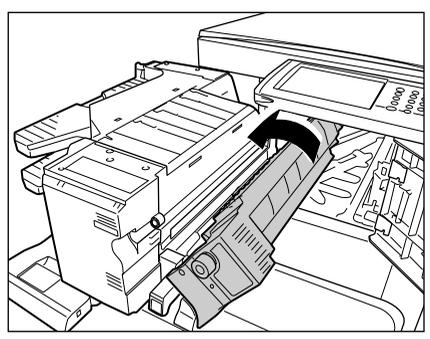
**⚠ CAUTION**

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

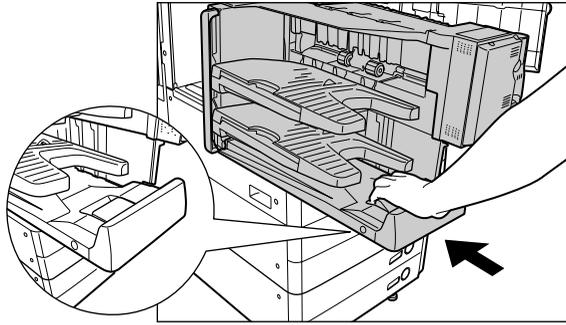
**8** Pull down the puncher unit, and then remove any jammed paper.



**9** Return the puncher unit to its original position.



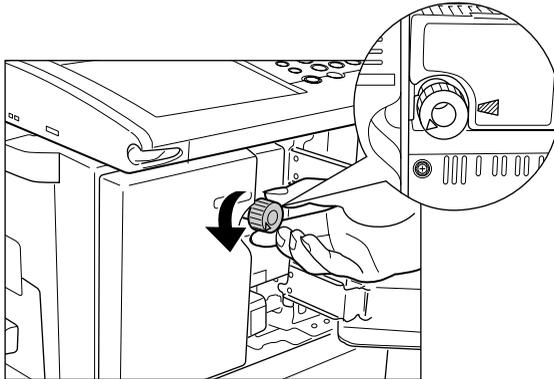
- 10** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



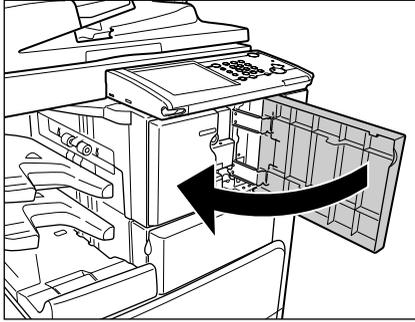
**! CAUTION**

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 11** Return the pointed notch on the knob back to its original position.



## 12 Close the front cover of the finisher.



### CAUTION

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

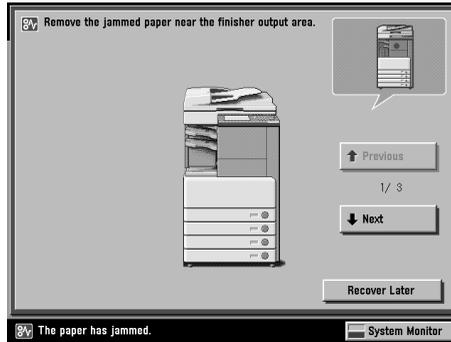
## 13 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Inside the Transfer Cover of the Finisher-S1 (Optional)

If a paper jam occurs inside the transfer cover of the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



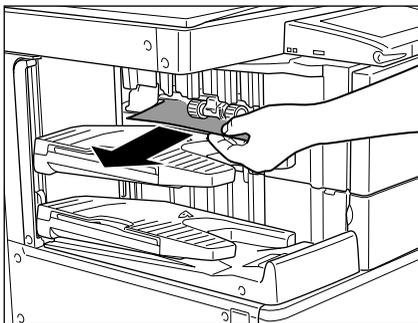
### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

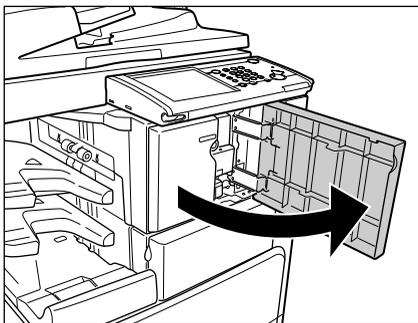
### CAUTION

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

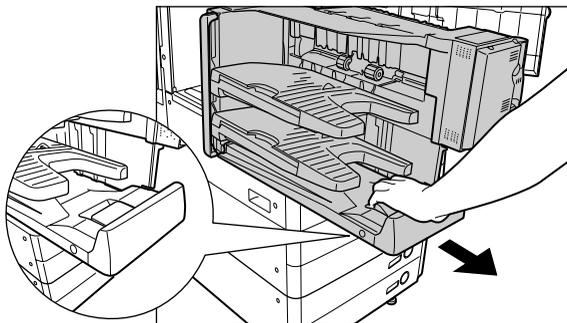
- 1 Remove any jammed paper protruding from the output tray.**



- 2 Open the front cover of the finisher.**



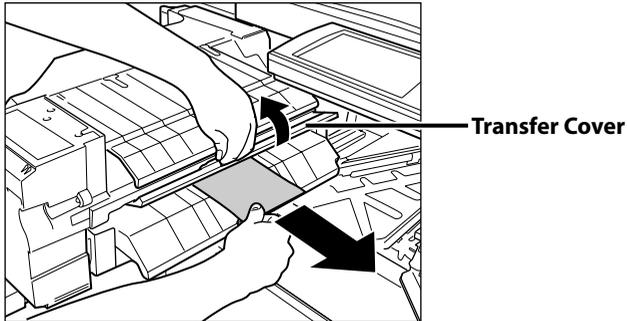
- 3 Lift the handle of the finisher unit up, and then pull it out to the left.**



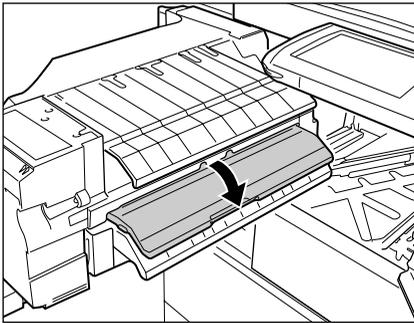
**⚠ CAUTION**

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

- 4** Open the transfer cover, and then remove any jammed paper.

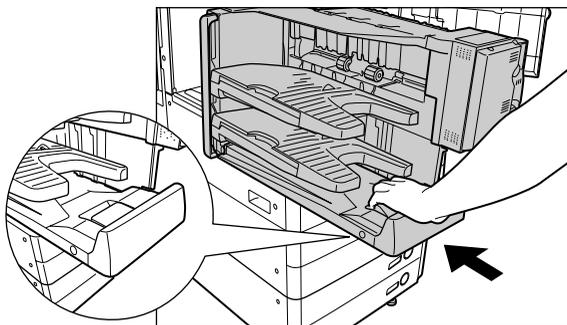


- 5** Close the transfer cover.

**⚠ CAUTION**

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

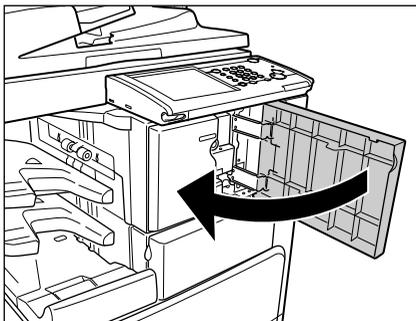
- 6** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



**! CAUTION**

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

- 7** Close the front cover of the finisher.



**! CAUTION**

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

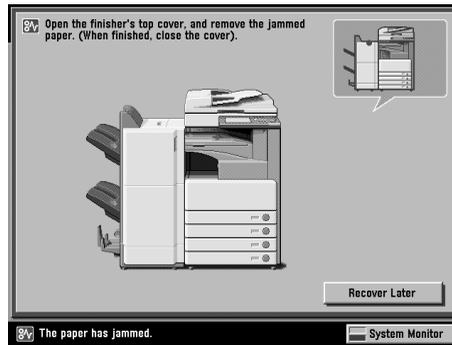
- 8** Follow the instructions on the touch panel display.

 NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Inside the Top Cover of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the top cover of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### WARNING

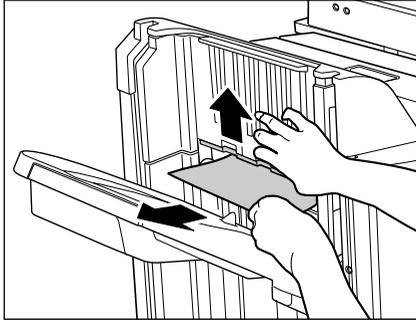
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

### CAUTION

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

## 1 Open the output slot on the outside of the finisher, and remove any jammed paper that is visible.

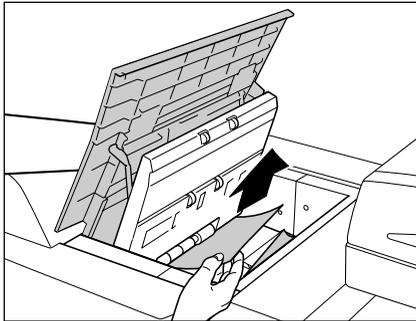
If you cannot see any jammed paper, check if any jammed paper is stuck inside the output area of the finisher.



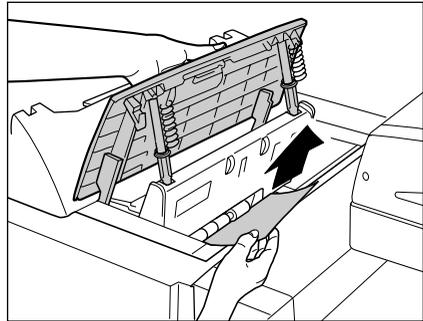
### IMPORTANT

*If a paper jam occurs when you are printing in the Staple mode, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)*

## 2 Open the top cover of the finisher, and remove any jammed paper.

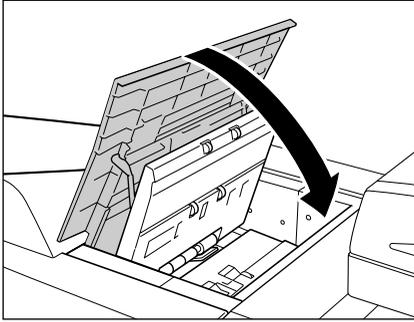


The Optional Saddle Finisher-AE2

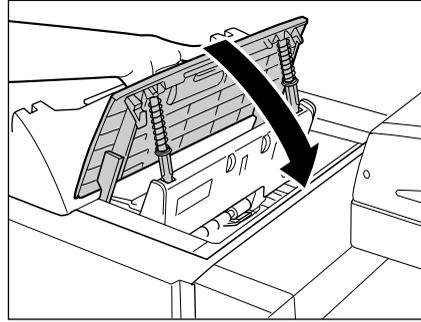


The Optional Finisher-AE1

### 3 Close the top cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

#### CAUTION

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

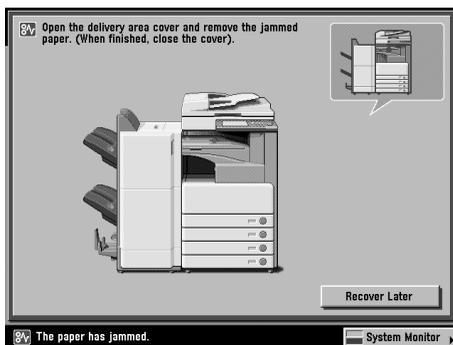
### 4 Follow the instructions on the touch panel display.

#### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Inside the Buffer Pass Unit-E2 of the Finisher-AE1/Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the buffer pass unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



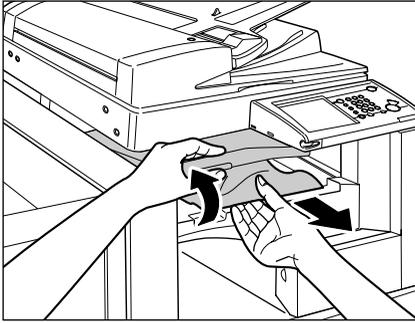
### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

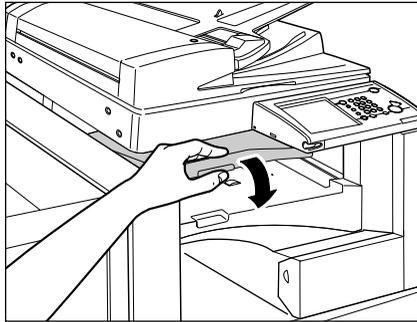
### CAUTION

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

- 1 **Open the buffer pass unit, and remove any jammed paper.**



- 2 **Close the buffer pass unit.**



**⚠ CAUTION**

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

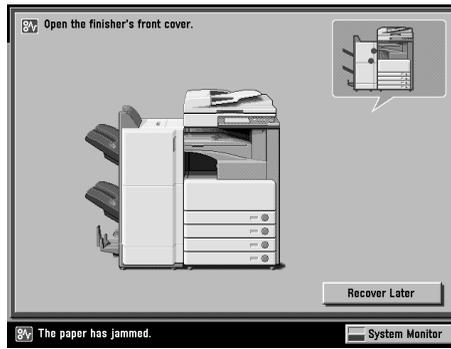
### 3 Follow the instructions on the touch panel display.

#### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Inside the Front Cover of the Saddle Finisher-AE2 (Optional)

If a paper jam occurs inside the front cover of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

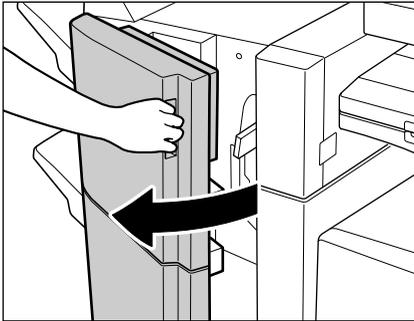


#### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

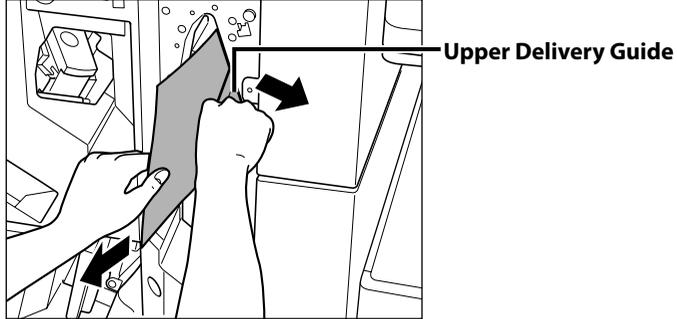
**⚠ CAUTION**

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

**1** Open the front cover of the finisher.

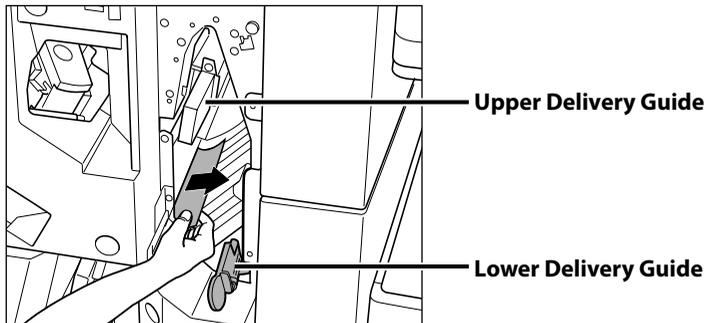
## 2 Tilt the upper delivery guide to the right, and remove any jammed paper.

Springs are attached to the upper delivery guide, so it returns to its original position when released.

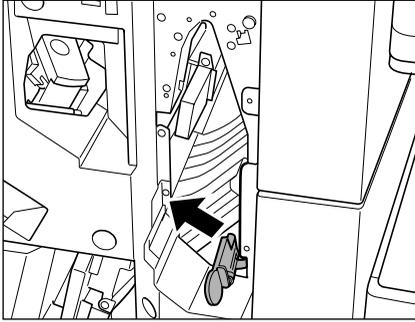


## 3 Tilt the lower delivery guide to the right, and remove any jammed paper.

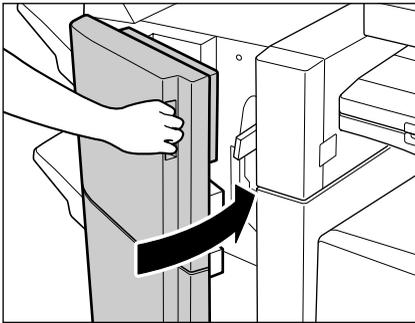
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



#### 4 Return the lower delivery guide to its original position.



#### 5 Close the front cover of the finisher.



#### CAUTION

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

#### 6 Follow the instructions on the touch panel display.

#### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see “Screens Indicating the Locations of Paper Jams,” on p. 3-3.

## Saddle Stitcher Unit (Optional)

If a paper jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



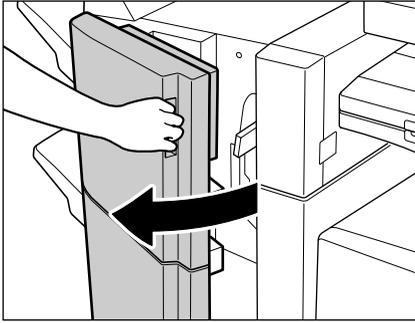
### WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

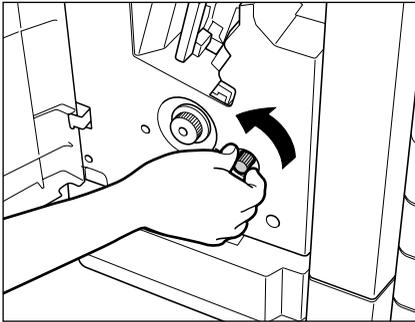
### CAUTION

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

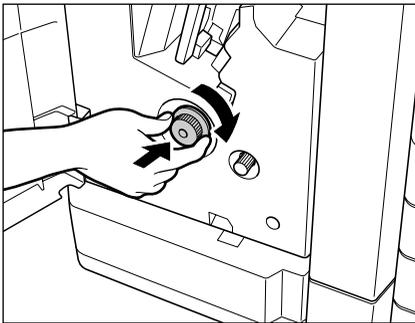
- 1 Open the front cover of the finisher.



