Canon

imageRUNNER
ADVANCE
C2230/C2225/C2220/C2220L

Basic Operation Guide

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

How To Use This Manual

This manual describes the following functions, operations, and maintenance procedures.
- Functions that can be operated from the touch panel display of the machine
- Remote UI functions that can operate the machine from a computer
- Printing from a computer
- Routine Maintenance Procedures
- Clearing paper jams/staple jams

Store this manual next to the machine so it can be used when the user encounters trouble operating the machine.
* Some functions explained in this manual may require optional equipment.
* Screen shots used in this manual may differ from the ones you actually see.

Contents

■ Troubleshooting

How To Use This Manual

Refer to the following manuals included with your machine according to your needs.

● Before Using This Machine

■ Describes precautions for using the machine.

■ Includes the specifications of the machine.

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Before Using This Machine

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

● Setup Guide

■ Describes the settings required before using functions, such as the network settings for sending e-mail.

■ Describes how to add applications and update the firmware.

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Setup Guide

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● Basic Operation Guide (This Manual)

■ Provides an overview of the functions and describes the basic operations.

■ Describes the maintenance and troubleshooting procedures for the machine.

■ Includes answers to frequently asked questions.

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Basic Operation Guide

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● e-Manual

■ Describes all the functions of the machine. Also provided with a search function that is useful for finding and checking information.

■ Includes "Practical Workflows," which introduces flows of practical operations using functions of the machine.

● Driver Installation Guide

■ Provides instructions on installing the printer, fax, and other drivers.
- Printer Driver Installation Guide
- Mac Printer Driver Installation Guide
- Fax Driver Installation Guide
- Network ScanGear Installation Guide

■ Included on the same CD-ROM as each driver.

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 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 or property.

✎ NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

🚫	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.

How to Use This Manual (e-Manual)

● **Follow the procedure below to install the e-Manual.**

● Windows
1. Insert the e-Manual CD-ROM in your computer.
2. Select the language for the e-Manual.
3. Select [Install]
If you select [Display Manuals], the e-Manual is displayed without installation.
4. Read the License Agreement, and then click [Yes].

The e-Manual is saved in the [Documents]* folder on your computer. If the shortcut icon created on the Desktop or if the [index.html] file is double-clicked, the e-Manual is displayed.

* The folder name differs depending on the OS you are using. For Windows Vista/7/8, the folder name is [Documents]. For Windows 2000/XP, the folder name is [My Documents].

● Macintosh
1. Insert the e-Manual CD-ROM into your computer.
2. Drag-and-drop the [iRADV_C2230_Manual_eng] folder to the location you want to save it.
3. Double-click the index.html file inside the [iRADV_C2230_Manual_eng] folder to display the e-Manual.
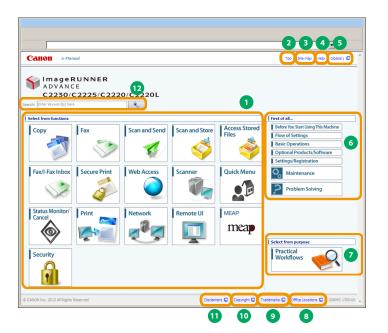
- Depending on the operating system you are using, a security protection message may appear. In this case, allow the content to be displayed.
- When you start the e-Manual, the following page (the top page) appears.

■ If the e-Manual (CD-ROM) Does Not Start

The CD-ROM auto run function may be disabled. In this case, perform the following procedure.

- Windows 7
1. Click [Start] on the task bar → click [Computer].
2. Double-click the e-Manual icon.
3. Double-click [Maninst.exe].
- Windows XP/Vista
1. Click [Start] on the taskbar → click [My Computer].
2. Double-click the e-Manual icon.
3. Double-click [Maninst.exe].
- Windows 2000
1. Double-click [My Computer] on the desktop.
2. Double-click the e-Manual icon.
3. Double-click [Maninst.exe].

1 Select from functions
The instructions of each function and operation method are described.

2 [Top]
The top page of the e-Manual is displayed.

3 [Site map]
The site map of the e-Manual is displayed.

4 [Help]
The usage of the e-Manual is displayed.

5 [Glossary]
The glossary is displayed.

6 First of all…
This section describes the required information to use the machine, and the information of optional product and software.

7 Select from purpose
This section includes the introduction of functions of the machine for each purpose.

8 [Office Locations]
Inquiries for the machine are displayed.

9 [Trademarks]
The trademarks are displayed.

10 [Copyright]
The information of copyrights is displayed.

11 [Disclaimers]
The disclaimers are displayed.

12 Enter keyword(s) here
Enter a keyword in the search dialog box, and press [search]. The search results page is displayed.

■ Performing a Search

Enter a keyword in the search dialog box, and press [search].

■ Printing a Topic Page

- On a topic page, you can print by category or by topic.
- Depending on the settings of the Web browser, the background color and images of the topic page may not be printed.

MEMO
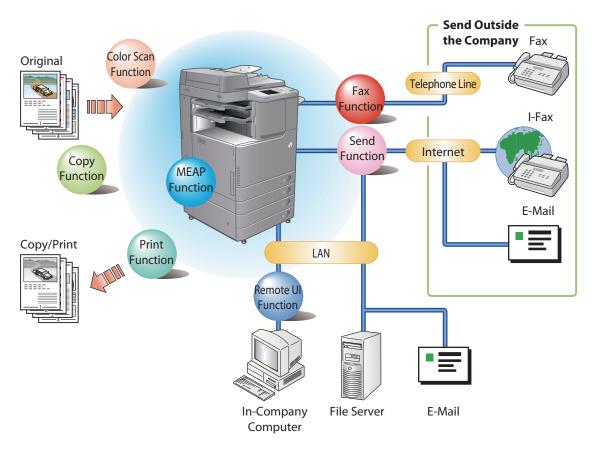
Before You Start Using This Machine

What This Machine Can Do

Revolutionary Documentation Work with an Evolving Multitasking Machine

The imageRUNNER ADVANCE C2230/C2225/C2220/C2220L incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER ADVANCE C2230/C2225/C2220/C2220L represents the ultimate in a digital multitasking machines.

● Copy

You can make two-sided copies from one-sided originals or copy two pages onto one side of the paper to reduce printing cost. There are other modes such as the Collate modes. (p. 22)

● Fax

Scanned documents as well as stored files and computer data can be sent by facsimile. You can also send documents to multiple addresses and forward received facsimile to another destination. Also, by using Remote Fax sending function, you can share the Fax function on the same network. (p. 30)

● Send Documents (E-Mail/Fax/I-Fax/File Server)

You can send scanned documents by e-mail or I-fax, as well as store them on a network file server. (p. 36)

● Use Memory Media

You can scan and store documents in the memory media connected to the USB port. You can also print stored files directly from the memory media. (p. 44, p. 48)

● Use Network

You can use the Advanced Box (*) of another imageRUNNER ADVANCE machine accessible on the network to store scanned originals and print stored files. (p. 44, p. 48)

*   You can store files in the Advanced Box with a file format that can be used on your computer.

● Use Remote Scanner

You can use this machine as a remote scanner by TWAIN compatible computer software. You can scan up to A3 in size at a resolution of 600 x 600 dpi. (See e-Manual > Scanner.)

● Print Secured File

You can send print data protected with a PIN/password from a computer to the machine. This data can be printed only by entering the correct PIN/password on the machine. This enables you to print without unauthorized people viewing your data. (See e-Manual > Secure Print.)

● Printing a Fax/I-Fax File in the Memory RX inbox

If Memory RX is set, files received by Fax/I-Fax function are not printed, but stored in the Memory RX Inbox. You can print the stored files whenever necessary. This can help prevent outputs being forgotten at the machine. (See e-Manual > Fax/I-Fax Inbox.)

● View Web Page

You can use this machine to browse Web pages from the touch panel display of the machine or print displayed information. (See e-Manual > Web Access.)

*   Some functions explained in this manual may require optional equipment.

Main Power and Energy Saver Key

The machine is provided with a main power switch and the Energy Saver key.

> ⚠ **WARNING**
> **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
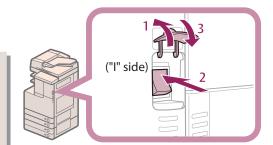
● How to Turn ON the Main Power

Make sure that the power plug is firmly inserted into the power outlet, and then turn ON the main power of the machine following the procedure below.

1. Open the main power switch cover.
2. Press the main power switch to the "I" side.
3. Close the main power switch cover.

- If you are using a login service, log in using the procedure for the login service you are using.
- If you want to turn OFF the main power and then back ON again, wait for at least 10 seconds after the main power indicator is turned OFF before turning ON the main power. However, when [Quick Startup Settings for Main Power] is enabled, if you don't wait more than 20 seconds after the Main Power indicator is turned OFF, quick startup is not performed.

("I" side)
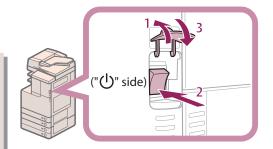
● Shutting Down the Machine

This machine performs a procedure to protect the memory when the machine is shut down. This enables the machine to be shut down safely, even if there are any jobs being processed, or a MEAP application is running while the machine is shutting down.

1. Open the main power switch cover.
2. Press the main power switch to the "⏻" side.
3. Close the main power switch cover.
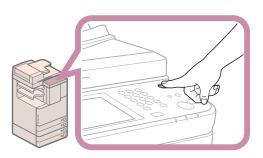
- Do not turn the main power OFF while using the Fax/I-Fax function. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- The machine may take some time to completely shutdown. Do not unplug the power cord until the main power indicator of the machine is OFF.
- If the main power is turned OFF during scanning or printing, a paper jam may occur.

("⏻" side)

● Energy Saver Key

You can press ◎(Energy Saver) to make the machine enter the Sleep mode and reduce power consumption.
If the machine is idle for a certain period of time, the machine will enter the Auto Sleep mode to minimize energy consumption. Press the ◎ (Energy Saver) to cancel the Sleep mode and resume normal machine operations.

Parts and Their Functions
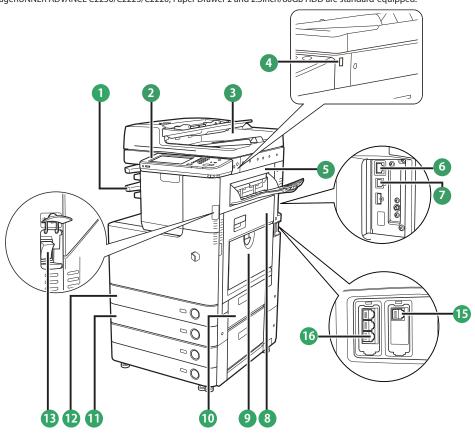
This section provides you with the names and functions of all the parts of the machine.
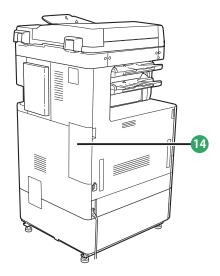
External View

This section contains an external view of the imageRUNNER ADVANCE C2220L.

When the DADF-AJ1, Cassette Module-X1*, Cassette Feeding Unit-AF1, Inner Finisher-F1, 3 Way Unit-C1, Inner Finisher Additional Tray-A1, Copy Tray-J1, and 2.5inch/80GB HDD* are attached:

* If you are using the imageRUNNER ADVANCE C2230/C2225/C2220, Paper Drawer 2 and 2.5inch/80GB HDD are standard-equipped.

Parts and Their Functions

1 Output Tray

Prints and copies are output to this tray.

2 Control Panel

Includes the keys, touch panel display, and indicators required for operating the machine.

3 Feeder (Optional)

Originals placed in the feeder are fed one sheet at a time to the platen glass for scanning.

4 USB Port (1)

Use the USB port to connect USB memory, external hard disks, and other devices to the machine.

5 Upper Right Cover of the Main Unit

Open this cover when clearing a paper jam inside the main unit.

6 LAN Port

Use an Ethernet cable to connect the machine to a network.

7 USB Port (2)

Use the USB port to connect external hard disks and other devices to the machine. You can also connect the machine to a computer using a USB cable.

8 Lower Right Cover of the Main Unit

Open this cover when clearing a paper jam inside the main unit.

9 Multi-Purpose Tray

Use the multi-purpose tray to feed paper manually, and for loading nonstandard paper stock, such as envelopes.

10 Paper Drawer's Upper Right Cover

Open this cover when clearing a paper jam inside the main unit.

11 Paper Drawer 2

Holds up to 550 sheets of paper (80 g/m^2). If you are using the imageRUNNER ADVANCE C2220L, Paper Drawer 2 is an optional product.

12 Paper Drawer 1

Holds up to 520 sheets of paper (80 g/m^2). The imageRUNNER ADVANCE C2220L can only load 250 sheets of paper (80 g/m^2).

13 Main Power Switch

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

14 Waste Toner Container

Waste toner accumulates here.

15 LINE 2

Use this port to connect the Super G3 2nd Line Fax Board to the machine.

16 LINE 1
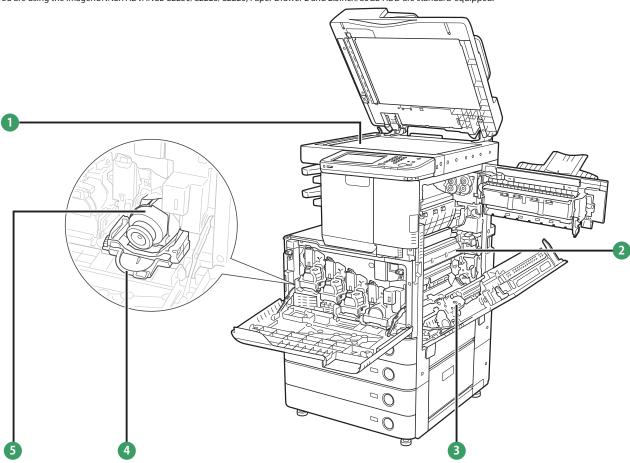
Use this port to connect a fax line to the machine.

Internal View

This section contains an external view of the imageRUNNER ADVANCE C2220L.

When the DADF-AJ1, Cassette Module-X1*, Cassette Feeding Unit-AF1, Inner Finisher-F1, 3 Way Unit-C1, Inner Finisher Additional Tray-A1, Copy Tray-J1, and 2.5inch/80GB HDD* are attached:

*   If you are using the imageRUNNER ADVANCE C2230/C2225/C2220, Paper Drawer 2 and 2.5inch/80GB HDD are standard-equipped.

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

❷ Upper Cover of the Fixing Unit
Open this cover to clear a paper jam in the fixing unit.

❸ Duplexing Unit
Pull out the duplexing unit to clear a paper jam.

❹ Toner Replacement Cover
Open this cover to replace the toner cartridge.

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

Control Panel and Touch Panel Display

This section provides you with the names and functions of all the parts of the control panel and touch panel display.

1 [Main Menu]
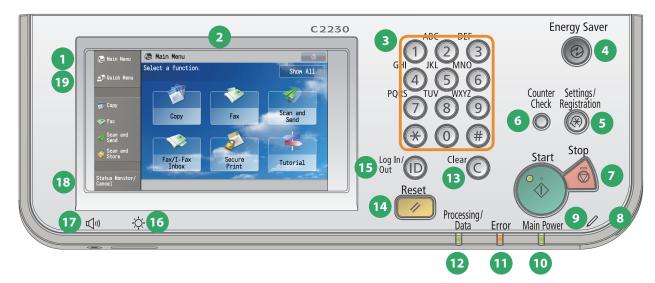Press to display the Main Menu screen. If the Main Menu screen is not displayed when using a function, it is necessary to press [Main Menu] before using the function.

2 Touch Panel Display
The settings screen for each function is shown on this display. Six function keys are displayed by default.

3 Numeric keys
Press to enter numerical values.

4 Energy Saver Key
Press to set or cancel the Sleep mode.
Lights when the machine enters the Sleep mode.

5 Settings/Registration key
Press to specify settings/registration. (p. 20)

6 Counter Check key
Press to display the copy and print count totals on the touch panel display.

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

8 Edit Pen
Use when operating the touch panel display, such as to enter characters.

9 Start key
Press to start an operation.

10 Main Power Indicator
Lights when the main power is turned ON.

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

12 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.

13 Clear key
Press to clear entered values or characters.

14 Reset key
Press to restore the standard settings of the machine.

15 ID (Log In/Out) key
Press to log in/out when a login service such as Department ID Management or SSO-H has been set.

16 Brightness Adjustment Dial
Use to adjust the brightness of the touch panel display.

17 Volume Settings Key
Press to display the screen for adjusting settings, such as the transmission volume and fax sending/receiving alarm volume.

18 [Status Monitor/Cancel]
Press to check the status of jobs or to cancel print jobs. Also, you can check the status of the machine such as the amount of paper remaining in the paper source.

19 [Quick Menu]
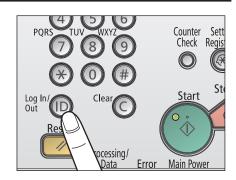Press to display functions registered in the Quick Menu.

● Use Quick Menu

If functions that are frequently used are set in the Quick Menu beforehand, you can recall the function by pressing [Quick Menu]. If you are using a login service, Quick Menu screen set for each user appears. To register a function in the Quick Menu, set the function and press [Register to Quick Menu] from 🔷.
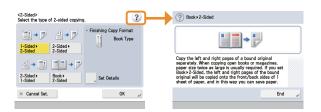
● Logging In/Out

If you are managing the machine with a login service, such as Department ID Management or SSO-H (Single Sign-On H), a log in screen appears. If the log in screen appears, enter the Department ID and PIN or the user name and password → press Ⓘ (Log In/Out) or [Log In] on the screen. Press Ⓘ (Log In/Out) or [Log Out] after you finish using the machine to log out.

● Use Help

If ❓ (Help) is displayed on the top right of the function setting screen, press ❓ (Help) to check the explanation of the function or how to specify settings. Press to check the explanation of the function or how to specify settings.

Main Menu Screen Settings

You can specify settings for the displayed screen by pressing 🔲 on the top right of the screen. To perform this procedure, log in to the machine as an administrator.

- The items displayed when 🔲 is pressed may differ, depending on the function.
- If authentication function is used, items displayed may differ or 🔲 may not be available, depending on the login user's privileges.

● Specifying the Main Menu Settings

You can set the number of buttons and the layout displayed on the Main Menu screen.
1. Press 🔲 → [Main Menu Button Display Settings].
2. Press ◀ or ▶ to select the number of buttons and the layout to be displayed.
3. Select the function that appears on the list → change the order in which it is displayed.
4. Press [OK].

- Select the function that appears on the list and press [Up] or [Down] to change the order in which it is displayed.
- You can place or delete one blank button space by pressing [Add Blank] or [Delete Blank], respectively.

Example of Customized Screen

● Setting the Main Menu Wallpaper

You can select the wallpaper for the Main Menu screen.
1. Press 🔲 → [Main Menu Wallpaper Settings].
2. Select the wallpaper.
3. Press [OK].

Example of Customized Screen

● Other Main Menu Settings

You can set whether the shortcut buttons for modes such as changing the displayed language or changing the paper settings for copying/printing are displayed on the Main Menu screen.
   1. Press ⬚ → [Other Main Menu Settings].
   2. Specify the other settings.
   3. Press [OK].

   If <Display [Language/Keyboard Switch]> is set to 'On', 🔘 appears on the Main Menu screen.

   If <Display [Settings/Reg.Shortcut]> is set to 'On', [Settings/Reg.Shortcut] appears on the Main Menu screen.
   From [Settings/Reg.Shortcut], you can select shortcut buttons to the setting screens for [Auto Adjust Gradation], [Paper Settings], and [Paper Type Management Settings].

   If <Display [Show All]> is set to 'On', [Show All] appears on the Main Menu screen.

Example of Customized Screen

For more information on [Language/Keyboard Switch], [Auto Adjust Gradation], [Paper Settings], and [Paper Type Management Settings], see e-Manual > Settings/Registration.

● Top Buttons Settings

You can display up to four function shortcut buttons on the top of the screen.
   1. Press ⬚ → [Shortcut Button Settings].
   2. Select the shortcut button and the function to assign to it.
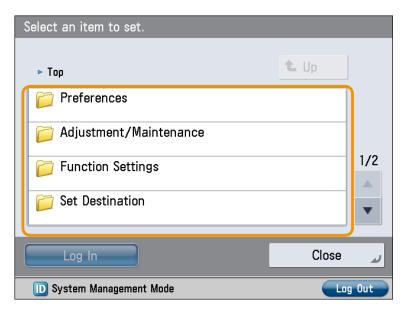   3. Press [OK].

Example of Registration

If you do not want to select a function, press [Unassigned]. The shortcut buttons are displayed in the position of their shortcut number. If you only register Shortcut 3, nothing is displayed in the position for Shortcut 1, 2, and 4, and a button is only displayed in the position for Shortcut 3.

Changing Settings According to Your Needs

The Settings/Registration screen appears when you press ⊛ (Settings/Registration) on the control panel.

The machine provides various settings that enable you to use it more conveniently and easily. You can register or change the settings according to your needs. For more information, see e-Manual > Settings/Registration.

● Preferences

You can specify basic settings for using the machine, such as changing the paper size to load, changing the default screen to display, setting the date and time, setting the time it takes to enter the low power mode, and specifying the settings for connecting to a network.

● Adjustment/Maintenance

You can specify settings for using the machine more comfortably, such as adjusting the density, adjusting the gradation, and cleaning the feeder.

● Function Settings

You can specify and register settings for using each function more conveniently, such as registering shortcut buttons for the Copy function, setting automatic redialing for the Fax function, and setting the maximum data size to send via e-mail.

● Destination Settings

You can register fax and e-mail destinations in the address book. In addition to registering frequently used destinations, you can also register multiple destinations as a group, enabling you to send to those destinations at the same time. You can also register different types of destinations (e-mail and file server) as a group.

● Management Settings

You can set the administrator settings for managing the machine. This enables you to set an ID and password for each department, manage confidential information, and count the number of pages printed for each ID. You can also register licenses and certificates.

Flow of Basic Operations

2

How to Make a Copy

This section describes the flow of basic copy operations.

1 Placing Originals
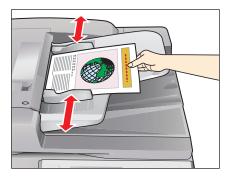
Place the original on the feeder or the platen glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be copied face up.
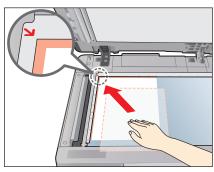
Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.

Gently close the feeder/platen cover.

2 Selecting Function

Select [Copy] from the Main Menu screen.

Press [Copy].

```
Main Menu
Select a function.                    Show All
   Copy      Fax        Scan and
                         Send
   Fax/I-Fax  Secure     Tutorial
   Inbox      Print
```

Copy Basic Features Screen is displayed.

```
Copy
Ready to copy.                    Check
                                  Settings
Auto
(Color/Black)   100 %    Auto        1
Select Color  1:1  Copy  Select Paper
                   Ratio
                                Text/Photo/
                                Map
Finishing  2-Sided  Density  Original Type
Favorite        Interrupt      Options
Settings
```
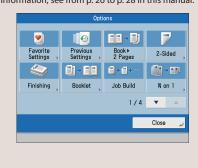
You can set various copying functions. For more information, see from p. 26 to p. 28 in this manual.

```
Options
Favorite   Previous   Book    2-Sided
Settings   Settings   2 Pages
Finishing  Booklet    Job Build  N on 1
                      1 / 4
                              Close
```

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service such as Department ID Management or SSO-H has been set, press ⓘⅮ (Log In/Out) to log out.

3

Setting the Number of Copies
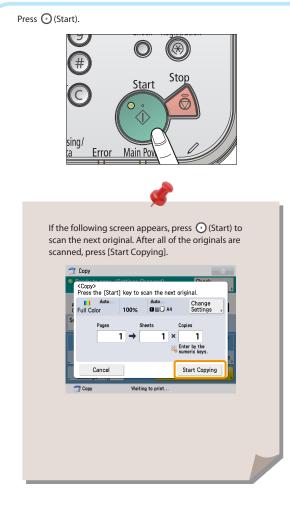
Enter the number of copies.

Press the numeric keys to enter the desired copy quantity (1 to 999).

If you make a mistake when entering values, press ©(Clear) → enter the correct value.

The specified copy quantity appears on the screen, as shown below.

4

Start Copying

After specifying the settings, press ⊙(Start).

Press ⊙(Start).

If the following screen appears, press ⊙(Start) to scan the next original. After all of the originals are scanned, press [Start Copying].

When copying is complete, remove your originals.

Things You Can Do with the Copy Functions

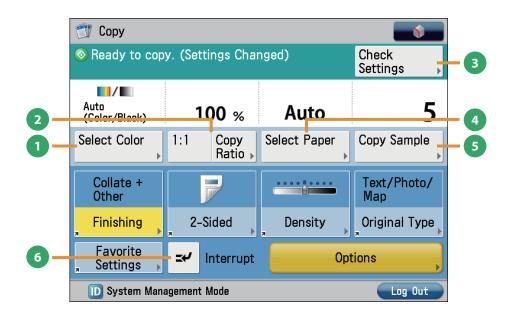To use Copy functions, press [Copy] on the Main Menu screen. This section describes the functions you can use on the Copy Basic Features screen and the [Options] (1/4) screen. The [Options] screen is divided into four screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.