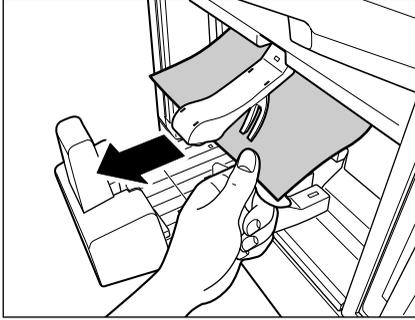
- 2 Turn the knob on the right in the direction of the arrow (counterclockwise).



- 3 While pushing in the knob on the left, turn it in the direction of the arrow (clockwise).

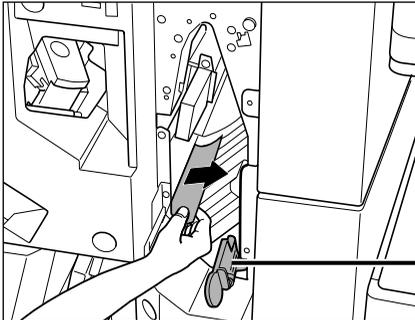


#### 4 Remove any jammed paper protruding from the saddle stitcher unit.

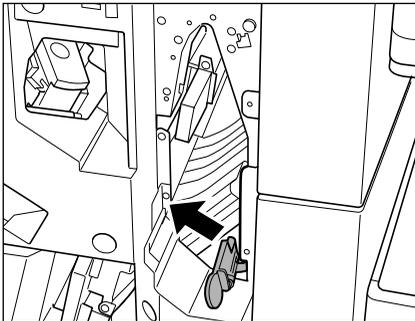


#### 5 Tilt the lower delivery guide to the right, and remove any jammed paper.

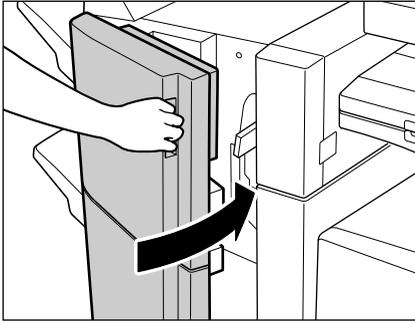
Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.



#### 6 Return the lower delivery guide to its original position.



## 7 Close the front cover of the finisher.



### **!** CAUTION

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

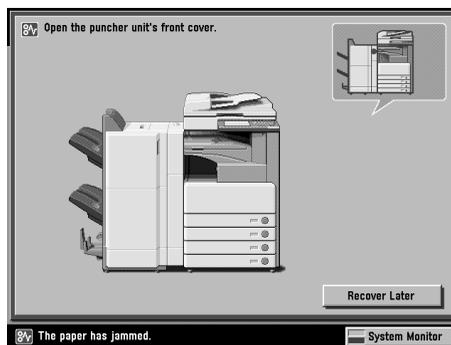
## 8 Follow the instructions on the touch panel display.

### **P** NOTE

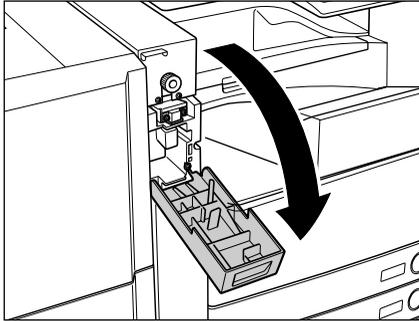
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Puncher Unit-L1/M1/N1 (Optional)

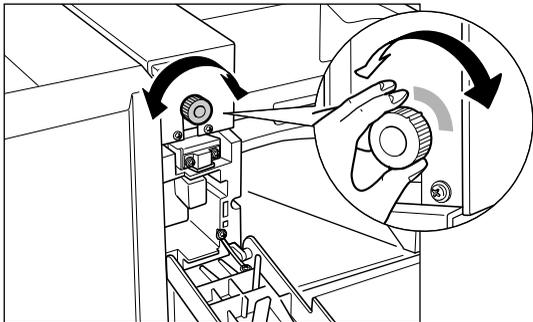
If a paper jam occurs inside the optional Puncher Unit-L1/M1/N1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



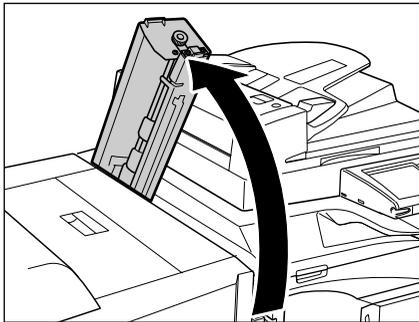
**1** Open the front cover of the punch waste tray.



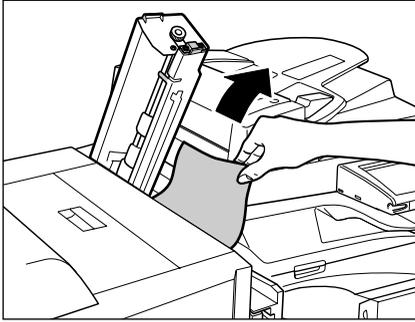
**2** Align the pointed notch on the knob within the shaded region ( ).



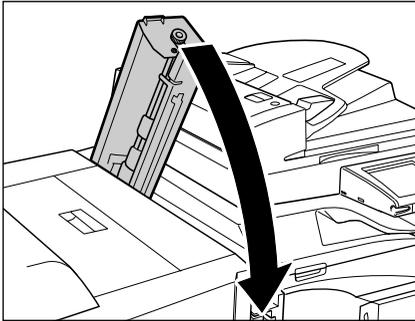
**3** Open the top cover of the puncher unit.



#### 4 Remove any jammed paper.



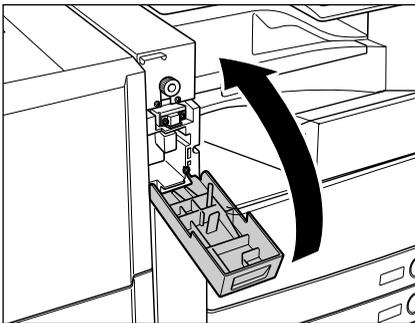
#### 5 Close the top cover of the puncher unit.



#### **!** CAUTION

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

#### 6 Close the front cover of the punch waste tray.



## CAUTION

When closing the front cover of the punch waste tray, be careful not to get your fingers caught, as this may result in personal injury.

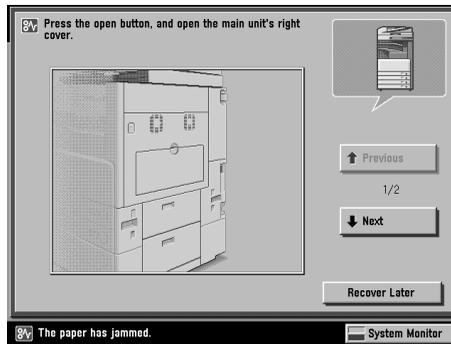
## 7 Follow the instructions on the touch panel display.

### NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Inner 2 Way Tray-D1 (Optional)

If a paper jam occurs inside the optional Inner 2 Way Tray-D1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



## WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

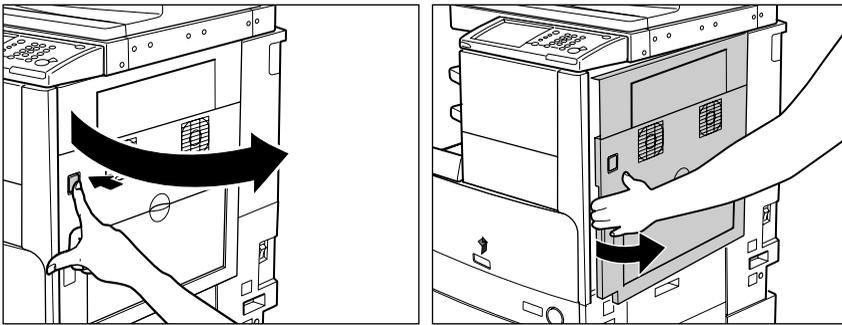
**⚠ CAUTION**

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

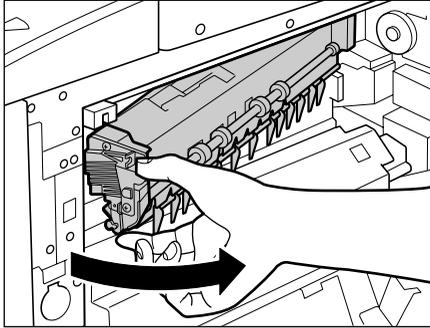
**1 Press the button on the right cover of the main unit, and open the right cover.**

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

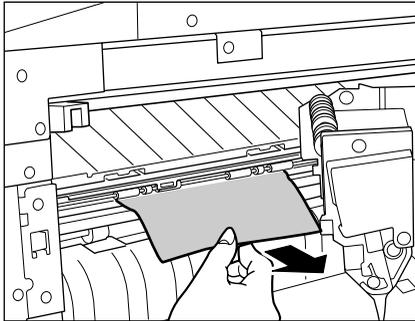
If the optional Copy Tray-J1 is attached to the main unit, remove all of the output paper from the tray. For more information, see e-Manual > Optional Equipment.



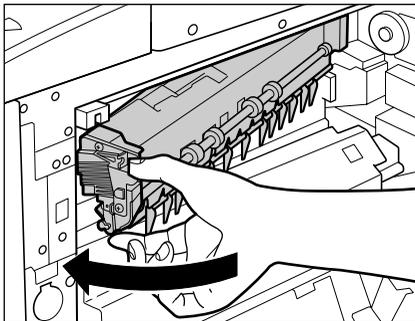
## 2 Pull out the paper output unit.



## 3 Remove any jammed paper.



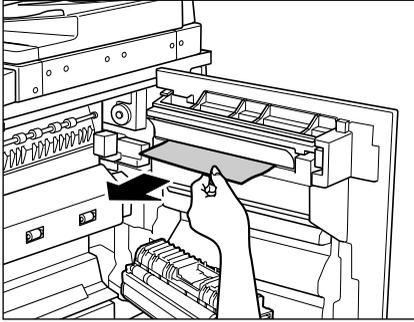
## 4 Push the paper output unit back into its original position.



### CAUTION

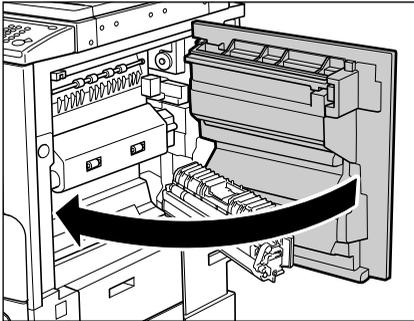
When pushing the paper output unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

## 5 Remove any jammed paper from the inside of the main unit's right cover.



## 6 Place your hand where the hand symbol (↵) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



### **!** CAUTION

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

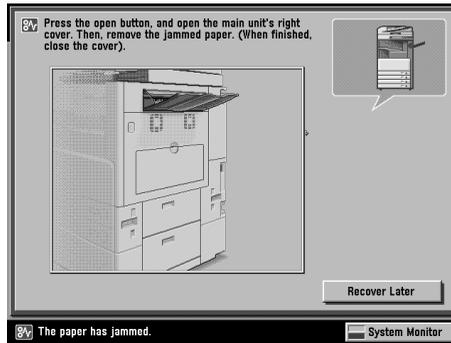
## 7 Follow the instructions on the touch panel display.

### **✎** NOTE

The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

## Copy Tray-J1 (Optional)

If a paper jam occurs inside the optional Copy Tray-J1, a screen similar to the one shown below appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.



### WARNING

There are some areas inside the machine which are subject to high-voltages.

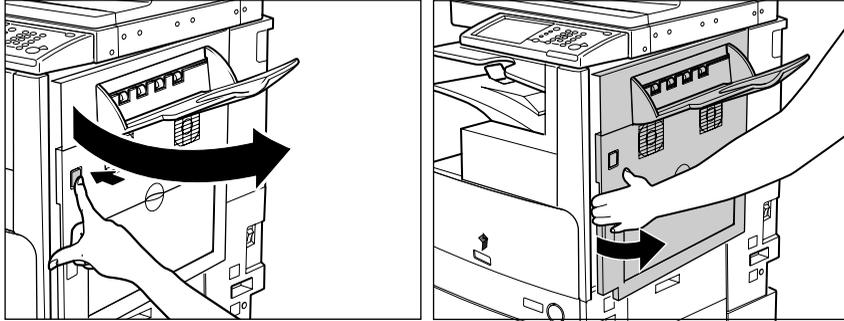
When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

### CAUTION

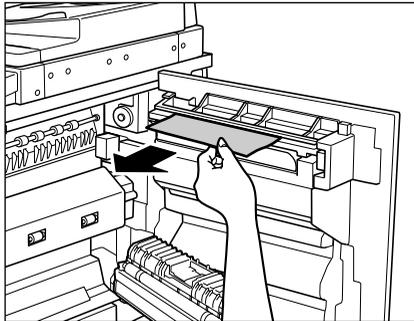
- When removing jammed paper, take care not to cut your hands on the edges of the paper.
- When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon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

# 1 Press the button on the right cover of the main unit, and open the right cover.

If the optional Paper Deck-Q1 is attached to the main unit, move the paper deck away from the main unit before proceeding with this procedure. For more information, see e-Manual > Optional Equipment.

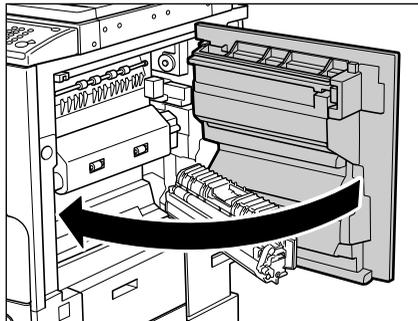


# 2 Remove any jammed paper protruding from the inside slot of the copy tray.



- 3 Place your hand where the hand symbol (☞) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place in the closed position.**

If the optional Paper Deck-Q1 was moved away from the main unit, reconnect it to the main unit. For more information, see e-Manual > Optional Equipment.



**⚠ CAUTION**

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

- 4 Follow the instructions on the touch panel display.**

**✎ NOTE**

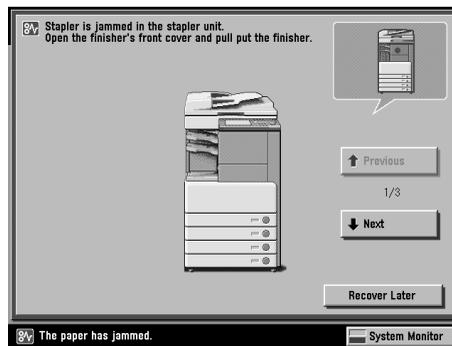
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. 3-3.

# Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

## Finisher-S1 (Optional)

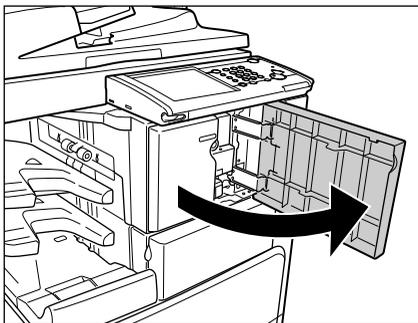
If a staple jam occurs in the optional Finisher-S1, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



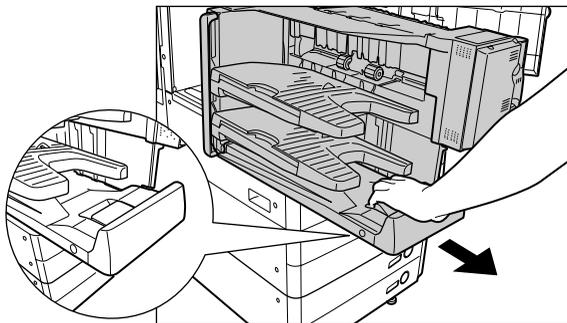
### IMPORTANT

*Make sure to close all covers and paper drawers of the machine before clearing any staple jams.*

- 1 **Open the front cover of the finisher.**



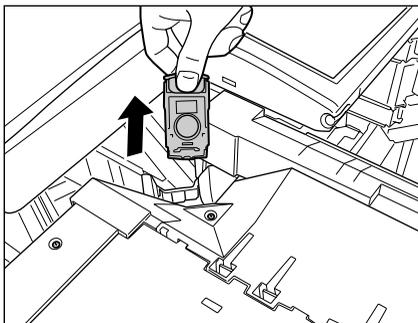
- 2 **Lift the handle of the finisher unit up, and then pull it out to the left.**



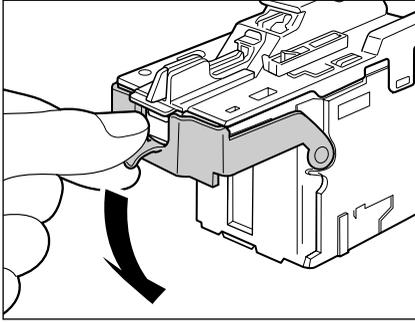
**⚠ CAUTION**

Do not place any objects on the finisher unit, or lean on it, as doing so may damage the machine, or cause the machine to fall over, resulting in personal injury.

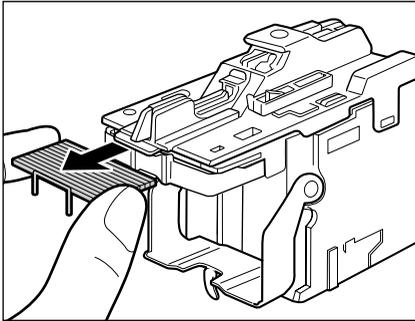
- 3 **Lift and pull out the staple case from the stapler unit, holding it by the green tab.**



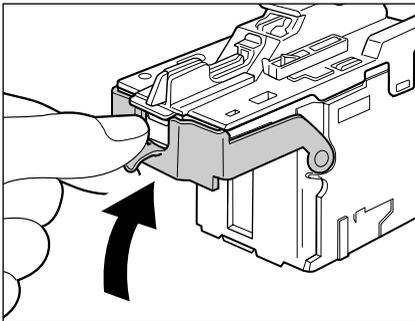
- 4** Push down the tab on the staple case.