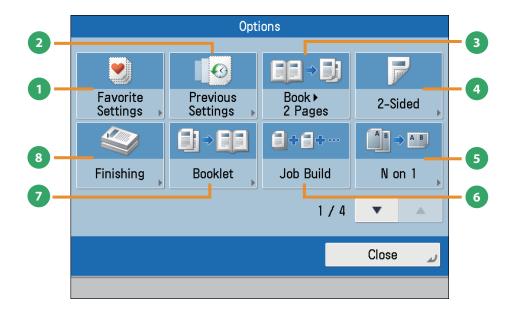**Regular Copy Basic Features Screen**

1 **[Select Color]**
Press to select the color mode for copying.

2 **[1:1]/[Copy Ratio]**
You can specify the copy ratio for a copy job. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

3 **[Check Settings]**
You can check, edit, or clear the current copy settings.

4 **[Select Paper]**
You can select the paper size/type and the paper source. You can also set the machine to automatically recognize the original size and the copy ratio, and then copy.

5 **[Copy Sample]**
You can check the copy result of one set before making multiple sets of copies. You can also copy a specified page.

6 **[Interrupt]**
You can temporarily stop the current copy job and give priority to a rush copy.

24

[Options] 1/4

---

1 **[Favorite Settings]**
You can register frequently used copy settings. You can recall the registered frequently used settings for future use.

2 **[Previous Settings]**
You can recall the three most recent copy jobs, and make copies using the recalled copy settings.

3 **[Book▶2 Pages]**
You can copy facing pages in a book onto separate sheets of paper.

4 **[2-Sided]**
You can make one-sided copies from two-sided originals, or make two-sided copies of your originals.

5 **[N on 1]**
You can reduce multiple pages of the original to copy onto a single page. You can also change the order of the page layout.

6 **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, copying is started.

7 **[Booklet]**
You can layout the scanned documents to make a booklet. You can also print a cover sheet or make a saddle stitch booklet.
* To make a saddle stitch booklet, optional products are required.

8 **[Finishing]**
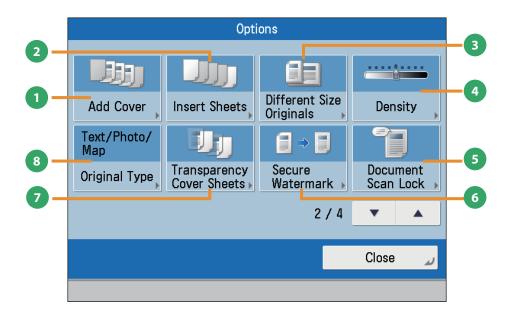You can collate copies in page order or into groups of the same page.
You can staple the printed sheets.
* Stapling and other finishing features may require an optional product.
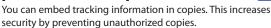
Things You Can Do with the Copy Functions

This section describes the functions you can use on the [Options] (2/4 and 3/4) screen of the Copy function. The [Options] screen is divided into four screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.
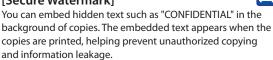

[Options] 2/4

① **[Add Cover]**
You can add covers.

② **[Insert Sheets]**
Press to insert blank sheets or chapter pages between specified pages.

③ **[Different Size Originals]**
You can make copies of different size originals at the same time without separating the documents. If the paper setting is set to Auto, the machine automatically selects the appropriate paper size.

④ **[Density]**
Change the exposure. You can press ▸ to make the exposure darker or ◂ to make the exposure lighter. You can set the machine to automatically adjust the exposure.

⑤ **[Document Scan Lock]**
You can embed tracking information in copies. This increases security by preventing unauthorized copies.

⑥ **[Secure Watermark]**
You can embed hidden text such as "CONFIDENTIAL" in the background of copies. The embedded text appears when the copies are printed, helping prevent unauthorized copying and information leakage.
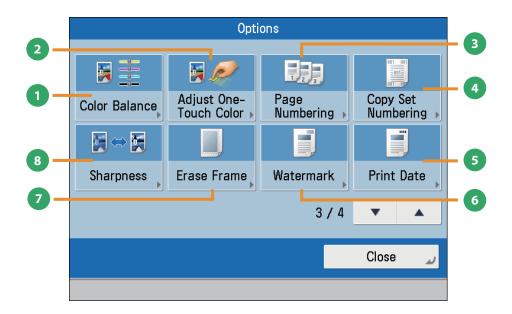
⑦ **[Transparency Cover Sheets]**
The machine automatically interleaves a sheet of paper between each transparency when copying onto transparencies.

⑧ **[Original Type]**
Image quality for scanning is adjusted according to the type of original such as [Text], [Text/Photo], or [Photo].

Functions with this mark require an optional product(s).

[Options] 3/4

1 **[Color Balance]**
You can make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black. The color adjustments that you make can be stored and recalled for future use.

2 **[Adjust One-Touch Color]**
You can make copies or prints by selecting the look of the image with just one touch of a key.

3 **[Page Numbering]**
You can copy with page numbers. You can also specify the size, position, or direction of the page number.

4 **[Copy Set Numbering]**
This mode enables you to print copy set numbers. You can specify the size, position, or direction of the copy set number.

5 **[Print Date]**
You can copy the date (day, month, and year) onto the output. You can specify the size, position, or direction of the date.

6 **[Watermark]**
This mode enables you to copy a watermark and user-defined text onto the output. You can specify the size, position, or direction of the watermark.

7 **[Erase Frame]**
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.
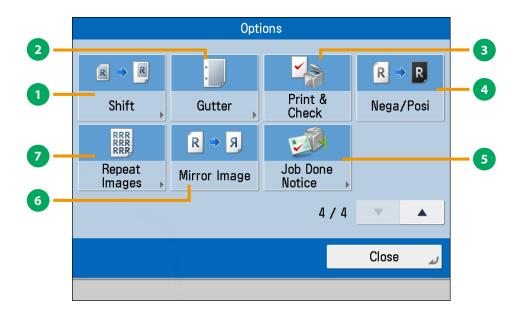
8 **[Sharpness]**
This mode enables you to adjust image quality for copying. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

Things You Can Do with the Copy Functions

This section describes the functions you can use on the [Options] (4/4) screen of the Copy function. The [Options] screen is divided into four screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen.

Options

```
2 ─────────────────────┐                                    ┌───────── 3
1 ──────── Shift   Gutter   Print &   Nega/Posi ──────── 4
                            Check
7 ──────── Repeat   Mirror Image   Job Done ──────── 5
           Images                  Notice
6 ─────────┘
                                        4 / 4
                                                    Close
```

[Options] 4/4

① [Shift]
This mode enables you to make copies with the entire image shifted to the center or a corner. You can use the numeric keys to specify the location.

② [Gutter]
This mode enables you to make copies with the entire original image shifted by a designated width to create a margin on the copies. You can set different width values for the each side of the paper.

③ [Print & Check]
This mode enables you to confirm scanned images page by page before copying when you scan originals on the platen glass.

④ [Nega/Posi]
This mode enables you to copy the original image with the hues and gradations inverted.

⑤ [Job Done Notice]
Press to have the machine notify the user through e-mail when the copy job is done.

⑥ [Mirror Image]
This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.

⑦ [Repeat Images]
This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction.

Flow of Basic Operations

Sending a Fax

This section describes the flow of basic fax operations.
An optional product is required to use the Fax function.

1 Placing Originals

2 Selecting Function

Place the original on the feeder or the platen glass.
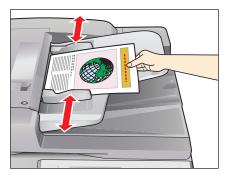
Select [Fax] from the Main Menu screen.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be scanned face up.
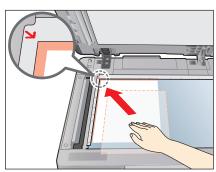
Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.

Gently close the feeder/platen cover.

Press [Fax].

Fax Basic Features screen is displayed.

You can set various facsimile functions. For more information, see from p. 32 to p. 35 in this manual.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service such as Department ID Management or SSO-H has been set, press ⓘⒹ (Log In/Out) to log out.
- The send settings for the last send job may be retained.
  - To cancel the settings, press ⟋⟍ (Reset).
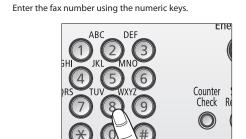 - The specified destinations are not retained.

3 Specify the destination.

Enter the fax number.

Enter the fax number using the numeric keys.

If you want to enter two or more fax numbers, press [OK] → enter the next destination.

<Fax> Enter the fax number.			Destinations:0

Enter by the numeric keys. (Max 120 digits.)

= 123XXXXXXX|

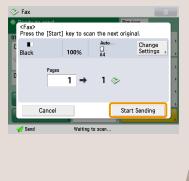| Pause	Tone	◄ ►	Backspace
	R		Direct Send
		Set Details	On-Hook
× Cancel			OK ↵

You can specify the destination using the one-touch buttons or [Address Book]. For more information on storing the destination, see e-Manual > Fax.

4 Start Sending the Fax

After specifying the settings, press ⊙ (Start).

Press ⊙ (Start).

If the following screen appears, press ⊙ (Start) to scan the next original. After all of the originals are scanned, press [Start Sending].

Fax

<Fax> Press the [Start] key to scan the next original.		
Black	100%	Auto A4	Change Settings

Pages
1 → 1

Cancel	Start Sending

Send   Waiting to scan...

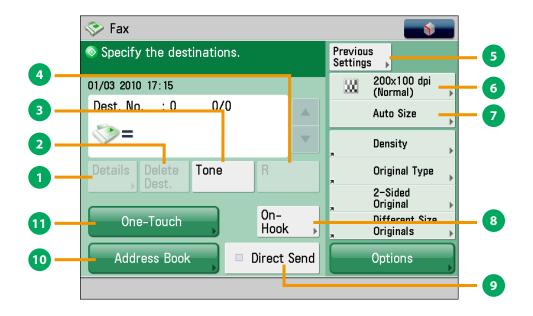When sending is complete, remove your originals.

- After a job is sent, the send settings may be retained except the specified destinations.
  - To cancel the settings, press ⃠ (Reset).
  - To send other jobs with the same settings, specify destinations for the jobs as the destination specified for the previous job is not retained.

Things You Can Do with the Fax Functions

To use the Fax functions, press [Fax] on the Main Menu screen. This section describes the main functions on the Basic Features screen and the screen for specifying the destination of the Fax function. An optional product is required to use the Fax function.

Fax Basic Features Screen

1 [Details]
You can check the detailed information for the destination selected from the Address Book. You can also change the new destination.

2 [Delete Dest.]
You can delete the displayed destination.

3 [Tone]
Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange) which accepts only tone signals. If you press [Tone], the letter <T> appears.

4 [R]
Press to use the R-key.

5 [Previous Settings]
You can recall the three most recent destinations or fax settings. You can send a fax using the recalled destination or settings.

6 Resolution
If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.

7 Scan Size
You can select the original scanning size. If you press [Auto Size], the machine automatically recognizes the size of the original when scanning.

8 [On-Hook]
When using the fax information service, you can perform operation such as entering number while listening to the automated audio response from the speaker of the machine.
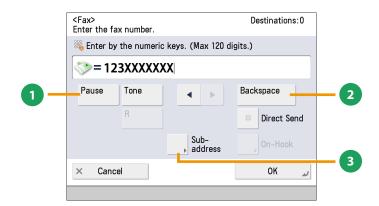
9 [Direct Send]
Check that the recipient can receive the facsimile, and then start scanning the originals. You can directly send without storing the original in the memory.
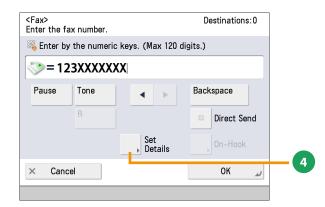
10 [Address Book]
Press to select a destination from the Address Book (Local Address Book, Remote Address Book, and LDAP Server). You can also register frequently used destinations in the Address Book.

11 [One-Touch]
Press to recall the destinations stored in a one-touch button.

Screen for Specifying the Fax Destination

1 **[Pause]**
Press to insert a pause of several seconds in the fax number that you are dialing. If you insert a pause, the letter <p> appears between the numbers, and the letter <P> appears at the end of the number. When dialing an overseas number, insert a pause after the country code, and at the end of the telephone number.