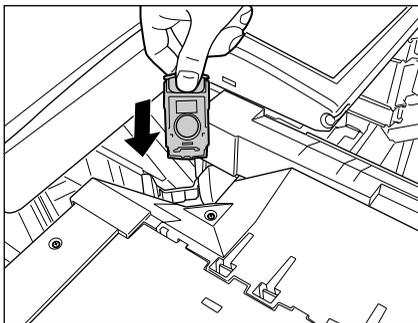
- 5** Remove all of the staples that slide from the staple case.



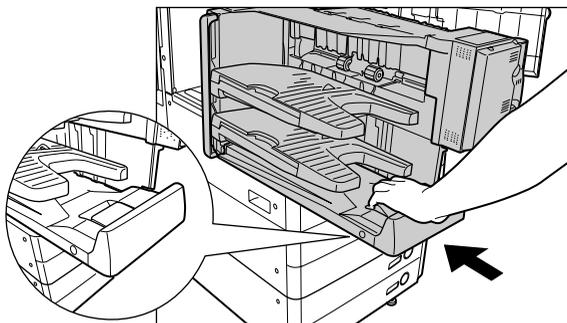
- 6** Return the tab on the staple case to its original position.



- 7** Gently push the staple case back into the finisher until it is securely in place.



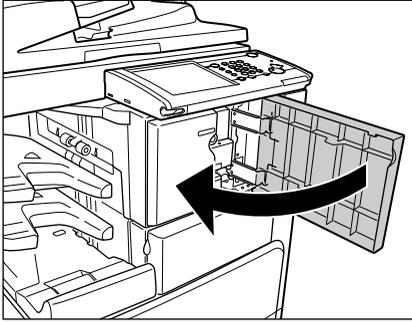
- 8** Lift the handle of the finisher unit up, and then return the finisher unit to its original position.



**! CAUTION**

When returning the finisher unit to its original position, do not place your fingers or hands under the finisher, as they may get caught, resulting in personal injury.

## 9 Close the front cover of the finisher.



### CAUTION

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

### NOTE

If there are no staples ready for stapling after the cover is closed, the stapler unit automatically performs a "dry" stapling operation to reposition the staples.

## Finisher-AE1/Saddle Finisher-AE2 (Optional)

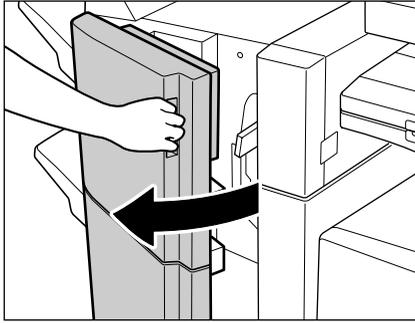
If a staple jam occurs in the stapler unit of the optional Finisher-AE1 or optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.



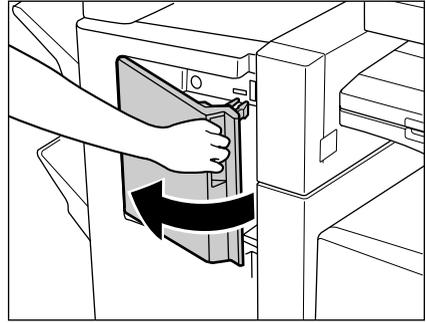
### IMPORTANT

Make sure to close all covers and drawers of the machine before clearing any staple jams.

**1** Open the front cover of the finisher.

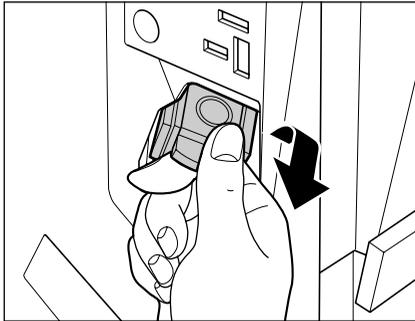


The Optional Saddle Finisher-AE2

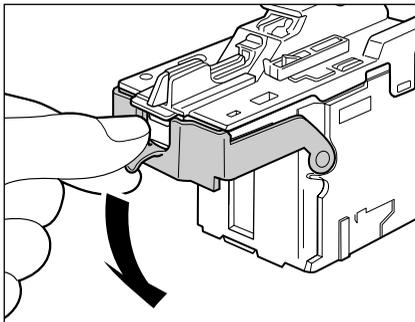


The Optional Finisher-AE1

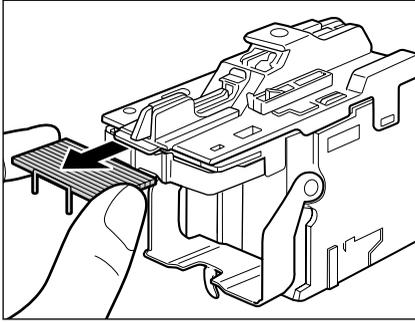
**2** Lift and pull out the staple case from the stapler unit, holding it by the green tab.



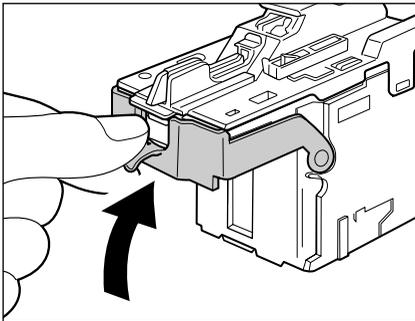
**3** Push down the tab on the staple case.



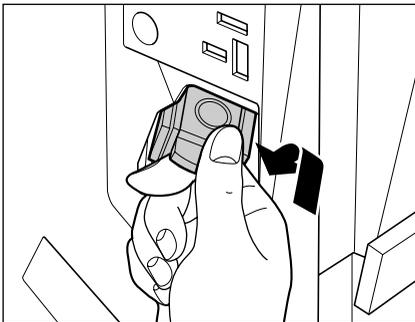
- 4** Remove all of the staples that slide from the staple case.



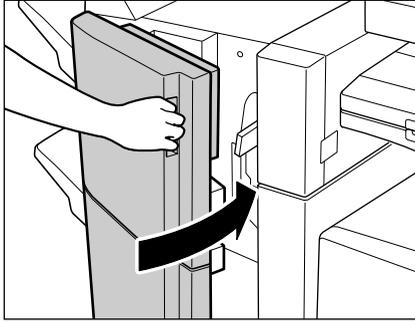
- 5** Return the tab on the staple case to its original position.



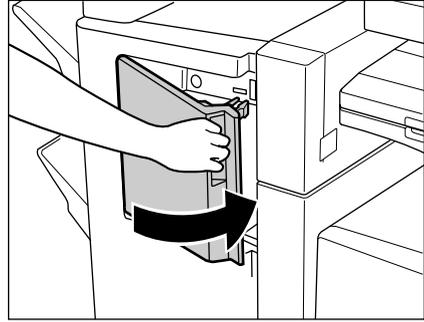
- 6** Gently push the staple case back into the stapler unit until it is securely in place.



## 7 Close the front cover of the finisher.



The Optional Saddle Finisher-AE2



The Optional Finisher-AE1

### CAUTION

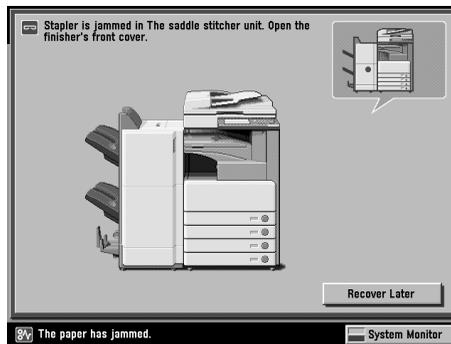
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

### NOTE

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

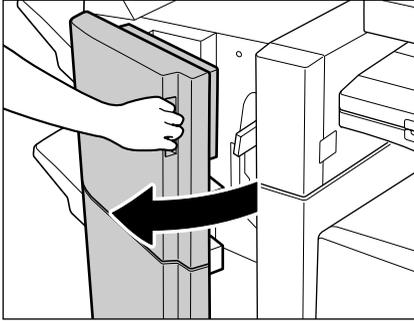
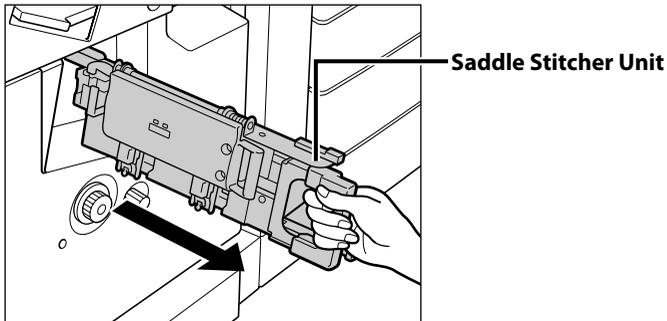
## Saddle Stitcher Unit (Optional)

If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AE2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.

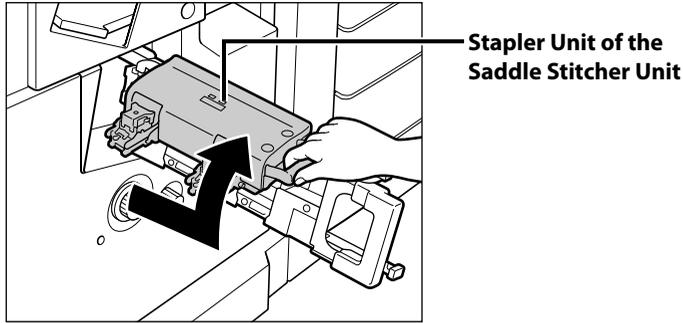


**IMPORTANT**

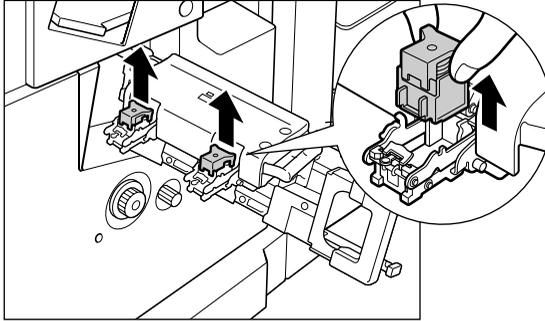
- If necessary, make sure to remove all of the paper in the Booklet tray before clearing a staple jam inside the saddle stitcher unit.
- This procedure is necessary only if the optional Saddle Finisher-AE2 is attached.

**1** Open the front cover of the finisher.**2** Grip the saddle stitcher unit by its handle, and pull it out of the finisher until it stops.

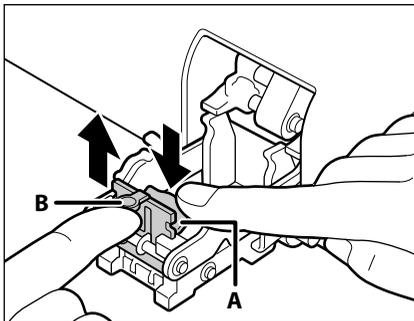
- 3** Pull the stapler unit of the saddle sticher unit towards you, and then push it up.



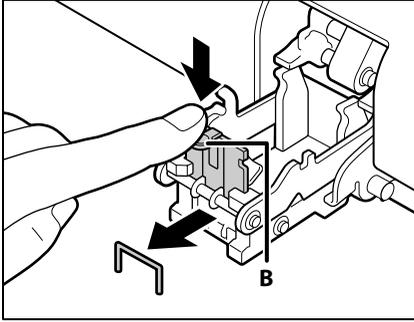
- 4** Pull out the staple cartridge containing the jammed staples, holding it by its left and right sides.



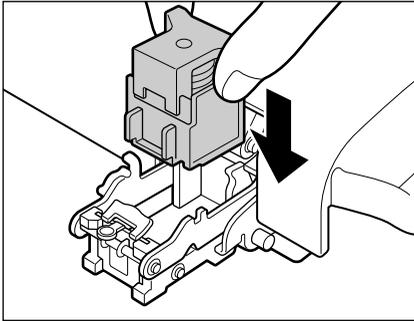
- 5** On the staple case, push down Part A, and push up Part B.



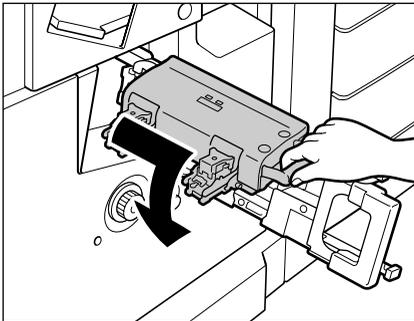
- 6** Remove any jammed staples, and return Part B to its original position.



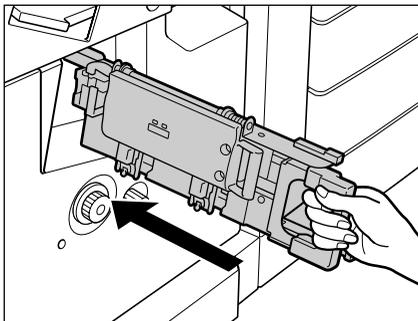
- 7** Return the staple cartridge to its original position.



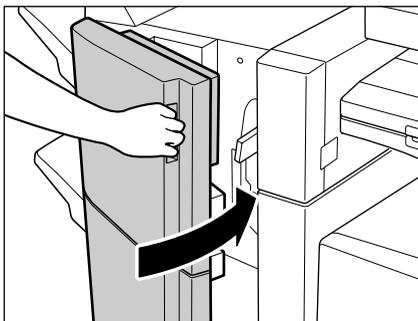
- 8** Pull the stapler unit of the saddle sticher unit towards you, and then push it down into its original position.



- 9** Gently push the saddle stitcher unit back into its original position.



- 10** Close the front cover of the finisher.



**⚠ CAUTION**

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

**👉 IMPORTANT**

When you have cleared the staple jam, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Additional Functions.)

# List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see e-Manual > Send/Fax, Network.

## 3

### Self-Diagnostic Display

Troubleshooting

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

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

---

 Load paper.

---

**Cause 1** The machine has run out of paper. No more prints can be made.

**Remedy** Load paper. (See "Paper Drawers," on p. 2-2.)

**Cause 2** The paper drawer is not correctly inserted.

**Remedy** Insert the paper drawer as far as it will go. (See "Paper Drawers," on p. 2-2.)

---

Load A4 size paper.

---

**Cause** The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.

**Remedy 1** Load the indicated paper size into the machine. If you press  (Start) while this message is displayed, prints are made with the currently selected paper size.

**Remedy 2** If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper drawer to 'On'. (See e-Manual > Additional Functions.)

---

 Return page 1 to the top, and then press the Start key.

---

**Cause** Scanning was stopped due to a problem with the optional feeder.

**Remedy** Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press  (Start).

---

 Return page 1 to the top, and then press the Start key. (Data for the scanned original has exceeded limits on the size that can be handled by this machine. Automatically adjust settings and try again.)

---

**Cause** Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.

**Remedy** Try scanning the original again from the first page. If scanning is still not possible, reduce the Sharpness mode setting, and select [Text] for the original type.

---

 Scanning has stopped because the size of the data for the scanned original exceeds the limit. Scanning may be possible if [Sharpness] is reduced and the type of original is set to [Text].

---

**Cause** Scanning has stopped because the data size of the scanned original exceeds the maximum data size that the machine can handle.

**Remedy** Reduce the Sharpness mode setting, and select [Text] for the original type.

---

 Remove the paper from the output tray.

---

**Cause** Prints from the previous job remain in the output tray.

**Remedy** Remove the prints remaining in the output tray. Printing automatically resumes.

---

---

 Remove the paper from the booklet tray.

---

**Cause** Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-AE2.

**Remedy** Remove the prints remaining in the Booklet tray. Printing automatically resumes.

---

 Replace toner cartridge.

---

**Cause 1** Printing will not be possible soon because the toner is running low.

**Cause 2** Printing is not possible because the toner has run out.

**Remedy** Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 2-49.)

---

 Place the original on the platen glass.

---

**Cause** The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.

**Remedy** Place the original on the platen glass.

---

 Remove the original from the platen glass.

---

**Cause** An original remains on the platen glass.

**Remedy** Remove the original from the platen glass, and place the new original.

---

 Remove the original from the feeder.

---

**Cause** The machine cannot scan your original using the feeder. An original is placed in the feeder and on the platen glass.

**Remedy** Remove the original from the feeder.

---

---

Original scanning area (thin glass strip) is dirty.

---

**Cause** The feeder's scanning area is dirty.

**Remedy** Clean the feeder's scanning area. (See "Manual Feeder Cleaning," on p. 2-56.)

---

This number has not been registered. Enter the number again.

---

**Cause** The department ID and password you entered are not registered.

**Remedy** Contact the system manager of your department for the correct Department ID and password.

---

## List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen when you press [Log] on the System Monitor screen. (See e-Manual > Basic Operations.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. However, if a send job is canceled, "STOP" is printed in the Results column on the Send Report. (See e-Manual > Send/Fax.)

Perform the necessary procedures according to the error code.

---

# 001

---

**Cause 1** Different sized originals were scanned without setting the Different Size Originals mode.

**Remedy** Set the Different Size Originals mode, and then try scanning again.

**Cause 2** Different sized originals were scanned in the 2-Sided Original without setting the Different Size Originals mode.

**Remedy** Set the Different Size Originals mode, and then try scanning again.

---

# 009

---

**Cause 1** There is no paper.

**Remedy** Load paper. (See "Paper Drawers," on p. 2-2.)

**Cause 2** The paper drawer is not inserted correctly into the machine.

**Remedy** Insert the paper drawer properly. (See "Paper Drawers," on p. 2-2.)

---

# 099

---

**Cause** Copying/printing was interrupted.

**Remedy** Try copying/printing again.

---

---

**# 701**

---

**Cause 1** The specified Department ID does not exist, or the password has changed.

**Remedy** Enter the correct Department ID or password using ① - ⑨ (numeric keys) on the control panel, and try again.

**Cause 2** The Department ID or password was changed while the machine was processing a job.

**Remedy** Change the Department ID and password, and try again. If you do not know the password, contact your System Manager.