2 **[Backspace]**
Press when you enter an incorrect number to delete the number before the cursor.

3 **[Subaddress]**
You can send or receive fax documents with increased security by attaching a subaddress and a password to your fax transactions.
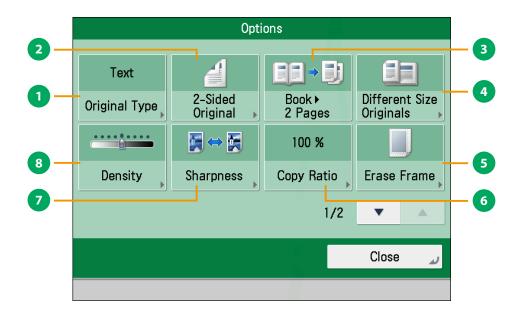
4 **[Set Details]**
Displayed when multiple lines are set to be used. Press to set the subaddress and password, or to select the telephone line to use for transmission.

Functions with this mark require an optional product(s).

Things You Can Do with the Fax Functions

This section describes the functions you can use on the [Options] (1/2 and 2/2) screen of the Fax function. The [Options] screen is divided into two screens. Pressing ▲ or ▼ on the bottom right of the screen displays the next or previous screen. An optional product is required to use the Fax function.

[Options] 1/2

❶ [Original Type]
Image quality for scanning is adjusted according to the type of original such as [Text], [Text/Photo], or [Photo].

❷ [2-Sided Original]
Set to send two-sided originals. You can select [Book Type] or [Calendar Type].

❸ [Book▶2 Pages]
You can scan facing pages such as in a book one sheet at a time.

❹ [Different Size Originals]
You can scan originals of different size fed together in one group.

❺ [Erase Frame]
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.
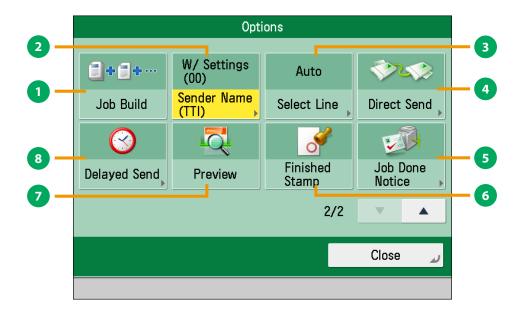
❻ [Copy Ratio]
Specify the desired zoom ratios. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

❼ [Sharpness]
This mode enables you to scan the originals with a sharper or softer contrast. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

❽ [Density]
Change the exposure. You can press ▶ to make the exposure darker or ◁ to make the exposure lighter. You can set the machine to automatically adjust the exposure.

Flow of Basic Operations

[Options] 2/2

1 [Job Build]
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, sending is started.

2 [Sender Name (TTI)]
You can register a department name or personal name in advance, and show this on the destination fax machine.
*   Set the Sender Name after specifying the destination.

3 [Select Line]
You can select the telephone line to use for sending a facsimile.

4 [Direct Send]
Check that the recipient can receive the facsimile, and then start scanning the originals. You can directly send without storing the original in the memory.

5 [Job Done Notice]
Press to have the machine notify the user through e-mail when the fax job is done.

6 [Finished Stamp]
You can print a stamp (approximately 3 mm in diameter) on the front side of scanned and sent originals.

7 [Preview]
This mode enables you to preview the scanned data of your originals and to check the page count before sending a fax. You can also delete a specified page.

8 [Delayed Send]
This mode enables you to store a send job in memory, and have it sent at a later time.

Functions with this mark require an optional product(s).

Scan and Send

Sending Scanned Data (E-Mail/I-Fax/File Servers)

This section describes the flow of basic scan and send operations.
If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Send function.

1 Placing Originals

2 Selecting Function

Place the original on the feeder or the scanned glass.

Select [Scan and Send] from the Main Menu screen.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be scanned face up.

Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.
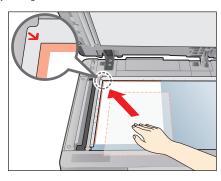
Gently close the feeder/platen cover.
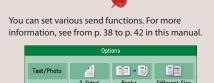
Press [Scan and Send].

Scan and Send Basic Features screen is displayed.

You can set various send functions. For more information, see from p. 38 to p. 42 in this manual.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service such as Department ID Management or SSO-H has been set, press Ⓘ(Log In/Out) to log out. The send settings for the last send job may be retained.
    - To cancel the settings, press ⊘(Reset).
    - The specified destinations are not retained.

3 Specify the Destination

Press [Address Book] → select destination → press [OK].

Press [Address Book].

If you are sending to only one destination, select a destination. If you are sending to multiple destinations, select the destinations → press [OK].
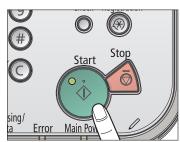

For more information on storing the destination in the address book, see e-Manual > Scan and Send.

You can specify the destination using the one-touch buttons or frequently used settings. Also, if you want to send to a new destination not yet stored, press [New Destination] → enter the destination.

4 Start Sending

After specifying the settings, press ⊙ (Start).

Press ⊙ (Start).

If the following screen appears, press ⊙ (Start) to scan the next original. After all of the originals are scanned, press [Start Sending].

When sending is complete, remove your originals.
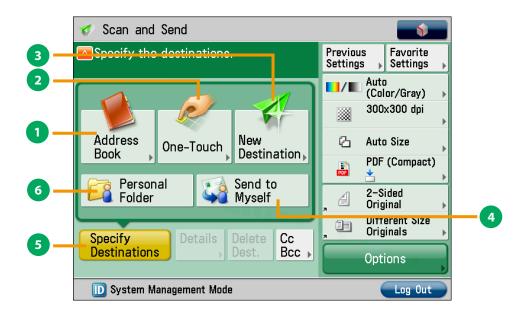
- After a job is sent, the send settings may be retained except the specified destinations.
  - To cancel the settings, press ⊘ (Reset).
  - To send other jobs with the same settings, specify destinations for the jobs as the destination specified for the previous job is not retained.

Things You Can Do with the Scan and Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen. This section describes the main functions on the Basic Features screen and the screen for specifying the destination of the Scan and Send function.
If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Send function.

Scan and Send Basic Features Screen

1 **[Address Book]**
Press to select a destination from the Address Book (Local Address Book, Remote Address Book, and LDAP Server). You can also register frequently used e-mail, I-fax, or file server destinations in the Local Address Book.

2 **[One-Touch]**
If a frequently used destination is stored in a one-touch button, you can specify the destination quickly.
When you press [To Remote Add. Book], you can access the one-touch destinations of another server to specify a destination.

3 **[New Destination]**
Press to specify a new destination not stored in the Address Book or one-touch buttons.

4 **[Send to Myself]**
Press to specify your own e-mail address as the destination. This setting is enabled only if you are managing users by SSO-H or another login system. In addition, administrators can limit general users so that they may only use "Send to Myself" when sending an e-mail.
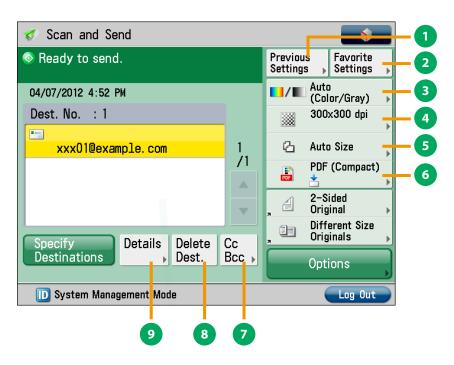
5 **[Specify Destinations]**
Press to display the methods for specifying destinations or the destination list.

6 **[Personal Folder]**
Press to specify your personal folder as the destination. This setting is enabled only if you are managing users by login service, such as SSO-H.
You must set up a personal folder beforehand in order to use this function.
In addition, administrators can limit general users so that they may only send files to their personal folders.

Scan and Send Basic Features Screen (Destination Set)

1 **[Previous Settings]**
You can recall the three most recent destinations or send settings. You can send using the recalled destination or settings.

2 **[Favorite Settings]**
You can register frequently used destination and settings. You can recall the registered frequently used settings for future use.

3 **Select Color**
You can select the Full Color, Grayscale, or Black-and-White mode. You can also set the machine to automatically select a color mode according to the original.

4 **Resolution**
If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.

5 **Scan Size**
You can select the original scanning size. If you press [Auto Size], the machine automatically recognizes the size of the original when scanning.

6 **File Format**
If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOXML (pptx), JPEG, or TIFF.
* To send in OOXML(pptx) format, optional products are required.

7 **[Cc Bcc]**
In addition to the destination for the documents, you can specify e-mail address destinations for the Cc and Bcc addresses.

8 **[Delete Dest.]**
You can delete the selected destination from the destination list.
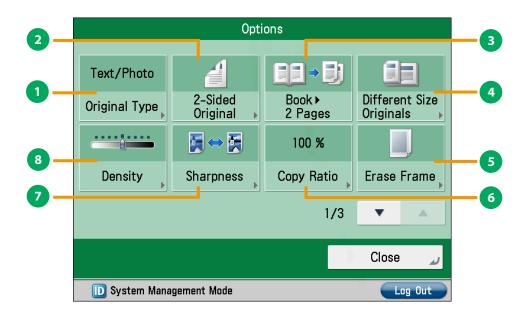
9 **[Details]**
You can check the detailed information for the destination selected from the destination list. You can also change the new destination.

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Things You Can Do with the Scan and Send Functions

This section describes the functions you can use on the [Options] (1/3, 2/3, and 3/3) screen of the Scan and Send function. The [Options] screen is divided into three screens. Pressing △ or ▽ on the bottom right of the screen displays the next or previous screen.
If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Send function.

[Options] 1/3

1 [Original Type]
Image quality for scanning is adjusted according to the type of original such as [Text], [Map], or [Photo].

2 [2-Sided Original]
Set to send two-sided originals. You can select [Book Type] or [Calendar Type].

3 [Book ▶ 2 Pages]
You can scan facing pages such as in a book one sheet at a time.

4 [Different Size Originals]
You can scan originals of different size fed together in one group.

5 [Erase Frame]
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

6 [Copy Ratio]
Specify the desired zoom ratios. You can change the zoom ratio by reducing/enlarging a scanned document to a preset paper size, or by entering a value to specify a desired scan ratio.

7 [Sharpness]
This mode enables you to scan the originals with a sharper or softer contrast. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

8 [Density]
Change the exposure. You can press ▶ to make the exposure darker or ◁ to make the exposure lighter. You can set the machine to automatically adjust the exposure.

[Options] 2/3

1 **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, sending is started.

2 **[Finished Stamp]**
You can print a stamp (approximately 3 mm in diameter) on the front side of scanned and sent originals.

3 **[Job Done Notice]**
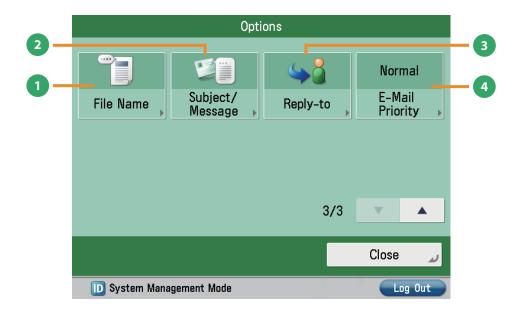Press to have the machine notify the user through e-mail when the send job is done.

4 **[Preview]**
This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.

5 **[Delayed Send]**
This mode enables you to store a send job in memory, and have it sent at a later time.

[Options] 3/3

1 **[File Name]**
If you set PDF (OCR) or XPS (OCR) as the file format, you can set [Auto (OCR)] to 'On' to automatically extract the first text block in the document for use as its filename.

2 **[Subject/Message]**
You can specify a subject and enter a message when sending an e-mail or I-fax. If you do not specify a subject, it will be specified automatically.

3 **[Reply-to]**
You can specify a reply-to address when sending an e-mail or I-fax.

4 **[E-Mail Priority]**
You can set a priority level when sending e-mail.

![Scan and Store]

Storing Scanned Data

This section describes the flow of basic Scan and Store operations. It also describes an example of how to store scanned data in memory media.

If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.

1 Placing Originals

Place the original on the feeder or the scanned glass.

Placing originals in the feeder

Adjust the slide guides to fit the size of your originals. Neatly place your originals with the side to be scanned face up.

Placing originals on the platen glass

Open the feeder/platen cover.

Place your originals face down.

Gently close the feeder/platen cover.
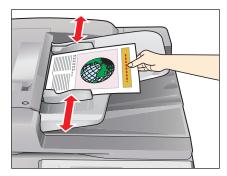
2 Selecting Function

Select [Scan and Store] from the Main Menu screen.
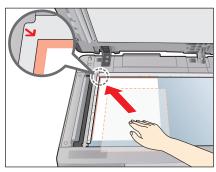
Press [Scan and Store].

Select [Memory Media] from the screen where you can select the type of storage location.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service such as Department ID Management or SSO-H has been set, press ⓘⒹ (Log In/Out) to log out.

- To use memory media, specify the following settings in advance.
    1. Press ⊚ (Settings/Registration).
    2. Press [Preferences] → [Display Settings] → [Store Location Display Settings].
    3. Select [On] for <Memory Media>.
    4. Press [OK].
- To save the scanned data to memory media, connect a USB memory to the USB port.
- For information on the supported memory media, see e-Manual > Scan and Store.
- To access the Network (Advanced Box) see "Setting Up an Advanced Box on the Network" in the Setup Guide.
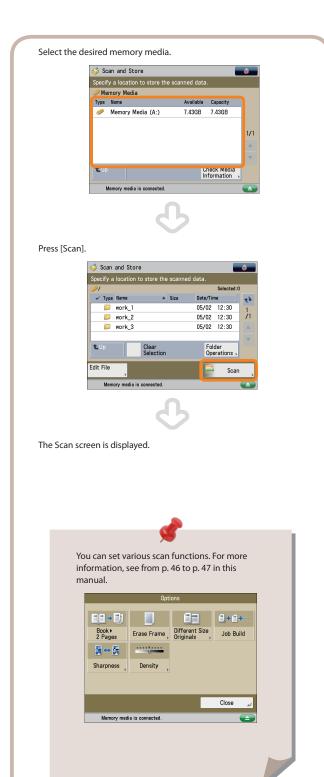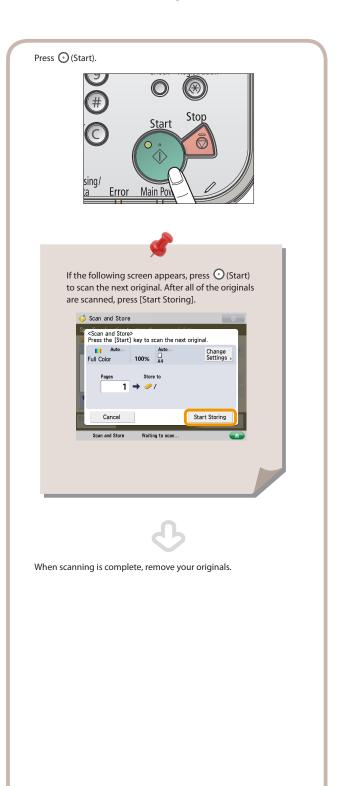
3 Select Storage

Specify memory media that you want to store the file in.

Select the desired memory media.

Press [Scan].

The Scan screen is displayed.

You can set various scan functions. For more information, see from p. 46 to p. 47 in this manual.

4 Start Scanning

After specifying the settings, press ⊙ (Start).

Press ⊙ (Start).

If the following screen appears, press ⊙ (Start) to scan the next original. After all of the originals are scanned, press [Start Storing].

When scanning is complete, remove your originals.
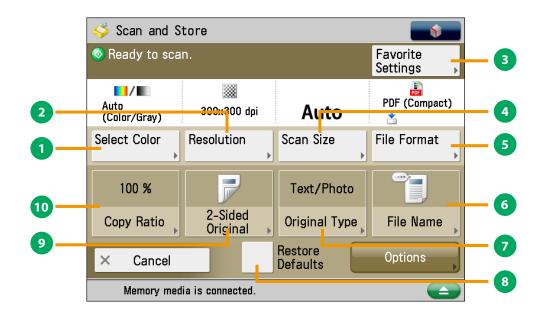
Things You Can Do with the Scan and Store Functions

To scan the original and store it, press [Scan and Store] on the Main Menu screen. This section describes the functions you can use on the Scan and Store Basic Features screen and the [Options] screen. If you press [Scan] after selecting the storage location, the screen below appears.

If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.


Scan Screen

1 [Select Color]
You can select the Full Color or Black mode. You can also set the machine to automatically select a color mode according to the original.

2 [Resolution]
If the resolution is high, you can store fine text and images clearly. If the resolution is low, the data size becomes smaller.

3 [Favorite Settings]
You can register frequently used scan settings. You can recall the registered frequently used settings for future use.

4 [Scan Size]
You can select the original scanning size. If you press [Auto], the machine automatically recognizes the size of the original when scanning.

5 [File Format]
You can set a file format, such as a PDF format to the scanned document so that it can be accessed from your computer.

6 [File Name]
You can specify a file name for the data to be scanned.

7 [Original Type]
Image quality for scanning is adjusted according to the type of original, such as [Text], [Text/Photo], or [Photo].

8 [Restore Defaults]
This mode is useful if you want to clear all settings and reset the settings. All settings are cleared.
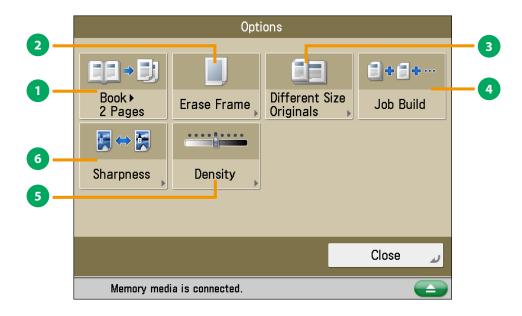
9 [2-Sided Original]
Set to scan two-sided originals. You can select [Book Type] or [Calendar Type].

10 [Copy Ratio]
This mode enables you to change the copy ratio by enlarging/reducing a copy to a preset paper size, or by entering a value to specify a desired copy ratio.

The available functions may differ depending on the storage location.

[Options]

1 **[Book ▶ 2 Pages]**
You can scan facing pages such as in a book one sheet at a time.

2 **[Erase Frame]**
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.

3 **[Different Size Originals]**
You can scan originals of different size fed together in one group.

4 **[Job Build]**
You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, storing is started.

5 **[Density]**
Change the exposure. You can press [▶] to make the exposure darker or [◀] to make the exposure lighter. You can set the machine to automatically adjust the exposure.

6 **[Sharpness]**
This mode enables you to adjust image quality for copying. You can use this mode when you want to soften and sharpen text, lines, or the outline of the image.

The available functions may differ depending on the storage location.

Printing Stored Data

This section describes the flow of basic Access Stored Files operations. The procedure for printing files stored in memory media is used here as an example.

If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.
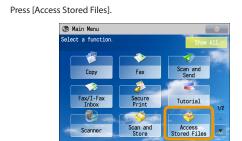
1 Selecting Function
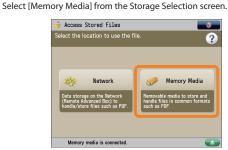
Select [Access Stored Files] from the Main Menu screen.

Press [Access Stored Files].

2 Select Storage

Specify the storage location for the file.

Select [Memory Media] from the Storage Selection screen.

Select the desired memory media.

- If a log in screen for Department ID Management or SSO-H appears, you must enter the applicable authentication information (ID, password/PIN). If the Copy Card Reader-F1 is attached, first insert a control card.
- If a login service such as Department ID Management or SSO-H has been set, press ⓘ (Log In/Out) to log out.
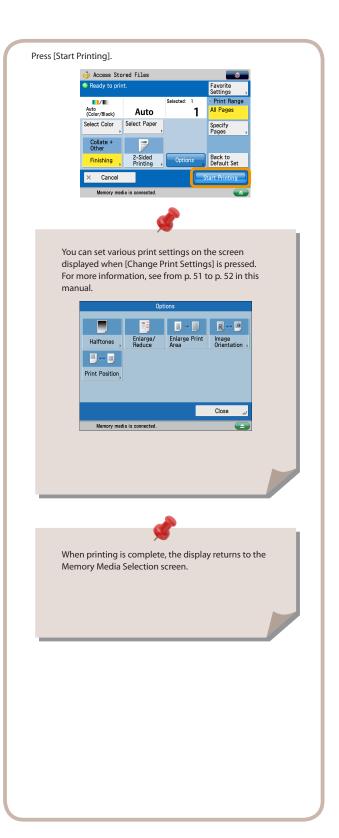
3 Select File

Select the file that you want to print → press [Print].

Select the file to print.

Access Stored Files			
Select a file and specify the purpose.			
/work_1/			Selected: 0
✓ Type	Name	Size	Date/Time
	A_001.pdf	44.48 KB	11/11 22:25
	B_001.jpg	24.24 KB	11/11 12:16
	C_001.tif	124.2 KB	11/13 16:16
Up	Clear Selection	Display Image	Folder Operations
Edit File			Print
Memory media is connected.			

Press [Print].

Access Stored Files			
Select a file and specify the purpose.			
/work_1/			Selected: 1
✓ Type	Name	Size	Date/Time
	A_001.pdf	44.48 KB	11/11 10:25PM
	B_001.jpg	24.24 KB	11/11 12:16PM
	C_001.tif	124.2 KB	11/13 4:16PM
Up	Clear Selection	Display Image	Folder Operations
Edit File			Print
Memory media is connected.			

The Print screen is displayed.

4 Start Printing

After specifying the settings, press [Start Printing].

Press [Start Printing].

Access Stored Files		
Ready to print.		Favorite Settings
Auto (Color/Black)	Auto	Selected: 1	Print Range All Pages
Select Color	Select Paper	Specify Pages
Collate + Other	2-Sided Printing	Back to Default Set
Finishing	Options	
Cancel		Start Printing
Memory media is connected.		

You can set various print settings on the screen displayed when [Change Print Settings] is pressed. For more information, see from p. 51 to p. 52 in this manual.

Options			
Halftones	Enlarge/ Reduce	Enlarge Print Area	Image Orientation
Print Position			
			Close
Memory media is connected.			

When printing is complete, the display returns to the Memory Media Selection screen.

Things You Can Do with the Access Stored Files Functions (File Operation)

To perform various operations on stored files, press [Access Stored Files] on the Main Menu screen. This section describes the functions you can use to edit files stored in memory media. Select the file that you want to edit from the list of stored files, press [Edit File], and the following screen is displayed.
If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.

File Selection Screen

Edit File Screen

① **[Clear Selection]**
Press to cancel the selection of a file.

② **[Print]**
Press to display the Print Settings screen.

③ **[Edit File]**
Press to display the menu for adding or deleting a file, or displaying the detailed information of a file.

④ **[Details]**
You can check the detailed information of the stored file.

⑤ **[Delete]**
You can delete stored files. You can erase unnecessary files and arrange the storage location.

⑥ **[Change File Name]**
Press to change a file name.

⑦ **[Add Files (Scan and Store)]**
You can scan the original and store the new file in the selected storage location.

The available functions may differ depending on the storage location.

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Things You Can Do with the Access Stored Files Functions (Print)

This section describes the functions on the Print Settings screen that you can use when printing stored files. If you select the file that you want to print from the list of stored files and press [Print], the following screen is displayed. To print a PDF file, optional products are required.

If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.

1 [Select Color]
Press to select color mode for printing.

2 [Select Paper]
You can select the paper size/type and the paper source. You can also set the machine to automatically select the paper size to match the size of the stored original.

3 [Favorite Settings]
This mode enables you to register frequently used print settings. You can recall the registered frequently used settings for future use.

4 [Print Range]
You can set the print range using [All Pages] or [Specify Pages].

5 [Change No. of Copies]
Press to set the number of prints when multiple files are selected.
* Displayed only when print settings have not been changed.

6 [Back to Default Set.]
Press to cancel all settings.

7 [Start Printing]
Press to start printing.

8 [2-Sided Printing]
This mode enables you to print successive pages of a stored file on both sides of a sheet of paper.
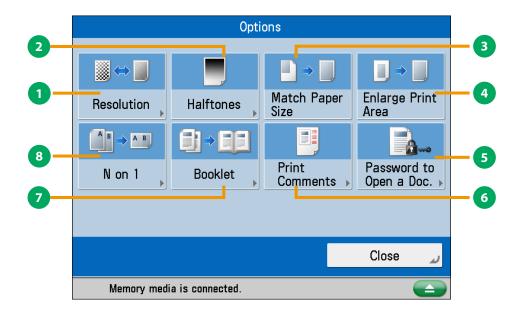
9 [Finishing]
You can collate prints in page order or into groups of the same page. You can staple the printed sheets.
* Stapling and other finishing features may require an optional product.

The available functions may differ depending on the storage location.