**Cause 3** <Allow Printer Jobs with Unknown IDs> is set to 'Off'.

**Remedy** Set <Allow Printer Jobs with Unknown IDs> to 'Off'. (See e-Manual > Security.)

---

**# 703**

---

**Cause 1** The hard disk is full, and no more images can be scanned.

**Remedy 1** Wait a few moments, and try scanning again after the current send jobs complete.

**Remedy 2** Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again. (See "Main Power and Control Panel Power," on p. 1-14.)

---

**#711**

---

**Cause** The inbox memory is full.

**Remedy** Erase unnecessary documents stored in the inbox.(See e-Manual > Mail Box, Send/Fax.)

---

**# 712**

---

**Cause** The maximum number of documents are already stored in the inbox.

**Remedy** Erase unnecessary documents stored in the inbox.(See e-Manual > Mail Box, Send/Fax.)

---

---

**# 749**

---

**Cause** You could not execute the job because a service call message is being displayed.

**Remedy** Turn the main power OFF, wait for 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer. (See "Main Power and Control Panel Power," on p. 1-14.)

---

**# 759**

---

**Cause** An error occurred while sending the URL of a User Inbox.

**Remedy** Contact your System Manager.

---

**# 816**

---

**Cause** You cannot print because the set page limit total has been reached.

**Remedy** Contact your System Manager.

---

**# 817**

---

**Cause** A communication error occurred between your machine and a remote copy printer.

**Remedy** Check the network connection, and try again. If communication errors continue, contact your System Manager.

---

**# 823**

---

**Cause** Unable to connect to a remote copy printer.

**Remedy** Check the network connection, and try again. If the machine still does not operate normally, contact your System Manager.

---

**# 824**

---

**Cause** A communication error occurred in a remote copy printer.

**Remedy** Check the network connection to the remote copy printer, and try again. If the machine still does not communicate with the remote copy printer, contact your System Manager.

---

---

**# 825**

---

**Cause 1** The Department ID and password set on the host machine do not match those registered in the remote copy printers.

**Remedy 1** Register your Department ID and password in the remote copy printers.

**Remedy 2** Use a remote copy printer in which your Department ID and password are registered.

**Cause 2** Reserved or current print jobs cannot be performed in the remote copy printer because the Department ID and password have been deleted, or the password has been changed.

**Remedy** Contact your System Manager, or make sure that the Department ID and password set in the host machine match the ones registered in the remote copy printer.

---

**# 849**

---

**Cause** Device information could not be delivered because the client machine is processing a job.

**Remedy** Try delivering device information again after the client machine finishes processing the job.

---

**# 850**

---

**Cause** Device information could not be delivered because a screen relating to the delivered device information is being displayed.

**Remedy** Try delivering the device information again after the screen is cleared from the client machine.(See e-Manual > Security.)

---

**# 851**

---

**Cause 1** There is insufficient memory remaining in the system.

**Remedy** Check the system's available memory, and delete any unnecessary documents stored in inboxes.(See e-Manual > Mail Box.)

**Cause 2** The machine's memory is full.

**Remedy** Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See e-Manual > Mail Box, Send/Fax.)

**Cause 3** The scanned document cannot be stored because there are more than 2,000 documents in the specified inbox.

**Remedy** If there are a large number of documents, delete the unnecessary ones from the specified inbox.(See e-Manual > Mail Box.)

---

---

**# 852**

---

**Cause** An error occurred because the main power switch was turned OFF while a job was being processed.

**Remedy** Check to see if the main power switch is turned ON. Try processing the job again, if necessary. (See "Main Power and Control Panel Power," on p. 1-14.)

---

**# 853**

---

**Cause 1** When trying to print a large number of pages, the job is not performed due to insufficient memory resources.

**Remedy 1** Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.

**Cause 2** The job could not be processed, because it was canceled from the printer driver while the print data was being sent to the machine.

**Remedy 2** Try printing again.

**Cause 3** The spool memory is full when Use Spooler in Network Settings in System Settings (from the Additional Functions screen) is set to 'On', therefore, data received from the host could not be spooled.

**Remedy 3** Set Use Spooler in Network Settings in System Settings (from the Additional Functions screen) to 'Off', and try sending the print data again. (See e-Manual > Network.)

**Cause 4** The maximum number of receivable data exceeds the receive limit. (See e-Manual > Mail Box, Send/Fax.)

**Remedy 4** Try printing the documents again after all current jobs are complete. If you still cannot print, check the sent data.

**Cause 5** The number of secured documents exceeded the maximum limit that can be reserved at a time.

**Remedy 5** Print or erase the secured documents that are stored in the machine, and try printing again. (See e-Manual > Print.)

---

# 854

---

**Cause** Device information could not be delivered because the client machine has Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) set to 'On'.

**Remedy** Try delivering device information again after setting Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) to 'Off'.

---

# 855

---

**Cause** Device information could not be delivered because a language that the client machine cannot handle was included in the device information.

**Remedy** Contact your local authorized Canon dealer.

---

#856

---

**Cause** The job was canceled because there was not enough free space on the hard disk to store the temporary data.

**Remedy** Contact your System Manager.

---

# 857

---

**Cause** Data reception timed out, or the job was canceled at the host.

**Remedy** Check that the network is functioning properly, and then try printing again.

---

# 858

---

**Cause** There is a problem with the print data sent from an external application.

**Remedy** Check the settings of the data sent to the machine, make sure they are compatible with the machine, and try sending the data again.

---

# 859

---

**Cause 1** A compression error occurred with the image data.

**Remedy** Check the print settings, and try printing again.

**Cause 2** An original was not scanned properly, or the orientation of the original was incorrect.

**Remedy** Check the scan settings, and try scanning again.

---

---

**# 860**

---

**Cause 1** A paper jam occurred during printing.

**Remedy** Try printing again.

**Cause 2** You tried to print on a transparency sheet not made for this machine.

**Remedy** Load transparencies made for this machine into the machine and then try printing again.

---

**# 861**

---

**Cause** An error occurred while processing PDL data or image data.

**Remedy** Confirm the print settings you made when printing from a computer.

---

**# 862**

---

**Cause 1** The saddle finisher trays have exceeded their stacking limits.

**Remedy** Change the print data or print settings, and try printing again.

**Cause 2** A combination of settings which is not supported was set.

**Remedy** Change the print data or print settings, and try printing again.

**Cause 3** Data, which is not guaranteed to be compatible was printed.

**Remedy** Change the print data or print settings, and try printing again.

---

**# 863**

---

**Cause** An error occurred while processing PDL data or image data.

**Remedy** Check the settings, and try printing again.

---

**# 865**

---

**Cause** A function related to performing jobs is restricted.

**Remedy** Contact your System Manager.

---

# If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

## NOTE

The machine's memory can store approximately 8,200 pages of scanned images. Approximately 8,000 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:

Copy: 100 pages

Print: 100 pages (excluding Secured Print Jobs)

For example, the Copy function can store up to 8,100 pages of scanned images.

$100 + 8,000 = 8,100$  pages (approximate figures)

However, the number of pages that the machine's memory can store may differ, depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

## 1 Follow this procedure:

### ● If the message asking whether to print the pages scanned into memory appears:

- Select [Yes], [No], or [Another Function].

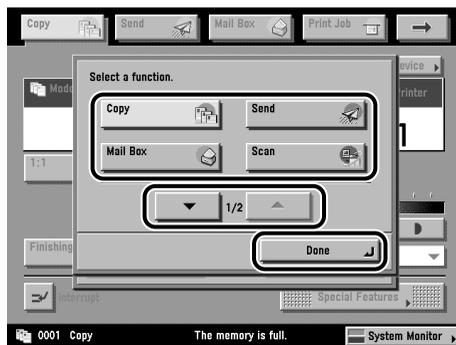


Details of each item are shown below.

[Yes]: The pages scanned into memory are printed. When printing is complete, scan the remaining originals.

[No]: The pages scanned into memory are not printed.

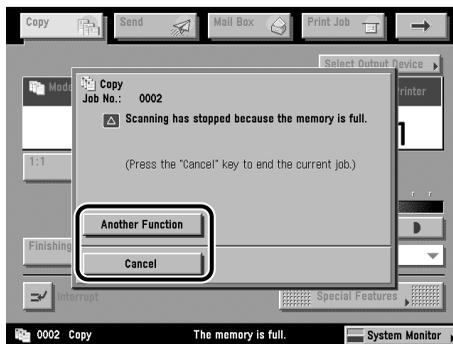
[Another Function]: Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].



The Basic Features screen of the selected function appears.

● **If the screen shown below appears:**

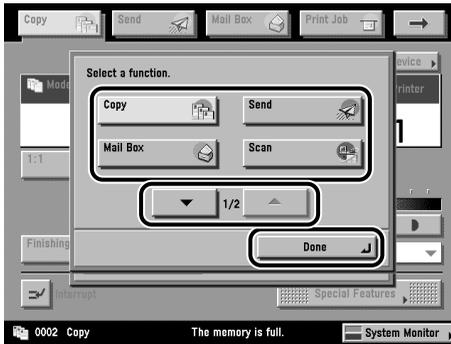
- Select [Cancel] or [Another Function].



Details of each item are shown below.

[Cancel]: The current job is canceled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

[Another Function]: Select to use another function that is not being used (If the desired function is not displayed, press [▼] or [▲] to scroll to the desired function.) → press [Done].

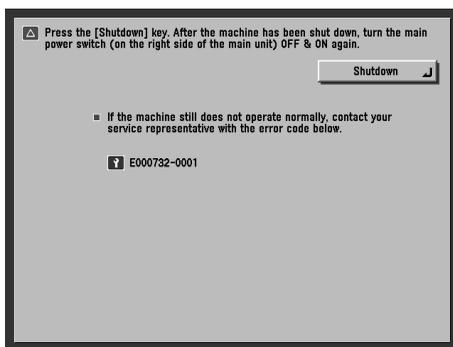


# Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

## Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.



### WARNING

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



### CAUTION

Always grasp the power plug 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.



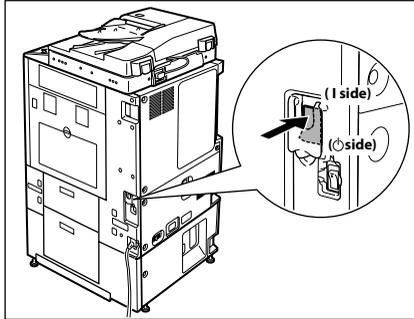
### IMPORTANT

*If you turn OFF the main power switch when there is a job waiting to print, that job is erased.*

## 1 Press [Shutdown].

After the machine shuts down, the control power switch automatically turns OFF and the main power switch of machine automatically switches to OFF ("I" side).

## 2 Wait at least 10 seconds before turning the main power switch back to the "I" side.



## 3 If the machine still does not operate normally, follow the procedure below, and then contact your local authorized Canon dealer.

- Turn the main power switch OFF.
- Remove the power plug from the power outlet.

### NOTE

When you contact your local authorized Canon dealer, have the following information available:

- Product name
- Details of the malfunction
- The error code displayed on the touch panel display

# Setting the Limited Functions Mode from the Service Call Message Screen

If the Service Call Message screen appears indicating a malfunction of a Finisher mode, you can clear it by turning the Limited Functions Mode 'On' to temporarily limit the use of the finishing modes. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is removed.

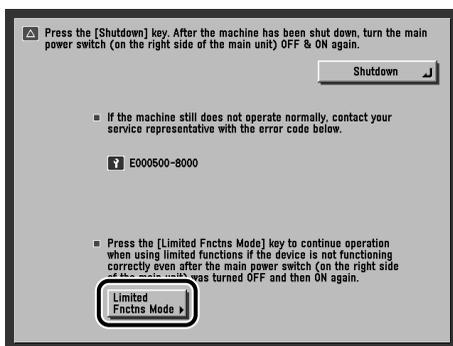
## IMPORTANT

*If you shutdown the machine when there is a job waiting to print, that job is erased.*

## NOTE

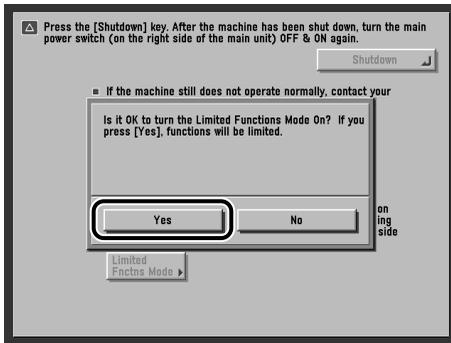
*If you set Limited Functions Mode to 'On' from the Service Call Message screen, Limited Functions Mode in Common Settings (from the Additional Functions screen) is also set to 'On'. (See e-Manual > Additional Functions.)*

## 1 Press [Limited Fncnts Mode].



## 2 Press [Yes].

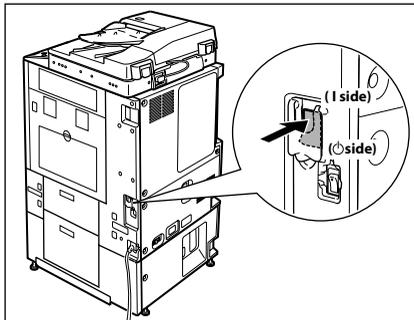
A message prompting you press [Shutdown] and to turn the main power switch back ON appears.



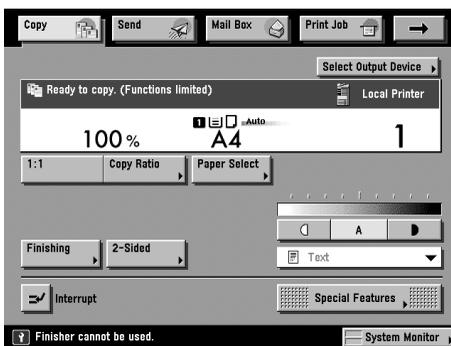
## 3 Press [Shutdown].

After the machine shuts down, the control power switch automatically turns OFF and the main power switch of machine automatically switches to OFF ("I" side).

## 4 Wait at least 10 seconds before turning the main power switch back to the "I" side.



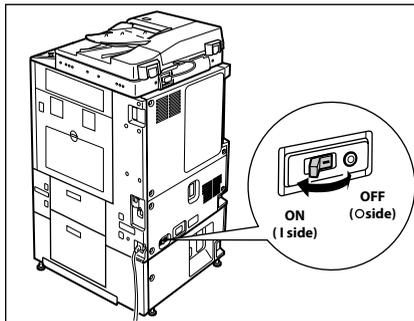
The machine starts up in the Limited Functions mode.



# When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned ON, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.

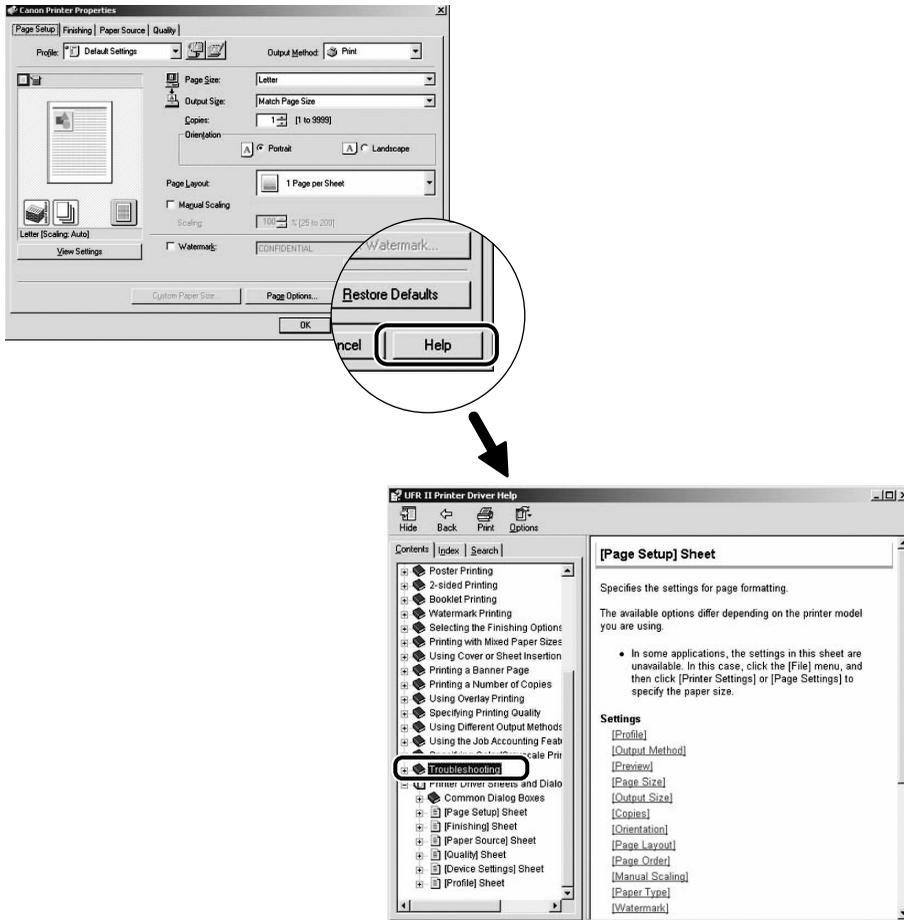


## **WARNING**

**If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.**

# Printer/Fax Driver Troubleshooting

See the "Troubleshooting" in the driver help to resolve problems when using the printer driver or fax driver for Windows. In this section, screens for the printer driver are used.



This chapter provides the specifications of the main unit, optional equipment, and other useful information.

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# Sample Reports



## NOTE

The fax numbers and addresses used in these sample reports are fictitious.

## Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See e-Manual > What This Machine Can Do)

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Appendix

07/06/2007 THU 15:30		iR3245		001
***** *** COPY LOG LIST *** *****				
DEPT. ID : 8253				
JOB NO.	TIME	SHEET x COPIES	DEVICE NAME	RESULT
0011	04/08 10:48	5x1	LOCAL COPY	OK
0012	04/08 11:36	2x20	LOCAL COPY	NG STOP
0013	04/08 11:38	2x19	LOCAL COPY	OK
0014	04/08 11:46	3x1	LOCAL COPY	OK
0015	04/08 11:50	3x19	LOCAL COPY	OK
0016	04/08 13:07	6x20	LOCAL COPY	NG STOP
0017	04/08 13:11	7x19	LOCAL COPY	OK
0018	04/08 20:29	9x1	LOCAL COPY	OK
0019	04/08 20:30	4x1	LOCAL COPY	OK
0020	04/08 20:35	16x1	LOCAL COPY	OK
0022	04/08 20:48	7x19	LOCAL COPY	OK
0030	04/08 20:59	4x1	LOCAL COPY	OK

### ■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

### ■ JOB NO.

Prints the four digit number which is automatically assigned to a copy job that is accepted.



## NOTE

If a user was authenticated by a login service such as SSO-H, the users name will be displayed on the line below the JOB NO.

### ■ TIME

Prints the date and time (in 24-hour notation) when a copy job was completed.

## ■ SHEET x COPIES

Prints the number of pages in each copy set and the number of sets made.

## ■ DEVICE NAME

Prints the name of the device that performed the copy.

Prints "LOCAL COPY" if the copy job was performed on this machine, "CASCADE COPY" if the job was a cascade copy job, or the name of the output destination if the job was a remote copy job.

## ■ RESULT

Prints "OK" or "NG."

"OK" is printed when the copy job completes successfully.

"NG" (No Good) is printed if an error occurs during the copy job. The error code or "STOP" is also printed next to "NG."

## Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See e-Manual > What This Machine Can Do)

07/06/2007 THU 15:30		iR3245		001	
***** ***: PRINT LOG LIST (PRINTER) *** *****					
DEPT. ID : 8251					
JOB NO.	TIME	JOB NAME	USER	SHEET x COPIE	RESULT
5001	07/03 11:48	UtilityPrint	Nick	1x1	OK
5003	07/03 11:36	UtilityPrint	Administrator	4x1	OK
5007	07/03 11:38	UtilityPrint	System	1x5	OK
5008	07/03 11:46	UtilityPrint	System	5x9	OK
5009	07/03 11:50	UtilityPrint	System	3x5	OK
5010	07/03 13:07	UtilityPrint	System	2x4	OK
5011	07/03 13:11	UtilityPrint	System	1x9	OK
5012	07/03 20:29	UtilityPrint	System	1x5	OK
5034	07/03 20:35	UtilityPrint	System	1x4	OK
5035	07/03 20:48	UtilityPrint	System	1x9	OK

## ■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

## ■ JOB NO.

Prints the four digit number which is automatically assigned to a print job that is accepted.

**■ TIME**

Prints the date and time (in 24-hour notation) when a print job was completed.

**■ JOB NAME**

Prints the name of the printed document, or the type of print job.

**■ USER**

Prints the name of the user who sent the print job to the machine.

**■ SHEET x COPIE**

Prints the number of pages in each copy set and the number of sets made.

**■ RESULT**

Prints "OK" or "NG."

"OK" is printed when the print job completes successfully.

"NG" (No Good) is printed if an error occurs during the print job. The error code or "STOP" is also printed next to "NG."

## Device Information Delivery Destination List

The Device Information Delivery Destination List contains information about registered delivery destinations. You can print this list from Register Destinations under Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen). (See e-Manual > Security.)

07/06/2007 THU 13:58		iR3245		001
***** *** DEVICE INFORMATION DELIVERY DESTINATION LIST *** *****				
DESTINATION	DEST. RECEIVABLE DATA	AUTO DELIVERY	AUTO DELIVERY DATA	
111.11.111.111	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK	
222.22.222.222	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK	
333.33.333.333	DEPT. ID ADDRESS BOOK	Off	DEPT. ID ADDRESS BOOK	

**■ DESTINATION**

The IP addresses of the registered destination machines are printed.

## ■ DEST. RECEIVABLE DATA

The data receivable at the registered destinations is printed.

## ■ AUTO DELIVERY

"On" is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the registered destination. "Off" is printed if Auto Delivery Settings are not set for the registered destination.

## ■ AUTO DELIVERY DATA

The data that is delivered automatically is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the destination.

# Device Information Communication Log Report

The Device Information Communication Log Report contains information about device information that has been delivered and received. You can select to print the Device Information Communication Log Report manually or automatically.

You can also select to either print the Communication Log after the number of send and receive transmissions reaches 100, or specify to print it at a specified time. For more information, see (See e-Manual > Security.)

07/06/2007 THU 13:58		iR3245			001	
***** *** DEVICE INFORMATION COMMUNICATION LOG REPORT *** *****						
START TIME	END TIME	TYPE	TO/FROM	DATA CONTENT	RESULT	
*07/05 14:04	07/05 14:04	DELIVER	111.11.111.111	ADD.FUNCTNS SET.VALUE	NG #754	
				DEPT. ID	NG #754	
*07/05 14:05	07/05 14:06	DELIVER	222.22.222.222	ADDRESS BOOK	NG #754	

## ■ START TIME

Prints the date and time (in 24-hour notation) when device information communication started. (An asterisk (\*) indicates that a report has already been printed.)

## ■ END TIME

Prints the date and time (in 24-hour notation) when device information delivery/reception completed.

**TYPE**

Displays whether the device information was delivered or received.

**TO/FROM**

Prints the delivery destination if the device information was delivered.

Prints the delivery source if the device information was received.

**DATA CONTENT**

Prints the device information that was delivered/received.

**RESULT**

Prints "OK" if the communication was completed successfully, or "NG" (No Good) if there was a communication error.

If an error occurred during communication, the error code is also printed.

## Send Job List

You can view the list of send jobs and their statuses. The Send Job List can be printed from the System Monitor screen. (See e-Manual > Send/Fax.)

03/07/2007 TUE 16:39		iR3245		001		
***** *** SEND JOB LIST *** *****						
SET TIME	ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.
03/07 15:49	22:00	tom@example.com	tom	0001	TX	MAIL
		01			TX	BOX
		starfish.organization.c	file share		TX	FTP
		\\swan/share	project		TX	SMB
03/07 16:35	23:00	012XXXXXXX	Canon U.S.A	0002	TX	FAX
		01			TX	BOX
		098XXXXXXX	Canon CANADA		TX	FAX
		011XXXXXXX	Canon EUROPE		TX	FAX

 **NOTE**

- If the optional Color Universal Send Kit is activated, a list of e-mail, I-fax, and file server transmissions is printed.
- If the optional fax board is installed, a list of fax jobs is printed.

**SET TIME**

The date and time that the send job was specified is printed in 24-hour notation. If SSO-H is set as the login service, the user name used for login is printed below the set time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

**ST. TIME (Start Time)**

The time (in 24-hour notation) at which the document started to be transmitted is printed. The start time is printed only for send jobs that have been set with the Delayed Send setting.

## ■ DESTINATION ADDRESS

The address of the recipient is printed.

## ■ DESTINATION ID

The name of the recipient is printed.

## ■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

## ■ MODE

The type and mode of transmission are printed.

Transmission type: Send (TX)

Mode of transmission: FTP, SMB, IPX, WebDAV, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL), Fax (FAX)

## ■ PGS.

The number of pages that were sent is printed.



### NOTE

*If a field exceeds its display capacity, only those characters that fit in the display are printed.*

## Send TX Report/Send Error TX Report

The Send TX Report is a printed report that informs you of whether a send job has been successfully delivered to its destination. A Send TX Report can be set to print automatically after each job is sent, or only when there are transmission errors. (See e-Manual > Send/Fax.)

03/07/2007 TUE 15:30	iR3245	001
***** *** TX REPORT *** *****		
JOB NO.	0108	
DEPT. ID	1234	
ST. TIME	03/07 15:30	
PGS.	1	
SEND DOCUMENT NAME		
TX/RX INCOMPLETE	-----	
TRANSACTION OK	tom	tom@example.com
	BOX 01	
ERROR	file share	starfish.organization.com
	project	\\swan\share



### NOTE

- If the optional Color Universal Send Kit is activated, the results of e-mail, I-fax, file server, and User Inbox transmissions are printed. Even if [Report with TX Image] is set to 'On', the contents of the sent document are not printed on the report if the document was sent using the Encrypted PDF mode.
- If the optional fax board is installed, the results of fax and User Inbox transmissions are printed.
- You can also print a Send TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)

### ■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

### ■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

### ■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to transmit are printed.

### ■ PGS.

The number of pages that were sent is printed.

## ■ SEND DOCUMENT NAME

The name given to the document when the send settings were specified is printed.

## ■ TX/RX INCOMPLETE

If the transmission has been interrupted, the name and address of the destination are printed.

## ■ TRANSACTION OK

If the transmission completed successfully, the name and address of the destination are printed.

## ■ ERROR

If a sending error occurs, the name and address of the destination are printed.



### NOTE

*If a field exceeds its display capacity, only those characters that fit in the display are printed.*

## Fax TX Report/Fax Error TX Report

This report indicates items, such as the fax number of the party to which you sent documents, the result of communication, and other information, to enable you to check whether the documents were sent correctly to the intended destination.

You can set whether to automatically print a Fax TX Report after sending documents. (See e-Manual > Send/Fax.)

03/07/2007 TUE 13:43	FAX 012XXXXXXX	iR3245	001
***** *** FAX TX REPORT *** *****			
TRANSMISSION OK			
JOB NO.	0024		
DEPT. ID	1		
DESTINATION ADDRESS	098XXXXXXX		
PSWD/SUBADDRESS			
DESTINATION ID	Canon		
ST. TIME	03/07 13:42		
USAGE T	00'08		
PGS.	1		
RESULT	OK		



### NOTE

- This mode is available only if the optional fax board is installed.
- You can also print a Fax TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)

**■ REPORT NAME**

When the document transmission is completed successfully, a Fax TX Report is printed. When a send error occurs, a Fax Error TX Report is printed.

**■ MESSAGE**

A message describing the transmission result is printed.

**■ JOB NO.**

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

**■ DEPT. ID**

If Department ID Management is set, the Department ID is printed.

**■ DESTINATION ADDRESS**

The fax number of the destination is printed, up to the first 20 digits.

**■ PSWD/SUBADDRESS**

A subaddress is printed, if specified. The password is not printed to maintain security.

**■ DESTINATION ID**

The name of the remote party is printed.

**■ ST. TIME (Start Time)**

The date and time (in 24-hour notation) at which the document started to transmit are printed.

**■ USAGE T**

The time taken (in minutes and seconds) to send the document from start to finish is printed.

**■ PGS.**

The number of pages that were sent is printed.

**■ RESULT**

If the documents were transmitted successfully, "OK" is printed.

If a sending error occurred, "NG" (No Good) is printed.

If a sending error occurred, the page number in which the error occurred and the error code number are printed.

# Fax Multi TX Report

This report is used to check whether documents were sent successfully to the intended destinations when a sequential broadcast transmission was performed.

If a sequential broadcast transmission is performed when Fax TX Report is set to 'On', a Fax Multi TX Report is printed automatically. (See e-Manual > Send/Fax.)

03/07/2007 TUE 11:18	FAX 012XXXXXXX	iR3245	001
***** *** FAX MULTI TX REPORT *** *****			
JOB NO.	0142		
DEPT. ID	123		
PGS.	1		
TX/RX INCOMPLETE	012XXXXXXX		
TRANSACTION OK	----		
ERROR	098XXXXXXX		

## NOTE

- This mode is available only if the optional fax board is installed.
- You can also print a Fax Multi TX Report with an image of the sent original attached to it. (See e-Manual > Send/Fax.)

## ■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending, is printed.

## ■ DEPT. ID

If Department ID Management is set, the Department ID is printed.

## ■ PGS.

The number of pages that were sent is printed.

## ■ TX/RX INCOMPLETE

If a transmission is incomplete, the fax number and the name of the destination are printed. If there is no applicable destination, "\_\_\_" is printed.

## ■ TRANSACTION OK

The fax number and the name of the destination of a completed transmission are printed. If there is no applicable destination, "\_\_\_" is printed.

## ■ ERROR

If an error in transmission occurs, the fax number and the name of the destination are printed. If there is no applicable destination, "\_\_\_" is printed.

## Fax RX Report

This report is used to check if documents were received successfully by this machine.

You can set whether to automatically print a Fax RX Report. (See e-Manual > Send/Fax.)

03/07/2007 TUE 13:03	FAX 012XXXXXXX	iR3245	001
***** *** FAX RX REPORT *** *****			
RECEPTION OK			
JOB NO.	5002		
DESTINATION ADDRESS	012XXXXXXX		
PSWD/SUBADDRESS			
DESTINATION ID	Canon		
ST. TIME	03/07 13:02		
USAGE T	00'14		
PGS.	1		
RESULT	OK		



### NOTE

*This mode is available only if the optional fax board is installed.*

### ■ MESSAGE

A message describing the reception result is printed.

### ■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for receiving, is printed.

### ■ DESTINATION ADDRESS

The fax number of the sender is printed, up to the first 20 digits.

### ■ PSWD/SUBADDRESS

A subaddress is printed, if specified. The password is not printed to maintain security.

### ■ DESTINATION ID

The name of the sender is printed.

### ■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be received are printed.

### ■ USAGET

The time taken (in minutes and seconds) to receive the document from start to finish is printed.

### ■ PGS.

The number of pages that were received is printed.

### ■ RESULT

If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

## Confidential Fax Inbox RX Report

This report enables you to confirm that documents were received in a Confidential Fax Inbox.

You can set whether to automatically print a Confidential Fax Inbox RX Report. (See e-Manual > Send/Fax.)

03/07/2007 TUE 13:53	FAX 012XXXXXXX	iR3245	001
***** *** CONFIDENTIAL FAX INBOX RX REPORT *** *****			
INBOX NO./NAME	#01/BOX01		
JOB NO.	5006		
DESTINATION ADDRESS	098XXXXXX		
PSWD/SUBADDRESS			
DESTINATION ID	Canon		
ST. TIME	03/07 13:53		
USAGE T	00'14		
PGS.	1		
RESULT	OK		

### NOTE

*This mode is available only if the optional fax board is installed.*

### ■ INBOX NO./NAME

The number (00 to 49) and user assigned name of the Confidential Fax Inbox in which the documents were received is printed.

**■ JOB NO.**

The four digit number, that is automatically assigned when the document is accepted for receiving, is printed.

**■ DESTINATION ADDRESS**

The fax number of the sender is printed, up to the first 20 digits.

**■ PSWD/SUBADDRESS**

A subaddress is printed if specified. The password is not printed to maintain security.

**■ DESTINATION ID**

The name of the sender is printed.

**■ ST. TIME (Start Time)**

The date and time (in 24-hour notation) at which the document started to be received are printed.

**■ USAGE T**

The time taken (in minutes and seconds) to receive the document from start to finish is printed.

**■ PGS.**

The number of pages that were received is printed.

**■ RESULT**

If the documents were received successfully, "OK" is printed.

If a reception error occurred, "NG" (No Good) is printed.

If a reception error occurred, the page number in which the error occurred, and the error code number are printed.

# Activity Report

This report is a list which enables you to check the results of all sending and receiving transactions. An Activity Report can be printed either automatically or manually.

An Activity Report is automatically printed when either the number of communication results reaches 100, or a specified time is reached. The send and receive logs can also be printed separately.

An Activity Report can be printed manually at any time from the System Monitor screen. (See e-Manual > Send/Fax.)

03/07/2007 TUE 15:50		iR3245		001		
***** *** ACTIVITY REPORT TX/RX *** *****						
DEPT. ID : 511008						
ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.	RESULT
*03/07 12:51	172.20.56.5		0104	TX	FTP	47 NG 14'10
	/tmp/img					#755
*03/07 15:03	01		0105	TX	BOX	1 OK 00'00
*03/07 15:03	starfish.organization	Share Folder	0106	TX	FTP	0 NG 00'01
	share					#802
*03/07 15:03	john@example.com	john	0107	TX	MAIL	1 -- 00'01
*03/07 15:03	\\swan/share	project	0108	TX	SMB	0 NG 00'04
	share_dir					#802
*03/07 15:04	bob@example.com	Bob	5213	RX	1-FAX	1 OK 00'01
*03/07 15:05	172.20.56.5		0110	TX	FTP	1 OK 00'21
	/tmp/img					
*03/07 15:05	01		0111		BOX	1 NG
					FTP	0
*03/07 15:47	starfish.organization.com	Share Folder	0120	TX		#802
	share/share_dir					
*03/07 15:48	012XXXXXXX	Canon U.S.A	0121	TX		0 NG 00'00
						STOP

## NOTE

- If the optional Color Universal Send Kit is activated, a list of e-mail, I-fax, file server, and User Inbox transmission logs are also printed.
- If the optional fax board is installed, a list of fax and the User Inbox transmission logs are printed.

## ■ DEPT. ID

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.

### ■ ST. TIME (Start Time)

The date and time (in 24-hour notation) at which the document started to be transmitted or received are printed. An asterisk (\*) indicates a job that has already been printed. If SSO-H is set as the login service, the user name used for login is printed below the start time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

### ■ DESTINATION ADDRESS

The address of the recipient is printed.

If the send job is sent to a file server (FTP, SMB, IPX, or WebDAV), the path name is printed on the second line.

If a subaddress is specified for sending a fax, the destination address is printed on the second line.

### ■ DESTINATION ID

The name of the recipient is printed.

### ■ JOB NO.

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

### ■ MODE

The type and mode of transmission are printed.

Transmission type: Send (TX), Receive (RX)

Mode of transmission: FTP, SMB, IPX, WebDAV, User Inbox (BOX), I-Fax (I-FAX), E-mail (MAIL), Fax (FAX), G3, ECM



#### NOTE

- If the optional Color Universal Send Kit is activated, FTP, SMB, IPX, WebDAV, User Inbox, I-Fax, and E-mail can be printed in the MODE column.
- If the optional fax board is installed, User Inbox, FAX, G3, and ECM can be printed in the MODE column.

### ■ PGS.

The number of pages that were sent or received is printed.