Things You Can Do with the Access Stored Files Functions (Print)

This section describes the functions in [Options] on the Print Settings screen of Access Stored Files.
If you are using the imageRUNNER ADVANCE C2220L, an optional product is required to use the Advanced Box of other imageRUNNER ADVANCE series machines on the network.

[Options] (Network/Memory Media)
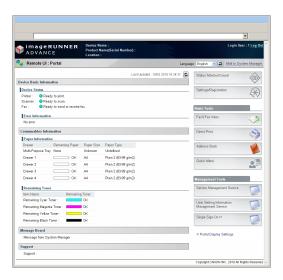
① **[Resolution]**
If the resolution is high, you can print fine text and images clearly.

② **[Halftones]**
You can select the adjustment methods to use when printing with halftones.

③ **[Match Paper Size]**
You can enlarge/reduce a file image to match the paper size.

④ **[Enlarge Print Area]**
You can set the blank borders at each side of the page to 0" (0 mm), and print all the way to the edges of the page.

⑤ **[Password to Open a Doc.]**
You can print password protected PDF files by entering the password required to open them.

⑥ **[Print Comments]**
You can print the PDF file and all the comments.

⑦ **[Booklet]**
This mode enables you to print documents in such a way that the prints are made into a booklet.

⑧ **[N on 1]**
You can scan a file with multiple pages and reduce the size of the pages to print onto a single page. You can also specify the order in which to print.

The available functions may differ depending on the storage location.

Operating the Machine from a Computer (Remote UI)
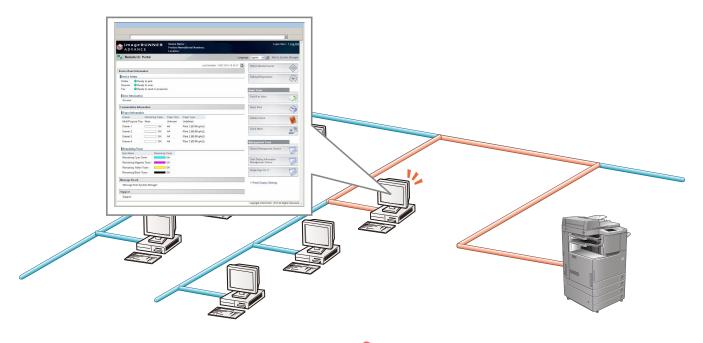
The Remote UI (User Interface) is preinstalled software in the machine that enables you to access the machine's functions by using your computer's Web browser. For example, the Remote UI enables you to access the machine to check job status, execute jobs, and specify various settings.

To be able to use the Remote UI, all you need is a Web browser and a network connection between your computer and the machine.

The Remote UI Is Useful in the Following Situations

● **If you want to check the job status**

● **If you want to edit Address Book from your computer**

● **If you want to check the remaining amount of paper or toner from your seat**

■ To enable the Remote UI:

- Log in as the administrator → specify the following settings.
  1. Press ⊚ (Settings/Registration).
  2. Press [Management Settings] → [License/Other] → [Remote UI].
  3. Press [On] → [OK].
  4. Restart the machine.
- The [Remote UI] setting is made effective only after turning the machine's main power OFF, and then ON. For instructions on turning ON/OFF the machine, see p.12 in this manual.
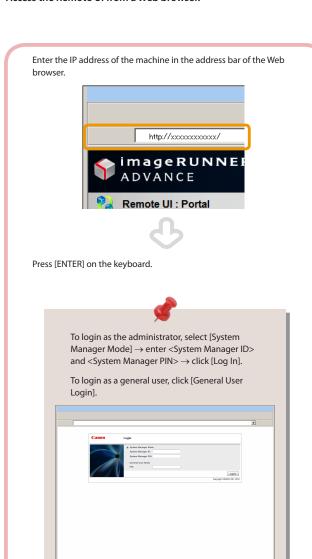
1

Accessing the Remote UI from a Web Browser.

Access the Remote UI from a Web browser.

Enter the IP address of the machine in the address bar of the Web browser.

http://xxxxxxxxxxxx/

imageRUNNER ADVANCE

Remote UI : Portal

Press [ENTER] on the keyboard.

To login as the administrator, select [System Manager Mode] → enter <System Manager ID> and <System Manager PIN> → click [Log In].

To login as a general user, click [General User Login].

If the Log In screen is displayed, enter the user name and password → click [Log In].

If a login service such as Department ID Management or SSO-H has been set, enter the appropriate login information.

2

Checking the Job Status and Specifying the Settings

Check the job status and specify the settings.

To check the job status:

Click [Status Monitor/Cancel].

To specify the settings:

Click [Settings/Registration].

Printing from a Computer

If you install a printer driver in your computer, you can use the machine to print data created using application software. This section describes the flow of basic operations to print data from your computer.

1 Display Print Settings Screen

Select [Print] from the [File] menu.

From the [File] menu in the application software, click [Print].

The print dialog box is displayed.
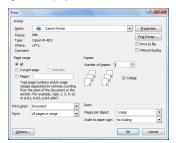
2 Display Properties Screen of Printer Driver

Select the printer to use.

Select the printer to use in [Printer].

Click [Properties].

The properties screen of the printer driver appears.

- Printing methods may differ depending on the applications you are using. For details, see the instruction manuals provided with the application software.
- The screens may differ, depending on the operating system, and the type and version of the printer driver you are using.

Flow of Basic Operations

3

Specify Print Settings
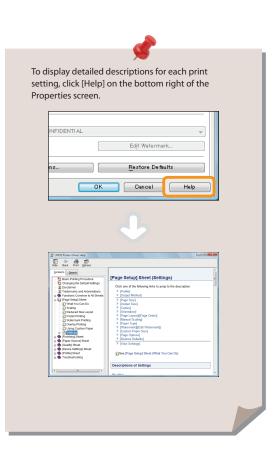
Specify the print settings.

4

Start Printing

After specifying the settings, click [OK].

Specify the desired settings → click [OK].

To display detailed descriptions for each print setting, click [Help] on the bottom right of the Properties screen.

Click [OK].

When printing is complete, collect the output.
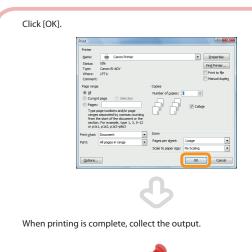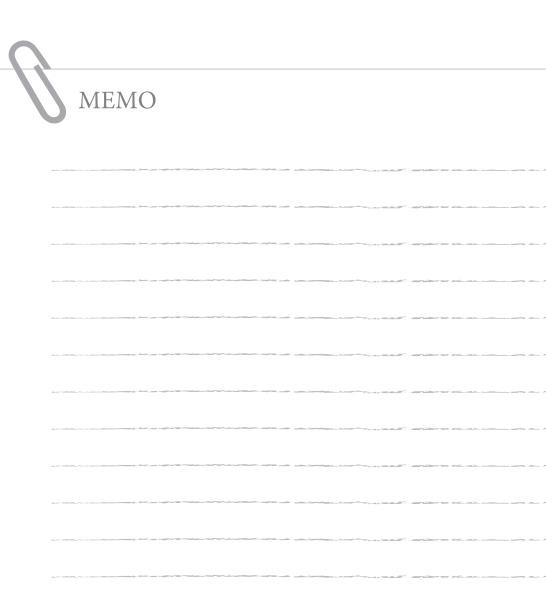
The print job status can be checked from the Remote UI. For more information, see p. 55 in this manual.

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MEMO

Routine Maintenance

3

Loading Paper

This section describes how to load paper.

Loading Paper into a Paper Drawer

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 handling paper, take care not to cut your hands on the edges of the paper.**
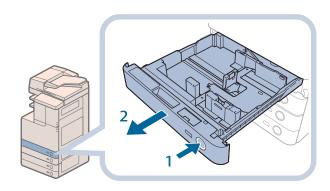
✋ IMPORTANT

- 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 the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Paper which has been printed on using a thermal transfer printer
  - The reverse side of paper which has been printed on using a thermal transfer printer
- Fan the stack of paper well before loading it. Paper such as thin paper, recycled paper, pre-punched paper, heavy paper, and transparencies should be fanned particularly well before loading it.
- 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.
- 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.)

✎ NOTE
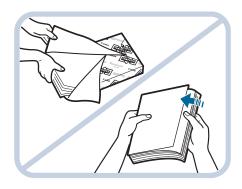
- Register the size and type of the loaded paper in [Paper Settings] in [Preferences] (Settings/Registration).
- You can use custom paper sizes. For more information, see e-Manual > Settings/Registration > Registering/Editing/Deleting Custom Paper Sizes.
- You can name, register, and edit custom paper types. For more information, see e-Manual > Settings/Registration > Registering/Editing Custom Paper Types.
- The following paper sizes can be loaded into Paper Drawers 1, 2, 3, and 4:
  - Paper Drawer 1 (imageRUNNER ADVANCE C2230/C2225/C2220): A3, B4, A4, and B5
  - Paper Drawer 1 (imageRUNNER ADVANCE C2220L): A3, B4, A4, A4R, B5, B5R, A5R, and Custom size (148 mm x 182 mm to 297 mm x 420 mm)
  - Paper Drawer 2: A3, B4, A4, A4R, B5, B5R, A5R, envelopes, and Custom size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm)
  - Paper Drawers 3 and 4: A3, B4, A4, A4R, B5, B5R, A5R, and Custom size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm)
- If you are using the imageRUNNER ADVANCE C2220L, Paper Drawer 2 is an optional product.
- Envelopes can be loaded into Paper Drawer 2 only if the Envelope Feeder Attachment-D1 is attached.
- Paper Drawers 3 and 4 can only be used if the Cassette Feeding Unit-AF1 is attached.
- For more information on the paper types that can be loaded in Paper Drawers 1, 2, 3, and 4, see e-Manual > Basic Operations.
- 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 a different paper drawer, the remaining prints are made after you press [OK].
- Press [Cancel] to cancel printing.

1 Open the paper drawer.

1. Press the open 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.

2 Prepare the paper to load.
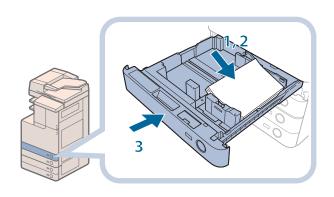
Open a package for paper, and remove the paper stack.

✎ 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 drawer.

1. Make sure that the paper size setting of the paper drawer matches the size of the paper to load in the paper drawer.
2. Load the paper stack against the right wall of the paper drawer.
3. Gently push the paper drawer back into the machine until it clicks into place in the closed position.
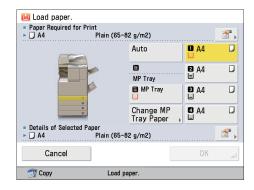
⚠ CAUTION
When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

✋ IMPORTANT

- Paper which is curled must be straightened out before loading it into the paper drawer.
- You will not be able to make copies or print if you load paper that exceeds the loading limit mark (▼▼▼), or if the paper drawer is not completely pushed into the machine.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▼▼▼).
- Always check that the paper drawers are in place.

📝 NOTE

- When loading paper into the paper drawer for the first time, set the paper size plate to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 63.)
- The following paper sizes and number of sheets can be loaded in the Paper Drawers 1 and 2:
  - Paper Drawer 1*: 520 sheets (80 g/m²)
  - Paper Drawer 2: 550 sheets (80 g/m²)
    * The imageRUNNER ADVANCE C2220L can only load 250 sheets.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reloading it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see e-Manual > Copy.
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- If paper runs out and printing is stopped, load a new paper stack. Printing restarts after the new paper stack is loaded.

- If you print on the paper which has absorbed moisture, steam may come out from the output area of the machine. This is because the moist on the paper evaporates when the high temperature is applied when a toner is fixed to the paper. It is not a malfunction. (This especially happens in low room temperature.)

Adjusting a Paper Drawer to Hold a Different Paper Size

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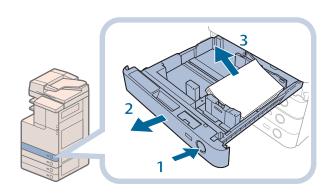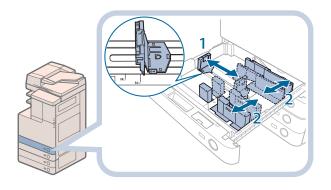
1 Remove the paper loaded in the paper drawer.

1. Press and release the button on the paper drawer in which you want to adjust.
2. Grip the handle, and pull out the paper drawer until it stops.
3. Remove all of the remaining paper.