## RESULT

"OK," "NG," or "-," and the transmission time are printed.

If the documents have been received successfully by the recipient, "OK" is printed.

If a sending error occurs, "NG" (No Good) is printed, and the error code is printed on the second line.

When sending is successful, but it is not confirmed whether the e-mail message or I-fax, or the file that you sent to an iW Document Manager folder, was actually delivered, "--" is printed.

## NOTE

*If a field exceeds its display capacity, only those characters that fit in the display are printed.*

## Fax Activity Report

The Fax Activity Report is a printed log that shows the results of send and receive jobs. A Fax Activity Report can be printed either automatically or manually.

A Fax Activity Report is automatically printed when either the number of communication results reaches 40, or a specified time is reached. You can set whether to automatically print an Activity Report. (See e-Manual > Send/Fax.)

03/07/2007 TUE 14:20 FAX 012XXXXXXX		iR3245		001	
***** *** FAX ACTIVITY REPORT TX/RX *** *****					
DEPT. ID :123					
ST. TIME	DESTINATION ADDRESS	NO.	MODE	PGS.	RESULT
*01/07 13:29	Canon CANADA	123XXXXXXX	0007	TX	0 NG 00'00 0 STOP
*01/07 13:35	Canon EUROPE	011XXXXXXX	0008	TX	ECM 1 OK 00'24
*01/07 13:36	Canon U.S.A	098XXXXXXX	0008	TX	ECM 0 NG 00'11 0 #102
01/07 13:38	Canon U.S.A	098XXXXXXX	0009	TX	0 NG 00'00 0 #995
01/07 13:40	Canon U.S.A	098XXXXXXX	0010	TX	ECM 1 OK 00'18
01/07 13:52	Canon EUROPE	011XXXXXXX	5005	MEMORY LOCK	ECM 1 OK 00'22
02/07 13:53	Canon FRANCE	022XXXXXXX	5006	MEMORY LOCK	ECM 1 OK 00'22
02/07 11:49	Canon CANADA	123XXXXXXX	0011	TX	1 OK 00'24
03/07 13:12	Canon U.S.A	098XXXXXXX	0012	TX	2 OK 00'44
03/07 13:38	Canon U.S.A	098XXXXXXX	0013	TX	1 OK 00'20
02/07 15:10	Canon U.S.A	098XXXXXXX	0014	TX	ECM 1 OK 00'24

## NOTE

*This mode is available only if the optional fax board is installed.*

**■ DEPT. ID**

If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to the Department ID.

**■ ST. TIME (Start Time)**

The date and time (in 24-hour notation) at which the document started to be transmitted or received are printed. An asterisk (\*) indicates a job that has already been printed. If SSO-H is set as the login service, the user name used for login is printed below the start time. When the machine cannot specify the user (for example, when automatically forwarding), the user name is not printed.

**■ DESTINATION ADDRESS**

The name and fax number of the remote party are printed. If a subaddress or sender's name has been specified, it is printed beneath the fax number.

**■ NO.**

The four digit number, that is automatically assigned when the document is accepted for sending or receiving, is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.

**■ MODE**

The communicated contents and the Communication mode are printed.

Sending:	TX, Delayed TX, Sequential Broadcast TX, Delayed Sequential Broadcast, Transfer TX, Direct Sending
Receiving:	Automatic RX, Confidential Fax Inbox RX, Memory RX, Transfer RX
Communication mode:	ECM
Line Type (only displayed when the optional multi-line FAX Board is installed):	1,2,3

**■ PGS.**

The number of pages that were sent or received is printed.

## ■ RESULT

"OK" or "NG" and the transmission time are printed.

If the documents have been successfully sent to the recipient, "OK" is printed.

If a sending error occurred, the page number in which the error occurred and the error code number are printed.

## Forwarding Conditions List

You can print the contents of the forwarding settings that have been specified. Manually print the Forwarding Conditions List whenever necessary. (See e-Manual > Send/Fax.)

03/07/2007 TUE 15:30	iR3245	001
***** *** FORWARDING CONDITIONS LIST *** *****		
CONDITION NAME	FORWARD W/O CONDITIONS (I-FAX RX)	
ON/OFF	OFF	
FORWARDING DESTINATION		
FWDING DESTIN. TYPE	I-FAX	
FWDING DESTIN. NAME	Tom	
URL SEND	Off	
SEND DOCUMENT NAME	TEST1	
FILE FORMAT	TIFF	
DIVIDE INTO PAGES	OFF	
STORE/PRINT RECEIVED DOC.	OFF	
FORWARDING DONE NOTICE	-	
NOTICE ONLY FOR ERRORS	-	
CONDITION NAME	test	
ON/OFF	OFF	
FORWARDING CONDITION		
RECEIVE TYPE	I-FAX	
TO	DISREGARDED	
FROM	EQUALS bob@example.com	
SUBJECT	DISREGARDED	
FORWARDING DESTINATION		
FWDING DESTIN. TYPE	I-FAX	
FWDING DESTIN. NAME	Tom	
URL SEND	Off	
SEND DOCUMENT NAME	TEST2	
FILE FORMAT	TIFF	
DIVIDE INTO PAGES	OFF	
STORE/PRINT RECEIVED DOC.	OFF	
FORWARDING TIME	EVERYDAY 00:00-10:00	
FORWARDING DONE NOTICE	-	
NOTICE ONLY FOR ERRORS	-	

# Registered LDAP Server List

You can print the registered LDAP server settings. (See e-Manual > Send/Fax.)

```
03/07/2007 TUE 15:30                                iR3245                                001
*****
*** REGISTERED LDAP SERVER LIST ***
*****

SERVER NAME                                           abc
SERVER ADDRESS                                       hostname.example.com
LOCATION TO START SEARCH                              "ou=ffm, o=mip"
USE SSL                                              Off
PORT NUMBER                                         389
MAX. NO. OF ADDRESSES TO SEARCH                    100
SEARCH TIMEOUT                                       60 sec.
LOGIN INFORMATION                                    USE
  USER                                              abcdefg
  DISPLAY AUTHENT. DIALOG WHEN SEARCHING           Off
  SERVER LDAP VERSION AND CHARACTER CODE           VER.3(UTF-8)

SERVER NAME                                           def
SERVER ADDRESS                                       177.22.32.64
LOCATION TO START SEARCH                              "ou=ffm, o=mip"
USE SSL                                              Off
PORT NUMBER                                         389
MAX. NO. OF ADDRESSES TO SEARCH                    200
SEARCH TIMEOUT                                       120 sec.
LOGIN INFORMATION                                    DO NOT USE
  SERVER LDAP VERSION AND CHARACTER CODE           VER.3(UTF-8)

SERVER NAME                                           ghi
SERVER ADDRESS                                       hostname.example.com
LOCATION TO START SEARCH                              "DC=mip, DC=ffm, DC=canon, DC=com"
USE SSL                                              Off
PORT NUMBER                                         389
MAX. NO. OF ADDRESSES TO SEARCH                    100
SEARCH TIMEOUT                                       180 sec.
LOGIN INFORMATION                                    USE (SECURITY AUTHENTICATION)
  USER                                              hijklm
  DOMAIN NAME                                       ffm.example.com
  DISPLAY AUTHENT. DIALOG WHEN SEARCHING           Off
  SERVER LDAP VERSION AND CHARACTER CODE           VER.3(UTF-8)
```

# Address Book List

You can print the contents of the Address Book (subaddress books 1 to 10 or one-touch buttons). Manually print the list of the selected Address Book whenever necessary. (See e-Manual > Send/Fax.)

03/07/2007 TUE 15:30		ir3245	001
***** *** ADDRESS BOOK LIST (1) *** *****			
DESTINATION NAME	CLASS	DESTINATION ADDRESS	
file share	FTP	starfish.organization.com share	
GROUP tom image server project	GROUP I-FAX FTP BOX SMB	tom@example.com 172.20.56.5 01 \\swan\share	
bob	I-FAX	bob@example.com	
sales 4	SMB	\\swan\share \sales_4	
nick	MAIL	nick@example.com	
Canon U.S.A	FAX	012XXXXXXX	
GROUP Canon CANADA Canon CANADA	GROUP FAX FAX BOX	098XXXXXXX 098XXXXXXX 01	

 **NOTE**

- If the optional Color Universal Send Kit is activated, the details of e-mail, I-fax, file server, and group destinations are printed.
- If the optional fax board is installed, the details of fax and group destinations are printed.

**■ DESTINATION NAME**

The name of the specified destination is printed.

When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.

**■ CLASS**

The specified destination's class (transmission mode) is printed.

## ■ DESTINATION ADDRESS

- If the Class is "FTP," "SMB," "IPX," or "WebDAV" (file server):
  - The host name is printed on the first line, and the folder path on the second line.
- If the Class is "BOX":
  - The number of the User Inbox is printed.
- If the Class is "I-FAX" or "MAIL":
  - The I-fax address or e-mail address is printed.
- If the Class is "FAX":
  - The fax number is printed on the first line, and the subaddress on the second line, if it is specified.
- If the Class is "GROUP":
  - The destinations stored in the group address are printed on the second line and continue down in a list. If a file server is stored in the group address, no additional information is printed on the second line.

# User's Data List

The User's Data List prints out the Send Settings made in Communications Settings, Report Settings, and System Settings (from the Additional Functions screen). Manually print the User's Data List whenever necessary. (See e-Manual > Send/Fax.)

03/07/2007 TUE 15:30		iR3245		2001	
***** *** USER'S DATA LIST (Communications) *** *****					
Communications Settings					
TX Settings					
Unit Name for E-mail/I-Fax		Canon			
Erase Failed TX		On			
Data Compression Ratio		Normal			
Handle Documents with Forwarding Errors		Off			
Photo Mode		Off			
Retry Times		3 times			
Display Confirmation for Favorites Button		On			
Image Quality Level for Compact					
Image Lvl in Text/Photo or Photo Mode		Normal			
Image Level in Text Mode		Normal			
Default Screen for Send		New Address			
TX Terminal ID		On			
Printing Position		Outside			
Display Destination Name		On			
Use Chunked Encoding with WebDAV Sending		On			
Gamma Value for YCbCr Send Jobs		1.8			
RX Settings					
2-Sided Print		Off			
Select Cassette					
Switch A		On			
Switch B		On			
Switch C		On			
Switch D		On			
Receive Reduction		On			
Receive Reduction		Auto			
Reduce %		90%			
Reduce Direction		Vertical Only			
Received Page Footer		Off			
2 ON 1 Log		Off			
Report Settings					
TX Report					
Report with TX Image		For Error Only			
Activity Report		On			
Activity Report					
Auto Print		On			
Daily Activity Report Time		Off			
Send/Receive Separate		Off			
System Settings					
Communications Settings					
E-mail/I-Fax Common Settings					
Maximum Data Size for Sending		3 MB			
Default Subject		Attached Image			
I-Fax Settings					
Full Mode TX Timeout		24 Hours			
Print MDN/DSN on Receipt		Off			
Always send notice for RX errors		On			
Use Send Via Server		Off			
Divided Data RX Timeout		24 Hours			
Allow MDN Not Via Server		On			
Memory RX Inbox Settings					
Use I-Fax Memory Lock		Off			
Memory Lock Start Time		Off			
Memory Lock End Time		Off			
Restrict the Send Function					
Restrict New Address					
E-Mail		Off			
I-FAX		Off			
FILE		Off			
E-mail/I-Fax Domain Sending Restriction					
Restrict Sending to Domains		Off			

\*\*\*\*\*  
 \*\*\* USER'S DATA LIST (FAX) \*\*\*  
 \*\*\*\*\*

## COMMUNICATIONS SETTINGS

## FAX SETTINGS

## BASIC SETTINGS

SENDER'S NAMES (TTI)

01: Tokyo  
 02: New York  
 03: London

## TX SETTINGS

ECM TX

ON

PAUSE TIME

2 sec.

AUTO REDIAL

ON

REDIAL TIMES

2 times

REDIAL INTERVAL

2 min.

TX ERROR RESEND

ERROR &amp; 1ST PAGE

CHECK DIAL TONE BEFORE SENDING

ON

TX TERMINAL ID

ON

TTI IN/OUT SIDE OF IMAGE

OUTSIDE

DISPLAY DESTINATION NAME

ON

TELEPHONE # MARK

FAX

## RX SETTINGS

ECM RX

ON

## LINE OPTIONS

LINE 1

UNIT TELEPHONE #

012XXXXXXX

UNIT NAME

CANON

TEL LINE TYPE

TONE

LINE 2

UNIT TELEPHONE #

03XXXXXXX

UNIT NAME

SALES

TEL LINE TYPE

TONE

TX LINE SELECTION

LINE 1

Priority TX

LINE 2

## REPORT SETTINGS

## FAX

FAX TX REPORT

FOR ERROR ONLY

REPORT WITH TX IMAGE

ON

FAX ACTIVITY REPORT

AUTO PRINT

ON

TX/RX SEPARATE

OFF

DAILY REPORT TIME

OFF

FAX RX REPORT

OFF

CONF. FAX INBOX RX REPORT

ON

## SYSTEM SETTINGS

## COMMUNICATIONS SETTINGS

## FAX SETTINGS

TX START SPEED

33600bps

RX START SPEED

33600bps

R-KEY SETTINGS

OFF

## MEMORY RX INBOX SETTINGS

USE FAX MEMORY LOCK

OFF

MEMORY LOCK START TIME

OFF

MEMORY LOCK END TIME

OFF

## RESTRICT THE SEND FUNCTION

RESTRICT NEW ADDRESSES

FAX

OFF

ALLOW FAX DRIVER TX

ON

CONFIRM ENTERED FAX NUMBERS

OFF

# System Information

```
*****  
*** System Information ***  
*****  
  
MEAP Contents : 00.73  
MEAP Specifications : 5,6,7,9,10,11  
  
Application Name : PortalService  
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03  
Application Version : 2.0.0  
Status : Active  
Installed on : Thu Apr 14 15:53:24 GMT+09:00 2005  
Vendor : Canon Inc.  
License Status : Unnecessary  
Maximum Memory Usage : 220  
Registered Service : com.canon.meap.service.portal.service.PortalService
```

## ■ MEAP Contents

Prints the MEAP version.

## ■ MEAP Specifications

Prints information regarding the MEAP function.

## ■ Application Name

Prints the name of the application.

## ■ Application ID/System Application Name

Prints the system application's file name or the Application ID of a standard application.

## ■ Application Version

Prints the application's version number.

## ■ Status

Prints the status of the application.

- Installed: The application has been installed successfully.
- Active: The application is running.
- Stopped: The application is idle.

### ■ **Installed on**

Prints the date and time the application was installed.

### ■ **Vendor**

Prints the name of the application vendor.

### ■ **License Status**

Prints the license status.

- Installed: An effective license has been installed.
- Invalid: The license is invalid.
- Overlimit: The installed license has exceeded its user limit.
- Unnecessary: You do not need a license to run the application.

### ■ License Expires After

Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed.

### ■ License Upper Limit

Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed.

### ■ Counter Value

Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed.

### ■ Maximum Memory Usage

Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB).

### ■ Registered Service

Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it.

#### NOTE

- *The printed items are subject to change, as we are constantly improving our products.*
- *In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.*

# Specifications

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

## Main Unit

Item	Specification
<b>Name</b>	Canon iR3245/iR3235/iR3230/iR3225
<b>Type</b>	Desktop
<b>Resolution for Reading</b>	600 x 600 dpi
<b>Resolution for Writing</b>	1,200dpi x 1,200dpi
<b>Number of Tones</b>	256
<b>Available Paper</b>	<p>Paper Drawers:</p> <p>Paper Weight: 64 to 80 g/m<sup>2</sup> Paper Type: Plain, Recycled, Color, Pre-punched, Envelopes</p> <p>Stack Bypass:</p> <p>Paper Weight: 64 to 128 g/m<sup>2</sup> Paper Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes</p> <p>The printing conditions may vary, depending on the paper type. For more information, see e-Manual &gt; Basic Operations.</p>
<b>Acceptable Originals</b>	Sheet, book, three dimensional objects (up to 2 kg)
<b>Paper Sizes</b>	<p>Paper Drawer:</p> <p>A3, B4, A4, A4R, B5, B5R and A5R</p> <p>Stack Bypass:</p> <p>A3, B4, A4, A4R, B5, B5R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), and Envelopes</p>
<b>Warm-Up Time</b>	<p>After Powering ON: 30 seconds maximum (when no optional equipment is attached)</p> <p>Returning from the Sleep mode: Approximately 10 seconds</p> <p>Activation time may vary depending on the environment and conditions under which the machine is being used.</p>

Item	Specification																																								
<b>First Copy Time</b>	iR3245/iR3235: Less than 3.9 seconds iR3230: Less than 4.2 seconds iR3225: Less than 4.9 seconds																																								
<b>Copy Speed (Except when paper is fed from the stack bypass)</b>	<table border="1"> <thead> <tr> <th>1:1</th> <th>iR3245</th> <th>iR3235</th> <th>iR3230</th> <th>iR3225</th> </tr> </thead> <tbody> <tr> <td>A3</td> <td>22</td> <td>22</td> <td>22</td> <td>14</td> </tr> <tr> <td>B4</td> <td>24</td> <td>24</td> <td>24</td> <td>13</td> </tr> <tr> <td>A4</td> <td>45</td> <td>35</td> <td>30</td> <td>25</td> </tr> <tr> <td>A4R</td> <td>20</td> <td>20</td> <td>20</td> <td>17</td> </tr> <tr> <td>B5</td> <td>35</td> <td>35</td> <td>30</td> <td>25</td> </tr> <tr> <td>B5R</td> <td>20</td> <td>20</td> <td>20</td> <td>17</td> </tr> <tr> <td>A5R</td> <td>20</td> <td>20</td> <td>20</td> <td>17</td> </tr> </tbody> </table> <p>The copy speed may vary depending on the number of copies</p>	1:1	iR3245	iR3235	iR3230	iR3225	A3	22	22	22	14	B4	24	24	24	13	A4	45	35	30	25	A4R	20	20	20	17	B5	35	35	30	25	B5R	20	20	20	17	A5R	20	20	20	17
1:1	iR3245	iR3235	iR3230	iR3225																																					
A3	22	22	22	14																																					
B4	24	24	24	13																																					
A4	45	35	30	25																																					
A4R	20	20	20	17																																					
B5	35	35	30	25																																					
B5R	20	20	20	17																																					
A5R	20	20	20	17																																					
<b>Margin</b>	Top: 2.5 mm Left and Right: 2.5 mm Bottom: 2.5 mm																																								
<b>Magnification</b>	Regular paper size: Same Ratio  1:1  Reduction  1:0.86 (A3 → B4/A4 → B5) 1:0.81 (B4 → A4R/B5 → A5R) 1:0.70 (A3 → A4R/B4 → B5R) 1:0.61 (A3 → B5R) 1:0.50 (A3 → A5R) 1:0.25 Enlargement  1:1.15 (B4 → A3/B5 → A4) 1:1.22 (A4R → B4/A5 → B5) 1:1.41 (A4R → A3/B5R → B4) 1:2.00 (A5R → A3) 1:4.00 Copy Ratio: 25 to 400 % (in 1% increments)																																								
<b>Paper Feeding System/ Capacity</b>	Paper Drawers:  550 sheets x 2 cassettes (80 g/m <sup>2</sup> ) Stack Bypass:  50 sheets (80 g/m <sup>2</sup> )																																								
<b>Multiple Copies</b>	1 to 999 sheets																																								
<b>Power Source</b>	220 - 240 V AC, 50/60 Hz, 5A (iR3245/iR3235/iR3230) 4A (iR3225)																																								

Item	Specification
<b>Maximum Power Consumption</b>	Less than 1.5 kW
<b>Dimensions (H x W x D)</b>	iR3245/iR3235: 901 mm x 565 mm x 700 mm (with the Feeder (DADF-U1) standard-equipped)* iR3245/iR3235/iR3230/iR3225: 761 mm x 565 mm x 700 mm (when the optional Feeder (DADF-U1) is not attached)* *Whether the Feeder (DADF-U1) is standard-equipped or optional depends on the region of purchase.
<b>Weight</b>	iR3245/iR3235: Approximately 82 kg (with the Feeder (DADF-U1) standard-equipped)* iR3245/iR3235/iR3230/iR3225: Approximately 74 kg (when the optional Feeder (DADF-U1) is not attached)* *Whether the Feeder (DADF-U1) is standard-equipped or optional depends on the region of purchase.
<b>Installation Space (W x D)</b>	862 mm x 700 mm (when the stack bypass is extended)

## Feeder (DADF-U1)

Item	Specification
<b>Original Feeding Mechanism</b>	Automatic Document Feeder
<b>Size and Weight of Originals</b>	A3, B4, A4, A4R, B5, B5R, A5, A5R, or B6 1-sided scanning: 42 to 128 g/m <sup>2</sup> 2-sided scanning: 50 to 128 g/m <sup>2</sup>
<b>Original Tray Capacity</b>	50 sheets (80 g/m <sup>2</sup> )
<b>Original Scanning Speed</b>	51 sheets/minute (A4)
<b>Power Source/Consumption</b>	From the main unit/Approximately 32 W
<b>Dimensions (H x W x D)/Weight</b>	140 mm x 565 mm x 540 mm/Approximately 8 kg

## Cassette Feeding Unit-Y3

Item	Specification
<b>Paper Sizes</b>	A3, B4, A4, A4R, B5, B5R, or A5R
<b>Paper Drawers Capacity</b>	550 sheets x 2 cassettes (80 g/m <sup>2</sup> )
<b>Power Source/Maximum Power Consumption</b>	From the main unit/Approximately 20W
<b>Dimensions (H x W x D)/Weight</b>	252 mm x 565 mm x 700 mm Approximately 23 kg

## Paper Deck-Q1

Item	Specification
<b>Paper Size</b>	A4
<b>Paper Deck Capacity</b>	2,700 sheets (80 g/m <sup>2</sup> )
<b>Power Source/Consumption</b>	From the main unit/Approximately 35 W
<b>Dimensions (H x W x D)/Weight</b>	473 mm x 372 mm x 591 mm/Approximately 29.6 kg
<b>Installation Space (W x D)</b>	937 mm x 700 mm

## Envelope Feeder Attachment-C2

Item	Specifications		
<b>Acceptable Envelopes</b>	COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4		
<b>Capacity</b>	50 sheets (or 30 mm in height)		
<b>Feeding Speed</b>	Type	iR3245/iR3235/iR3230	iR3225
	COM10 No.10	12 cpm	10 cpm
	ISO-B5	12 cpm	10 cpm
	Monarch: Catalog Glove No.8	12 cpm	10 cpm
	ISO-C5	12 cpm	10 cpm
	DL	12 cpm	10 cpm
	Yougata 4	12 cpm	10 cpm
<b>Dimensions (H x W x D)/ Weight</b>	95 mm x 565 mm x 521 mm/ Approximately 3 kg		

# Finisher-S1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes
<b>Capacity Per Tray</b>	No Collating, Collate, Group mode:  A4, B5, A5R: 1,000 sheets (or 130 mm in height) A3, B4, A4R, B5R: 500 sheets (or 65 mm in height)  Staple mode:  A4, B5: 1,000 sheets/30 sets (or 130 mm in height) A3, B4, A4R: 500 sheets/30 sets (or 65 mm in height)  No Collating, Collate, Group mode with different paper sizes:  500 sheets (or 65 mm in height)  Staple mode with different paper sizes:  500 sheets/30 sets (or 65 mm in height)
<b>Capacity Per Tray (when the Additional Finisher Tray-B1 is attached)</b>	No Collating, Collate, Group mode  A4, B5, A5R: 300 sheets (or 40 mm in height) A3, B4, A4R, B5R: 150 sheets (or 20 mm in height)  Staple mode  A4, B5: 300 sheets/30 sets (or 40 mm in height) A3, B4, A4R: 150 sheets/30 sets (or 20 mm in height)  No Collating, Collate, Group mode with different paper sizes:  150 sheets (or 20 mm in height)  Staple mode with different paper sizes:  150 sheets/30 sets (or 20 mm in height)

Item	Specification
<b>Max. Stapling Capacity</b>	A4, B5: 50 sheets (64 to 80 g/m <sup>2</sup> ) A3, B4, A4R: 30 sheets (64 to 80 g/m <sup>2</sup> ) * Corner Staple only
<b>Power Source/Consumption</b>	From the main unit/Approximately 45 W (when the Additional Finisher Tray-B1 is attached)
<b>Dimensions (H x W x D)/Weight</b>	315 mm x 598 mm x 552 mm (when the auxiliary tray is extended)/ Approximately 12 kg
<b>Installation Space (W x D)</b>	1,044 mm x 700 mm (when the stack bypass and the auxiliary tray is extended)

## Finisher-AE1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
<b>Capacity Per Tray</b>	No Collating, Collate, Group mode A4, B5, A5R: 1,000 sheets (or 147 mm in height) A3, B4, A4R, B5R: 500 sheets (or 73.5 mm in height) Staple mode A4, B5: 1,000 sheets/30 sets (or 147 mm in height) A3, B4, A4R: 500 sheets/30 sets (or 73.5 mm in height) No Collating, Collate, Group mode with different paper sizes: 500 sheets (or 73.5 mm in height) Staple mode with different paper sizes: 500 sheets/30 sets (or 73.5 mm in height)

Item	Specification
<b>Max. Stapling Capacity/ Available Staple Size</b>	A4, B5: 50 sheets (64 to 80 g/m <sup>2</sup> ) A3, B4, A4R: 30 sheets (64 to 80 g/m <sup>2</sup> ) Corner Staple mode: A3, B4, A4, A4R, B5 Double Staple mode: A3, B4, A4, A4R, B5
<b>Power Source/Maximum Power Consumption</b>	From the main unit/Approximately 70 W (when the optional Puncher Unit-L1/M1/N1 is attached)
<b>Dimensions (H x W x D)/Weight</b>	1,037 mm x 643 mm x 657 mm (when the auxiliary tray is extended)/ Approximately 43.2 kg
<b>Installation Space (W x D)</b>	1,508 mm x 700 mm (when the stack bypass and the auxiliary tray are extended) 1,615 mm x 700 mm (when the optional Puncher Unit-L1/M1/N1 is attached, the stack bypass and the auxiliary tray are extended)

## Saddle Finisher-AE2

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes

Item	Specification
<b>Capacity Per Tray</b>	<p>No Collating, Collate, Group mode</p> <p>A4, B5, A5R: 1,000 sheets (or 147 mm in height)</p> <p>A3, B4, A4R, B5R: 500 sheets (or 73.5 mm in height)</p> <p>Staple mode</p> <p>A4, B5: 1,000 sheets/30 sets (or 147 mm in height)</p> <p>A3, B4, A4R: 500 sheets/30 sets (or 73.5 mm in height)</p> <p>No Collating, Collate, Group mode with different paper sizes:</p> <p>500 sheets (or 73.5 mm in height)</p> <p>Staple mode with different paper sizes:</p> <p>500 sheets/30 sets (or 73.5 mm in height)</p> <p>Saddle Stitch mode:</p> <p>1 to 5 sheets/25 sets, 6 to 10 sheets/15 sets, 11 to 15 sheets/10 sets</p> <p>* The maximum number of sets that can fit in the Booklet tray is 10 if [Add Cover] is selected in the Booklet mode.</p>
<b>Max. Stapling Capacity/ Available Staple Size</b>	<p>A4, B5: 50 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>A3, B4, A4R: 30 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>Corner Staple mode: A3, B4, A4, A4R, B5 Double Staple mode: A3, B4, A4, A4R, B5</p>
<b>Available Saddle Stitch Capacity/Size</b>	<p>A3, B4, A4R: 15 sheets (64 to 80 g/m<sup>2</sup>)</p>
<b>Power Source/Maximum Power Consumption</b>	<p>From the main unit/Approximately 70 W (when the optional Puncher Unit -L1/M1/N1 is attached)</p>

Item	Specification
<b>Dimensions (H x W x D)/Weight</b>	1,037 mm x 747 mm x 657 mm (when the auxiliary tray is extended)/ Approximately 73.2 kg
<b>Installation Space (W x D)</b>	1,607 mm x 700 mm (when the stack bypass and the auxiliary tray are extended) (1,714 mm x 700 mm (when the optional Puncher Unit-L1/M1/N1 is attached, and the stack bypass and the auxiliary tray are extended)

## Puncher Unit-L1/M1/N1

Item	Specifications
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Heavy, Bond Paper
<b>Punch Hole Quantity, Hole Diameter</b>	Puncher Unit-L1: Two Holes, 6.5mm Puncher Unit-M1: Two or Three Holes, 8 mm Puncher Unit-N1: Four Holes, 6.5 mm
<b>Distance between Punch Holes</b>	80 mm (Puncher Unit-L1/N1) Two Holes, 70 mm/Three Holes, 108 mm (Puncher Unit-M1)
<b>Punch Waste Tray Capacity</b>	Approximately 10,000 sheets (80 g/m <sup>2</sup> )
<b>Power Source</b>	From the main unit
<b>Dimensions (H x W x D)/Weight</b>	941 mm x 107 mm x 615 mm Approximately 7.2 kg

## Puncher Unit-Q1/R1/S1

Item	Specifications
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Heavy, Bond Paper
<b>Punch Hole Quantity, Hole Diameter</b>	Puncher Unit-Q1: Two Holes, 6.5mm Puncher Unit-R1: Two or Three Holes, 8 mm Puncher Unit-S1: Four Holes, 6.5 mm
<b>Distance between Punch Holes</b>	80 mm (Puncher Unit-Q1/S1) Two Holes, 70 mm/Three Holes, 108 mm (Puncher Unit-R1)
<b>Punch Waste Tray Capacity</b>	Approximately 2,500 sheets (64 g/m <sup>2</sup> )
<b>Power Source</b>	From the optional Finisher-S1
<b>Dimensions (H x W x D)/Weight</b>	175 mm x 505 mm x 130 mm/Approximately 3.9 kg

## Additional Finisher Tray-B1

Item	Specifications
<b>Paper Size/Weight/Type</b>	Size: A3, B4, A4, A4R, B5, B5R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10: No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes

Item	Specifications
<b>Capacity</b>	<p>No Collating, Collate, Group mode</p> <p>A4, B5, A5R: 300 sheets (or 40 mm in height)</p> <p>A3, B4, A4R, B5R: 150 sheets (or 20 mm in height)</p> <p>Staple mode</p> <p>A4, B5: 300 sheets/30 sets (or 40 mm in height)</p> <p>A3, B4, A4R: 150 sheets/30 sets (or 20 mm in height)</p> <p>No Collating, Collate, Group mode with different paper sizes:</p> <p>150 sheets (or 20 mm in height)</p> <p>Staple mode with different paper sizes:</p> <p>150 sheets/30 sets (or 20 mm in height)</p>
<b>Dimensions (H x W x D)</b>	80 mm x 200 mm x 395 mm
<b>Weight</b>	Approximately 1.7 kg

## Inner 2 Way Tray-D1

Item	Specifications
<b>Paper Size/Weight/Type</b>	<p>Size: A3, B4, A4, A4R, B5, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4)</p> <p>Weight: 64 to 128 g/m<sup>2</sup></p> <p>Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes</p>
<b>Capacity</b>	<p>Tray A: 250 sheets (A4, B5), 100 sheets (Other sizes)</p> <p>Tray B: 100 sheets (A4, B5), 50 sheets (Other sizes)</p>
<b>Power Source/Power Consumption</b>	From the main unit/Approximately 16 W
<b>Dimensions (H x W x D)/Weight</b>	151 mm x 176 mm x 546 mm/Approximately 3.9 kg
<b>Installation Space (W x D)</b>	862 mm x 700 mm (when the stack bypass is extended)

## Copy Tray-J1

Item	Specification
<b>Paper Size/Weight/Type</b>	<p>Size: A3, B4, A4, A4R, B5, B5R, A5R</p> <p>Weight: 64 to 128 g/m<sup>2</sup></p> <p>Type: Plain, Recycled, Color, Pre-punched</p>
<b>Capacity</b>	150 sheets (A4, B5), 75 sheets (Other sizes)

Item	Specification
<b>Dimensions (H x W x D)/Weight</b>	120 mm x 347 mm x 351 mm Approximately 471 g
<b>Installation Space (W x D)</b>	912 mm x 700 mm

## Card Reader-C1

Item	Specifications
<b>Available Cards</b>	Magnetic, optical
<b>Card Readout Method</b>	Magnetic/Optical readout
<b>Magnetic Card Reading Direction</b>	Face up
<b>Store/Replay</b>	Replay
<b>Power Source</b>	From the main unit
<b>Dimensions (H x W x D)/Weight</b>	32 mm x 88 mm x 100 mm Approximately 295 g

## 4

## Color Universal Send Kit

### ■ Scan Features

Item	Specifications
<b>Communication Protocol</b>	FTP (TCP/IP), SMB (TCP/IP), NCP (IPX), WebDAV
<b>Data Format</b>	TIFF, JPEG, PDF, XPS
<b>Resolution</b>	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
<b>System Environment</b>	Windows XP/Vista, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Novell Netware 3.2/4.11/4.2/5/5.1, Solaris Version 2.6 or later, Mac OS X or later, Red Hat Linux 7.2, Windows XP Professional, Red Hat Enterprise Linux AS/ES/WA 4.0 or later
<b>Interface</b>	1000BASE-T, 100BASE-TX, 10BASE-T
<b>Color Mode</b>	Automatic-Color Select (Full Color/Grayscale), Automatic-Color Select (Full Color/Black-and-White), Full Color, Grayscale, Black-and-White
<b>Original Type</b>	Text, Text/Photo, Printed Image, Photo
<b>Others</b>	Preview, Browse Windows (SMB) File Server, Browse NetWare (NCP) File Server
<b>Optional PDF/XPS Functions</b>	Compact, Trace and Smooth <sup>*1</sup> , Encryption <sup>*1</sup> , OCR, Digital Signing (Device Signature, User Signature)

\*1 PDF only.

## ■ E-mail and I-Fax Features

Item	Specifications	
<b>Communication Protocol</b>	SMTP, POP3, I-Fax (Simple, Full)	
<b>Resolution</b>	For Sending E-mail	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi <sup>*1</sup> , 300 x 300 dpi, 400 x 400 dpi <sup>*1</sup> , 600 x 600 dpi <sup>*1</sup>
	For Sending I-Fax	200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dp
<b>Format</b>	E-mail	TIFF, JPEG, PDF, XPS
	I-Fax	TIFF (MH, MR, MMR)
<b>Original Size</b>	E-mail	A3, B4, A4, A4R, B5, B5R, A5, A5R
	I-Fax	A3 <sup>*2</sup> , B4 <sup>*2</sup> , A4, A4R, B5 <sup>*3</sup> , B5R <sup>*4</sup> , A5 <sup>*4</sup> , A5R <sup>*4</sup>
<b>Server Software</b>	Microsoft Exchange Server 5.5 (SP1 or later), Sendmail 8.93, Lotus Domino R 4.6 or later	
<b>Other</b>	Searches a destination via the LDAP Server, Preview	
<b>Optional PDF/XPS Functions (E-mail only)</b>	Compact, Trace and Smooth <sup>*5</sup> , Encryption <sup>*5</sup> , OCR, Digital Signing (Device Signature, User Signature)	

\*1 To send with the [Auto-Color Select], [Full Color], or [Grayscale] color modes, the memory of the machine must be expanded by installing the optional System Upgrade RAM.

\*2 Available only if [A3/11x17] is selected on the Destination Conditions screen. (See e-Manual > Send/Fax.)

\*3 Sent as B4.

\*4 Sent as A4.

\*5 PDF only.

# Super G3 FAX Board



## NOTE

Specifications remain the same even when the optional Super G3 2nd Line FAX Board or Super G3 2nd/3rd Line FAX Board is installed.