2 Adjust the position of the paper drawer guides.

1. Slide the left guide while squeezing it on the top to align it with the mark for the desired paper size.
2. Slide the front guide while squeezing it on the top to align it with the mark for the desired paper size.
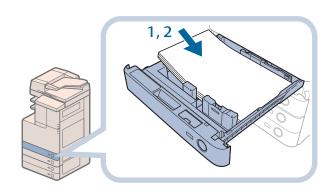
🖐 IMPORTANT

Slide the guides until they click into place. If the left guide and front guide are not aligned correctly, the paper size will not correctly appear on the touch panel display. It is also necessary to adjust the guides correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.

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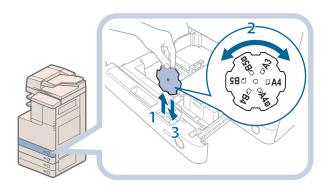
3 Load the appropriate size paper into the paper drawer.

1, 2

1. Make sure that the paper size setting of the paper drawer matches the size of the paper to load in the paper drawer.
2. Load the paper stack against the right wall of the paper drawer.

4 Change the paper drawer's paper size plate to match the new paper size.

1. Open the inside cover of the paper drawer, and lift up the plate.
2. Rotate the plate so that the new paper size is on the right side of the plate.
3. Insert the plate straight down, and close the inside cover.

✎ NOTE
   The paper size that cannot be used depending on the model and settings is also listed on the paper size plate.

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
   • Only A4 transparencies can be used. Make sure that the paper drawer guides are 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.

Loading Envelopes into the Multi-Purpose Tray

The orientation in which to load the envelope into the Multi-Purpose Tray differs depending on the type of envelope.
Preparation is required to prevent the envelope from creasing or jamming before loading it.
For more information, see e-Manual > Basic Operations > Loading Envelopes into the Multi-Purpose Tray.

Loading Pre-Punched Paper

You can load pre-punched paper in a paper drawer or the multi-purpose tray. When loading pre-punched paper, take note of the orientation of the binding holes and the image.
When the paper is loaded into the multi-purpose tray, the side facing down is the one printed on.

IMPORTANT

- If you want to output prints with the printed face down, select plain paper with horizontal (landscape) orientation in [Select Paper]. (See e-Manual > Basic Operations.)

Loading Transparencies

You can load transparencies in the multi-purpose tray and the paper drawers.
Transparencies have a front and back side. Load transparencies correctly to achieve sharp printing results.
When the paper is loaded into the multi-purpose tray, the side facing down is the one printed on.

IMPORTANT

- You can load only A4 size transparencies in paper drawers 2, 3, 4, and multi-purpose tray.
- When loading transparencies, make sure to hold only the edges of the sheets and avoid touching the print surface.
- Do not load transparencies while the machine is printing. Doing so may cause a paper jam.
- Use only transparencies intended for use with this machine. If you use other transparencies, you may cause damage to the machine.
- It is recommended that output transparencies are immediately removed from the output tray to avoid folding of the transparencies and paper jams.
- Return the remaining transparencies to their original package for storage, avoiding locations subject to high temperatures and humidity. Leaving transparencies loaded for an extended period of time may cause the sheets to stick together and result in a paper jam.
- Leaving transparencies loaded for an extended period of time may cause the sheets to stick together and result in difficulties feeding the transparencies. In this case, fan the loaded transparency sheets, or if you have loaded 50 or more sheets, reduce the number of sheets to less than 50 or use new transparencies.
- When printing on transparencies, depending on the type of image, the image may become dense. When this happens, adjust the density for the output image.

NOTE

If a paper jam occurs, fan the loaded transparency sheets well.

Routine Maintenance

Loading Envelopes Using the Envelope Feeder Attachment-D1 (Optional)

This section explains how to use the Envelope Feeder Attachment-D1.

IMPORTANT
The Envelope Feeder Attachment-D1 can only be attached to Paper Drawer 2.

How to Use the Envelope Feeder Attachment-D1

The following types of envelopes can be loaded into the envelope feeder attachment: No. 10 (COM10), Monarch, DL, and ISO-C5.
The setting of the machine and guide size is set to No. 10 (COM10) as the default setting.

IMPORTANT
- When you attach the Envelope Feeder Attachment-D1 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-D1 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.
- If the optional Copy Tray-J1 and Inner Finisher-F1 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 2Way Tray-F1 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 are 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 plate, size switch, and [Register Envelope Drawer] in [Preferences] (Settings/Registration) 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.
- If you want to adjust the width guides to load ISO-C5 envelopes, contact your local authorized Canon dealer.

NOTE
- For more information on envelope types that can be loaded in the Envelope Feeder Attachment-D1, see e-Manual > Basic Operations.
- Sizes of the envelopes are as follows:
  - No. 10 (COM10): 104.7 mm x 241.3 mm
  - Monarch: 98.4 mm x 190.5 mm
  - DL: 110 mm x 220 mm
  - ISO-C5: 162 mm x 229 mm

Preparing the Envelopes

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

✋ IMPORTANT

If envelopes are not neatly aligned before being loaded, a problem with the paper supply or a paper jam may occur. Fix any curls or bends before loading the envelopes.

1

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

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

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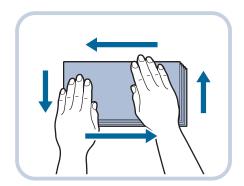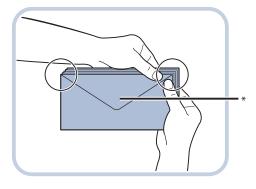
Place the envelopes on a clean, level surface, and press all the way around the envelopes by hand, in the direction of the arrows, to remove any curls.

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

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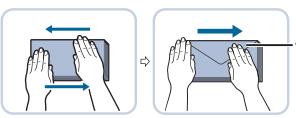
Hold down the four corners of the envelopes firmly, so that they and the sealed or glued portion stay flat.

*

* Flap

4 **Press the envelope in the direction of the arrows.**

* Flap

🖐 IMPORTANT
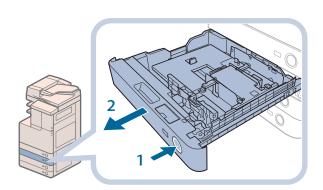
- Take particular care to spread the envelopes out in the direction that they will be fed.
- If you use envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the Envelope Feeder Attachment-D1.

Loading Envelopes

This section explains how to load envelopes into Paper Drawer 2.
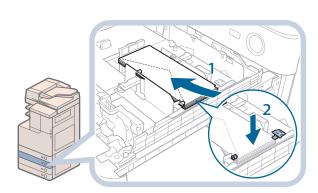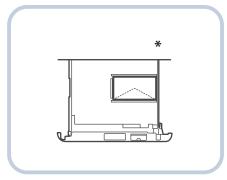
1 Open the drawer.

1. Press and release the button on Paper Drawer 2.
2. Grip the handle, and pull out the paper drawer until it stops.

2 Load the envelopes into the drawer.

1. Load 10 envelopes at a time with the side you want to print on facing up. While loading the envelopes, press down on the left side of the receptacle to lock them into place.
2. Align the leading edges of the envelopes, and make sure that they are held in place under the claws.

Load the envelopes as shown below.

* Be aware of the orientation of the envelopes when loading.

✋ 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 exceed 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, depending on the envelope type and user operating conditions, but as a reference, 30 mm is approximately 50 envelopes.

4 **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.
  • If printing a COM10 No.10, ISO-C5, DL, or Monarch envelope, be aware of the orientation when setting the original. (See e-Manual > Basic Operations.)

Loading the Envelope after Specifying the Size

This section explains how to load the envelopes that are specified in Settings/Registration into the envelope cassette.
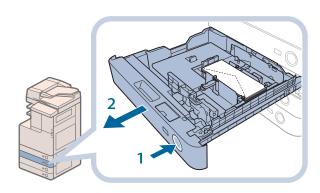
🖐 IMPORTANT
  Make sure that you change the envelope settings from the Settings/Registration screen before carrying out the following procedure. (See e-Manual > Settings/Registration.) Otherwise, the machine may not recognize the changes you have made.
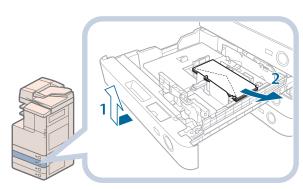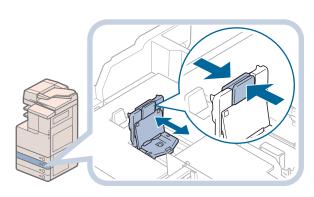
1 **Open the drawer.**

1. **Press and release the button on Paper Drawer 2.**
2. **Grip the handle, and pull out the paper drawer until it stops.**

2 Remove the drawer and envelopes.
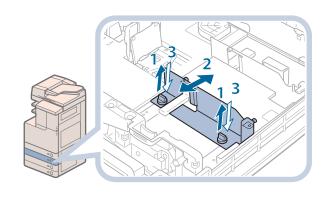
1. Pull and lift the paper drawer out of the machine by holding its left and right sides with both hands.
2. Remove the envelopes that are loaded in the paper drawer (several envelopes at a time).

3 Slide the left guide to align it with the mark for the desired envelope size.
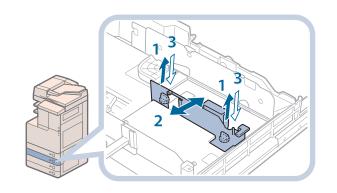
4 Adjust the front guide.

1. Loosen the two screws fixing the front width guide of the envelope feeder attachment.
2. Press down on the envelope receptacle, and move the front width guide to align it with the mark for the desired envelope size.
3. Fix the front width guide in place with the screws.
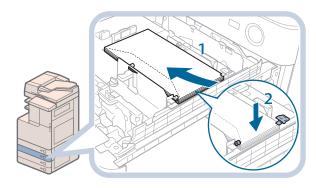
5 Adjust the rear width guide in the same way as in step 4.

6 ▼

Load the envelopes.

Load the envelopes as shown below.

* Be aware of the orientation of the envelopes when loading

1. Load 10 envelopes at a time with the side you want to print on facing up. While loading the envelopes, press down on the left side of the receptacle to lock them into place.
2. Align the leading edges of the envelopes, and make sure that they are held in place under the claws.

✋ 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 exceed 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, depending on the envelope type and user operating conditions, but as a reference, 30 mm is approximately 50 envelopes.

✐ NOTE

For details on how to change the registered envelope information for the drawer, see e-Manual > Settings/Registration.

7 Insert the drawer.

1. **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**
2. **Check the paper size plate, and then register the envelope size in Settings/Registration.**

For details on how to register envelope sizes, see e-Manual > Settings/Registration.

> ⚠ **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.
- If printing a COM10 No.10, ISO-C5, DL, or Monarch envelope, be aware of the orientation when setting the original. (See e-Manual > Basic Operations.)

Replacing the Stamp Ink Cartridge (DADF-AJ1) (Optional)

Originals sent via the feeder can be stamped to indicate that they have been sent. Replace the stamp ink cartridge when the stamp mark is faint or no longer visible.

> ⚠ **CAUTION**
> **When replacing the stamp ink 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.**
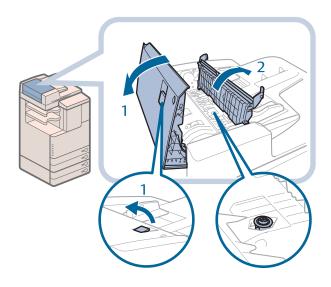
✏ NOTE
The feeder (DADF-AJ1) is an optional product.
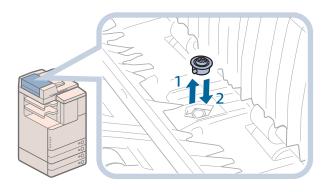
1 Open the covers.

1. Pull the lever → open the feeder cover.
2. Open the inner cover, holding it by its tab.

2 Load the stamp ink cartridge.
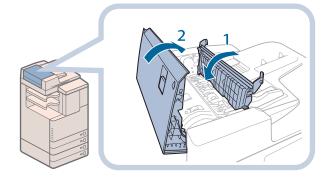
1. Remove the old stamp ink cartridge, using tweezers.
2. Push in the new stamp ink cartridge until it clicks, using tweezers.

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

3 Close the covers.

1. **Close the inner cover.**
2. **Close the feeder cover.**

⚠️ **CAUTION**

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

Replacing the Staple Cartridge (For Optional Products)

This section describes how to replace the staple case and staple cartridge in the stapler unit and saddle stitcher unit.
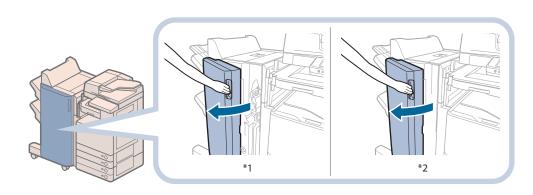
📝 NOTE
- The Staple Finisher-M1, Booklet Finisher-M1, and Inner Finisher-F1 are optional products.
- We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.
- Use only staple cartridges intended for use with this machine.