Item	Specifications
<b>Telephone Line Used/Number of Lines</b>	Public Switched Telephone Network, Facsimile network 1 line
<b>Scan line Density (Scan, Transmission)</b>	Standard: 8 pels <sup>1</sup> /mm x 3.85 line/mm Fine: 8 pels <sup>1</sup> /mm x 7.7 line/mm Super-Fine: 8 pels <sup>1</sup> /mm x 15.4 line/mm Ultra-Fine: 16 pels <sup>1</sup> /mm x 15.4 line/mm
<b>Transmission Speed</b>	Super G3: 33.6 kbps, G3: 14.4 kbps
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Transmission Type</b>	Super G3, G3
<b>Sending Original Sizes</b>	A3, B4, A4, A4R, B5*, B5R**, A5**, A5R** *Sent as B4. **Sent as A4.
<b>Receiving Paper Sizes</b>	A3, B4, A4, A4R, B5, B5R, A5R
<b>Transmission Times</b>	ECM-MMR: Approximately 3.2 seconds G3MR method: Approximately 13 seconds G3MH method: Approximately 13 seconds JBIG: Approximately 2.6 seconds
<b>Auto Dial Function</b>	Address Book: 1,800 destinations (including destinations stored in one-touch buttons)
<b>Image Memory</b>	Approximately 8,000 pages

\*1 Pels stands for picture elements (pixels).

## Network Environment

### Hardware Specifications

<b>Network Interface</b>	10Base-T/100Base-TX/1000Base-T (RJ-45)
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## Software Specifications

Protocol Supported	
<b>TCP/IP</b>	Frame type: Ethernet II Print applications: LPD/Raw/IPP/IPPS/FTP/WSD
<b>IPX/SPX</b>	Frame type: Ethernet II/Ethernet 802.2/Ethernet 802.3/ Ethernet SNAP/Auto Detect Print applications: Bindery PServer/NDS PServer/RPrinter/ NPrinter
<b>NetBIOS*1</b>	Frame type: Ethernet II Print application: SMB
<b>AppleTalk</b>	Frame type: Ethernet SNAP Print application: PAP (Printer Access Protocol)

\*1 IPv6 is not supported.

## Printer Settings

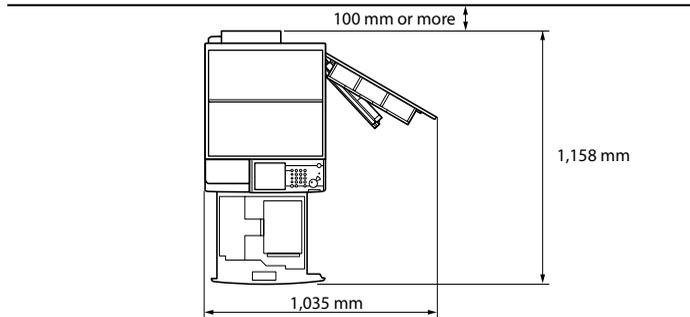
### Software Specifications

<b>Command Language</b>	PCL5e, PCL, PostScript 3 emulation, and UFR II
<b>Resident Fonts</b>	PCL: 80 Scalable fonts, 2 OCR fonts, and 10 Bitmap fonts PS: 136 Scalable fonts
<b>Printable Area</b>	PCL5e, PCL6:  Reduced to 4.23 mm from the top, bottom, left, and right edges of the paper.  PostScript 3 emulation:  Reduced to 4 mm from the top, bottom, left, and right edges of the paper.  UFR II:  Reduced to 5 mm from the top, bottom, left, and right edges of the paper.

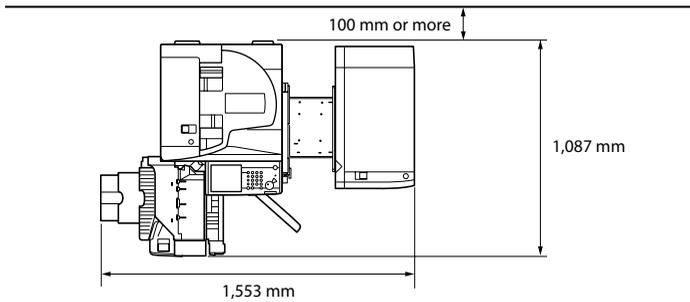
## Provide Adequate Installation Space

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

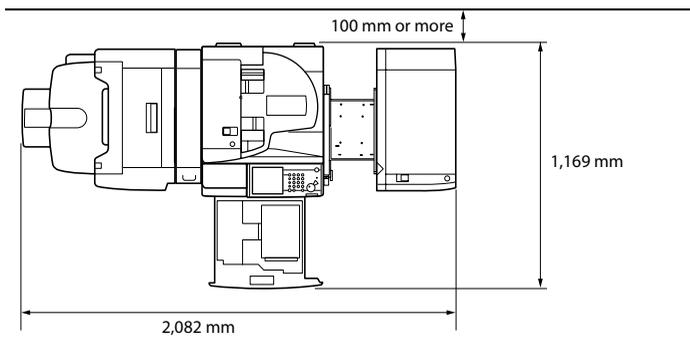
No option is attached.



The optional Feeder (DADF-U1) Finisher-S1, and Paper Deck-Q1 are attached.



The optional Feeder (DADF-U1) Saddle Finisher-AE2, Puncher Unit-L1, Buffer Pass Unit-E2, and Paper Deck-Q1 are attached.



# Number of Enterable Characters and Capacity of Various Functions

## Number of Enterable Characters

Additional Functions				
<b>Common Settings</b>	<b>Register Form for Form Composition</b>	Form Name	24 characters maximum	
	<b>Register Characters for Page No./Watermark</b>	Characters	32 characters maximum	
<b>System Settings</b>	<b>System Manager Settings</b>	System Manager	32 characters maximum	
		E-mail Address	64 characters maximum	
		Contact Information	32 characters maximum	
		Comment	32 characters maximum	
	<b>Device Information Settings</b>	Device Name	32 characters maximum	
		Location	32 characters maximum	
	<b>Communications Settings</b>	E-mail/I-Fax Settings	Default Subject	40 characters maximum
	<b>Forwarding Settings</b>	Condition Name		50 characters maximum
		Send Doc. Name		24 characters maximum
		<b>Register LDAP Server</b>	Server Name	24 characters maximum
	Server Address		48 characters maximum	
	Location to Start Search		128 characters maximum	
<b>Mail Box Settings</b>	<b>User Inboxes Settings</b>	Register Inbox Name	24 characters maximum	
	<b>Confidential Fax Inboxes Settings</b>	Register Inbox Name	24 characters maximum	
<b>Communications Settings</b>	<b>TX Settings (Common Settings)</b>	Sender's Names (TTI)	24 characters maximum	
		Unit Name	24 characters maximum	

Additional Functions			
<b>Address Book Settings</b>	<b>E-mail</b>	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		E-mail Address	128 characters maximum
	<b>I-Fax</b>	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	<b>Fax</b>	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Fax Number	120 digits maximum
		Subaddress	20 digits maximum
		Password	20 digits maximum
	<b>File</b>	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		Folder Path	255 characters maximum
		User	FTP, IPX: 24 characters maximum SMB, WebDAV: 128 characters maximum
		Password	FTP, IPX, WebDAV: 24 characters maximum SMB:14 characters maximum
	<b>Group</b>	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

\*One-touch Button Name can be entered only when you are setting the One-touch Buttons.

<b>Copy Functions</b>		
<b>Color Balance</b>	Register Name	10 characters maximum
<b>Mode Memory</b>	Register Name	10 characters maximum

<b>Mail Box Functions</b>		
<b>Document Name</b>		24 characters maximum
<b>Mode Memory</b>	Register Name	10 characters maximum
<b>Color Balance</b>	Register Name	10 characters maximum

<b>Sending Functions</b>		
<b>Scanning Mode</b>	Register Name	(8 characters maximum)x2
<b>Send Settings</b>	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

## Capacity of Various Functions

Additional Functions				
<b>System Settings</b>	<b>System Manager Settings</b>	System Manager ID		7 digits maximum
		System Password		7 digits maximum
	<b>Dept. ID Management</b>	Dept. ID		7 digits maximum
		Password		7 digits maximum
		Page Limits		0-999999
	<b>Communications Settings</b>	Memory RX Inbox Settings	Memory RX Inbox Password	7 digits
<b>Date &amp; Time Settings</b>			Year, Month, day, hour	
<b>Mail Box Settings</b>	<b>User Inbox</b>	Number of Inboxes		100
		Password		7 digits
	<b>Confidential Fax Inbox</b>	Number of Inboxes		50
<b>Communications Settings</b>	<b>TX Settings (Common Settings)</b>	Sender's Names (TTI)	Number of Names	99
	<b>User Settings (Fax Settings)</b>	Unit Telephone #		20 digits maximum
<b>Address Book Settings</b>	<b>Address Book Password</b>			7 digits maximum
	<b>Address Book Capacity</b>			1600 destinations
	<b>One-touch Button Capacity</b>			200 destinations

<b>Copy Functions</b>		
<b>Color Balance</b>	Number of Keys	4
<b>Mode Memory</b>	Number of Keys	9
<b>Reserving Copy Jobs</b>	Number of Jobs	20 jobs

<b>Mail Box Functions</b>		
<b>Color Balance</b>	Number of Keys	4
<b>Mode Memory</b>	Number of Keys	9
<b>Reserving Print Jobs</b>	Number of Jobs	32 jobs
<b>Sending Documents</b>	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

<b>Sending/Facsimile Functions</b>		
<b>Scanning Mode</b>	Number of keys	8
<b>Reserving Send Jobs</b>	E-mail I-Fax File Inbox	120 jobs
	Fax	64 jobs
<b>Send Jobs</b>	Number of pages	999 pages maximum

# Relationship between Original Orientation and Preprinted Paper Output Chart

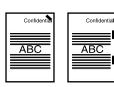
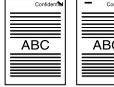
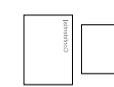
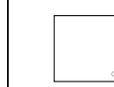
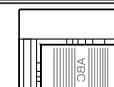
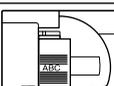
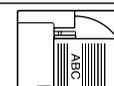
Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

## NOTE

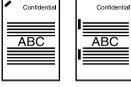
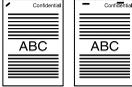
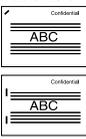
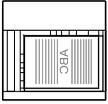
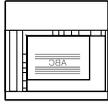
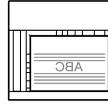
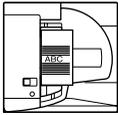
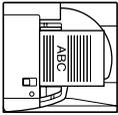
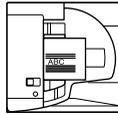
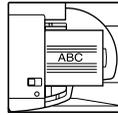
If you want to copy on the back side of preprinted paper, place the side you want to copy on:

- face up when using a paper drawer
- face down when using the stack bypass or the optional Paper Deck-Q1

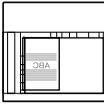
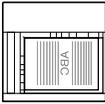
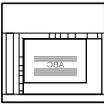
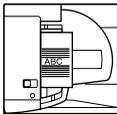
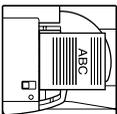
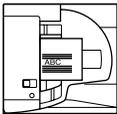
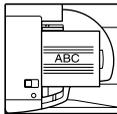
### ● If You Want to Set Right Side Stapling:

Original/ Paper Orientation, Settings		Staple Position		Output Example	
		Corner: Top Right Double: Right	Corner: Top Right Double: Top	Corner: Top Right Double: Right	Corner: Top Right Double: Right
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up 				
	Orientation in stack bypass/paper deck Preprinted side: Face down 				
Original	Orientation on the platen glass Original side: Face down				
	Staple position	Corner: Top Right Double: Right	Corner: Top Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
	Orientation in the feeder Original side: Face up				
	Staple position	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off

● **If You Want to Set Left Side Stapling:**

Original/ Paper Orientation, Settings		Staple Position	Corner: Top Left Double: Left	Corner: Top Left Double: Top	Corner: Top Left Double: Left	Corner: Top Left Double: Left
		Output Example				
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up					
	Orientation in stack bypass/paper deck Preprinted side: Face down					
Original	Orientation on the platen glass Original side: Face down					
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left	
	Orientation in the feeder Original side: Face up					
	Staple position	Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right	
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off	

● If You Do Not Want to Set the Staple Mode:

Original/ Paper Orientation, Settings		Output Example		 A4	 A3	 A4	 A3
		Preprinted Paper	Orientation in paper drawer Preprinted side: Face up ↑				
Orientation in stack bypass/paper deck Preprinted side: Face down ←							
Original	Orientation on the platen glass Original side: Face down						
	Orientation in the feeder Original side: Face up						
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper drawer is vertical.)	Either On or Off		

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# System Management of the iR3245/iR3235/ iR3230/iR3225

The following pages describe the use and operations of the System Management mode. They should be cut out of this manual, and stored by the Supervisor or System Manager of this machine.

The System Management mode enables you to set restrictions to System Settings (from the Additional Functions screen), and manage the settings stored by other users.

The operations which can be performed in the System Management mode are:

- Managing documents in an inbox
- Managing Mail Box Settings

## Entering the System Management Mode

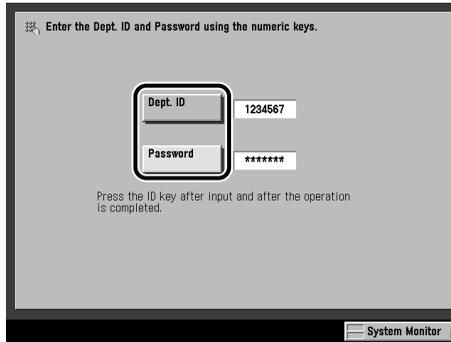
### IMPORTANT

- *If you are performing user authentication using SSO-H, and logged in as a general user, you cannot change the Additional Functions settings of the machine.*
- *If you are performing user authentication using SSO-H, and logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password.)*

## If Department ID Management Is Enabled

### 1 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

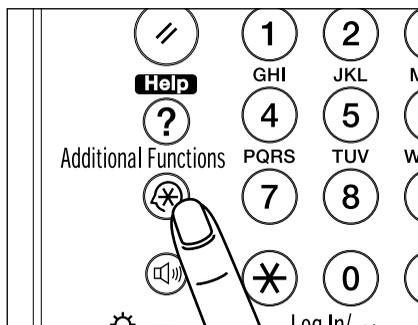
- Press [Dept. ID] → enter the System Manager ID.
- Press [Password] → enter the System Password.
- Press **ID** (Log In/Out).



The System Management mode is enabled.

## If Department ID Management Is Not Enabled

**1** Press  (Additional Functions).

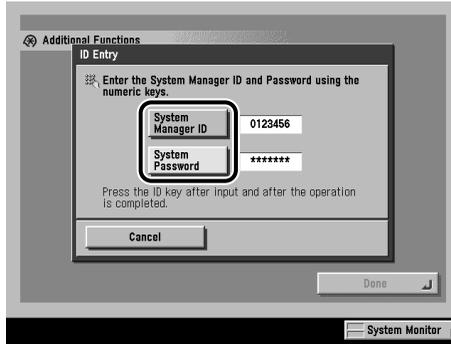


## 2 Press [System Settings].



### 3 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

- Press [System Manager ID] → enter the System Manager ID.
- Press [System Password] → enter the System Password.
- Press **ID** (Log In/Out).



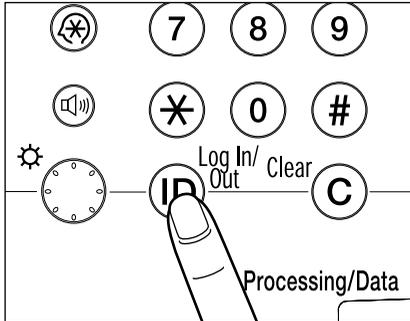
The System Management mode is enabled.

#### NOTE

*Make sure to enter the System Manager ID and System Password that were stored in System Manager Settings in System Settings (from the Additional Functions screen). (See e-Manual > Security.)*

## Canceling the System Management Mode

- 1 Press  (Log In/Out).



The System Management mode is canceled. The System Management mode is also canceled when the Auto Clear mode initiates.


---

## Managing Inboxes in the System Management Mode

The System Manager can access documents in inboxes that have been stored by other users. For example, you can access an inbox whose user has forgotten his/her password, and erase any unnecessary documents.

---

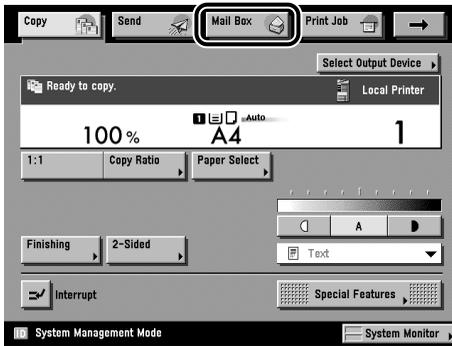
### **1** Enter the System Management mode.



#### NOTE

*For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 4-57.*

## 2 Press [Mail Box].



## 3 Operate the Mail Box function.



### NOTE

*For instructions on using the Mail Box function, see e-Manual > Mail Box.*

# Changing the Mail Box Settings in the System Management Mode

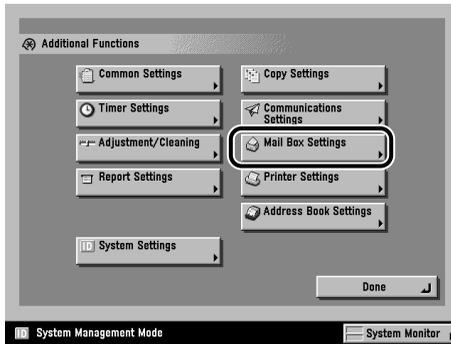
The System Manager can change the Mail Box Settings that have been restricted with a password. For example, you can initialize an inbox that is not being used, or change the name of an inbox. You can also reset the password of an inbox if the user has forgotten it.

## 1 Enter the System Management mode.

### NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 4-57.

## 2 Press (Additional Functions) → [Mail Box Settings] → change the settings.



For instructions on specifying Mail Box Settings, see e-Manual > Mail Box.

## 3 Press [Done] repeatedly until the Inbox Selection screen appears.





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