Replacing the Staple Cartridge in the Stapler Unit (Staple Finisher-M1/Booklet Finisher-M1)

When the Staple Finisher-M1 or Booklet Finisher-M1 is almost out of staples and the staple cartridge in the stapler unit must be replaced, a screen prompting you to replace the staple cartridge appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

1

Open the front cover of the finisher.

*1

*2

*1 Booklet Finisher-M1
*2 Staple Finisher-M1

2

Pull out the staple case, holding it by the green tab.

3 Pull out the empty staple cartridge from the staple case.

1. Press the areas indicated by PUSH on both sides of the staple case.
2. Once you have released the spring-loaded case, pull out the staple cartridge.

4 Insert a new staple cartridge into the staple case.

1. Insert a new staple cartridge.
2. Press the spring-loaded case down until it clicks into place.
3. Remove the seal holding the staples together, by pulling it straight out.

IMPORTANT

- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.
- Only one staple cartridge can be inserted at a time.
- Make sure that you pull the seal straight out. If you pull it out at an angle, it may tear.

5 Gently push the staple case back into the finisher and push down firmly until it is securely in place.

6 Close the front cover of the finisher.

✎ **NOTE**

After the cover is closed, the stapler unit may automatically perform a "dry" stapling operation to reposition the staples.

Replacing the Staple Case in the Saddle Stitcher Unit (Booklet Finisher-M1)

When the saddle stitcher unit of the Booklet Finisher-M1 is almost out of staples and the staple case must be replaced, a screen prompting you to replace the staple case appears on the touch panel display. Follow the procedure described below to replace the staple case.
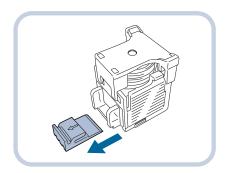
✋ **IMPORTANT**

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

✎ **NOTE**
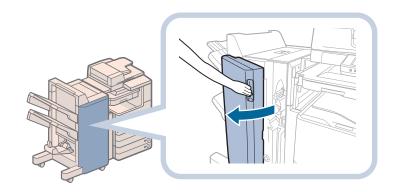
- This procedure is necessary only if the Booklet Finisher-M1 is attached (the Booklet Finisher-M1 is an optional product).
- We recommend that you order staple cases from your local authorized Canon dealer before your stock runs out.
- Use only staple cases intended for use with this machine.
- Remove the black part on the end before inserting the staple case.

1 Open the front cover of the finisher.

2
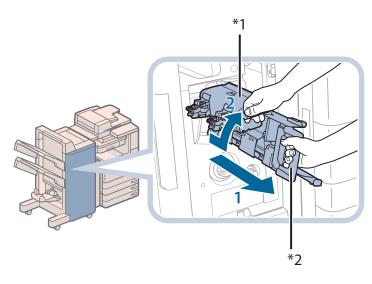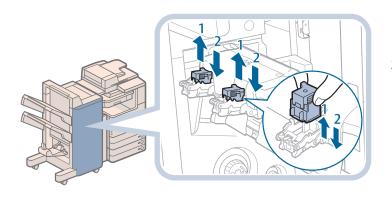
Pull out the saddle stitcher unit, and then push the stapler unit up.

*1

*2

*1 Stapler Unit
*2 Saddle Stitcher Unit

1. Grip the handle of the saddle stitcher unit, and pull out until it stops.
2. Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.

3

Insert the new staple case.
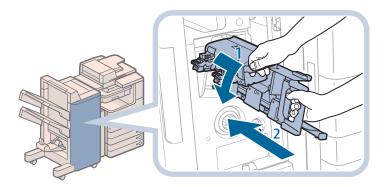
1. Pull out the empty staple case, holding it by its left and right sides.
2. Push the new staple case in until it clicks into place.

✐ NOTE
- Only one staple case can be inserted at a time.
- When replacing the staple cases, replace both the front and back staple cases.

4

Push the saddle stitcher unit back into its original position.

1. Pull the stapler unit towards you, and then push it down into its original position.
2. Grip the handle of the saddle stitcher unit, and return it to its original position.

> ⚠ **CAUTION**
> When pushing the saddle stitcher unit back into its original position, be careful not to get your fingers caught, as this may result in personal injury.

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.

🤚 **IMPORTANT**
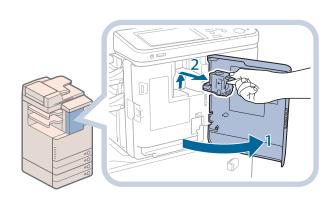
When you have replaced the staple case, be sure to manually reposition the staples in the saddle stitcher unit. (See e-Manual > Settings/Registration.)

Replacing the Staple Cartridge (Inner Finisher-F1)

This section describes the procedure for replacing the staple cartridge in the Inner Finisher-F1.

1
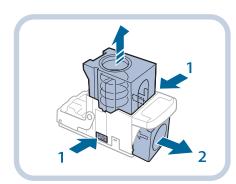
Pull out the staple case from the finisher.

1. Open the front cover of the finisher.
2. Lift and pull out the staple case from the stapler unit, holding it by the green tab.

2
Pull out the empty staple cartridge from the staple case.

1. Press the areas indicated by PUSH on both sides of the staple case.
2. Once you have released the spring-loaded case, pull out the staple cartridge.

3
Insert a new staple cartridge into the staple case.

1. Insert a new staple cartridge.
2. Press the spring-loaded case down until it clicks into place.
3. Remove the seal holding the staples together, by pulling it straight out.

✋ IMPORTANT
- Do not remove the seal that holds the staples together before you place the staple cartridge into the staple case.
- Only one staple cartridge can be inserted at a time.
- Make sure that you pull the seal straight out. If you pull it out at an angle, it may tear.

4
Attach the staple case to the finisher.

1. Gently push the staple case back into the finisher and push down firmly until it is securely in place.
2. 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
After the cover is closed, the stapler unit may automatically perform a "dry" stapling operation to reposition the staples.

⇄ Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, a 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 the Black toner or all of the toners run out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge appears on the touch panel display.
Follow the procedure described below to replace the toner cartridge.
If you press [Close], 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 to ignite, resulting in burns or a fire.**
- **If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.**

⚠ **CAUTION**
- **Keep toner out of the reach of small children.**
- **If toner is ingested, consult a physician immediately.**
- **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.
- For information on the supported Canon genuine toner, see "Consumables," on p. 96.
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.
- The color of the toner to be replaced is displayed on the touch panel display. If multiple toner cartridges must be replaced, replace the toner cartridges in the following order: Black, Yellow, Magenta, Cyan.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- You can set the machine to display a message indicating that the remaining toner is low. (See e-Manual > Settings/ Registration.)

✎ NOTE

- When the message <Black toner is low. Replacement not yet needed.> appears, approximately 10% of the toner is left. It is recommended that you get a new toner cartridge ready for replacement before the displayed toner color runs out.
- 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.
- If black toner is left, you can continue copying and printing in black-and-white.
- After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform [Auto Adjust Gradation] in [Adjustment/Maintenance]. (See e-Manual > Settings/Registration.)

1 Press [🖨].

✎ NOTE
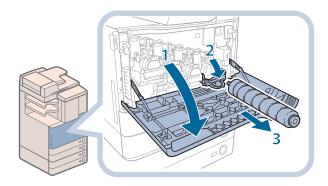
If the Black toner or all of the toners run out, this step is not necessary.

2 Remove the displayed color's toner cartridge.

1. **Open the front cover of the main unit.**
2. **Completely open the cover for the toner cartridge to replace.**
3. **Pull out the toner cartridge.**

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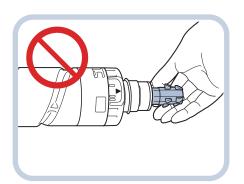
Do not burn or throw used toner cartridge into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.
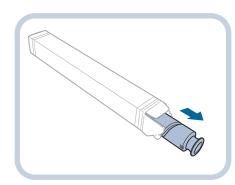
🖐 IMPORTANT

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.
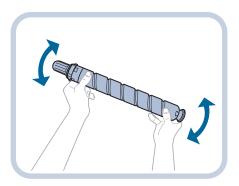
3 Prepare the new toner cartridge.
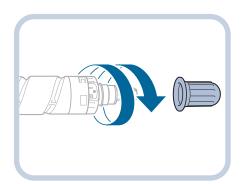
1. **Open a package containing the indicated color's toner cartridge, and remove the toner cartridge.**

2. **Hold the new toner cartridge in both hands, as shown on the left, and gently tilt it several times.**
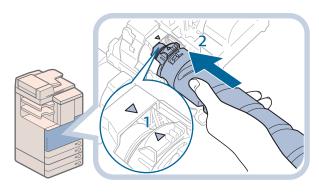
3. **Remove the protective cap from the new toner cartridge.**

Twist the protective cap of the new toner cartridge in the direction of the arrow to remove it.

4 Insert the new toner cartridge.
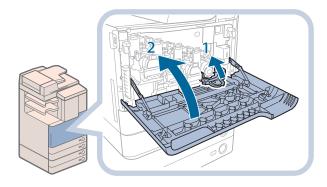
1. **Align the arrow on the ring near the end of the new toner cartridge with the arrow on the toner inlet of the machine, as indicated in the diagram.**
2. **Push the new toner cartridge in as far as possible.**

✎ NOTE

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

5 Close the covers.

1 Close the cover for the toner cartridge you replaced.
2 Close the front cover of the main unit.

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

⇄ Replacing the Waste Toner Container

When the waste toner container nears capacity, a message appears on the touch panel display. In this case, you should prepare a new waste toner container.
When the waste toner container is full, a screen with instructions on how to replace the waste toner container appears on the touch panel display. Follow the procedure described below to replace the waste toner container.
Even if you do not replace the waste toner container immediately, you can perform printing for a while. The number of prints you can make depends on the content you print.
However, if you continue printing, an error will occur and you will become unable to print.

⚠ WARNING
- **Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**
- **If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.**

⚠ CAUTION
- **If toner is ingested, consult a physician immediately.**
- **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.**
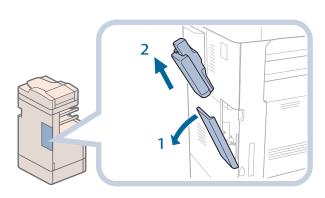
✋ IMPORTANT
- Your local authorized Canon dealer will dispose of used waste toner containers. Use the provided cover to cover up the opening of the used waste toner container.
- Used toner cannot be reused. Do not mix new and used toner together.
- Use only waste toner containers intended for use with this machine.
- Do not replace the waste toner container before the message prompting you to replace it appears on the touch panel display.

✎ NOTE
- Complete instructions on how to replace the waste toner container can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If the waste toner container must be replaced during a print job, the remaining prints are made after the new waste toner container is installed.

1 Pull out the waste toner container from the left rear side of the machine.
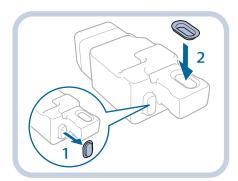
Back Left Side of the Main Unit

1. **Open the cover for the waste toner container.**
2. **Pull out the waste toner container.**

2

Attach the provided cover to the used waste toner container.

1. Remove the cover from the used waste toner container.
2. Cover the opening of the used waste toner container with the cover removed in step 1.
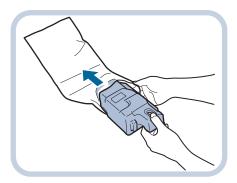
⚠ **CAUTION**
When removing the waste toner container, be careful not to tilt it, as the toner may spill and get onto your hands or clothing.

3

Put the removed waste toner container into a bag, and then tie it up at the top to prevent the toner remaining inside the cartridge from scattering.
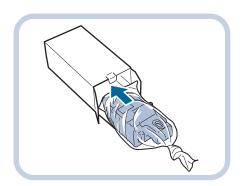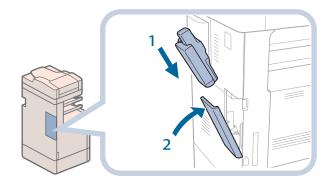
✎ NOTE
Use a bag in the box in which the new waste toner container is stored.

4

Put the bag containing the used waste toner container into the box.

5 Insert the new waste toner container.

1. Insert the new waste toner container.
2. Close the cover for the waste toner container.

⚠ **CAUTION**

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

✎ Routine Cleaning

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

- **Platen glass**
- **Underside of the feeder/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.
> - 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.

🖐 IMPORTANT
- When cleaning with a cloth, do not dampen it too much, as this may damage the original or break the machine.
- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.
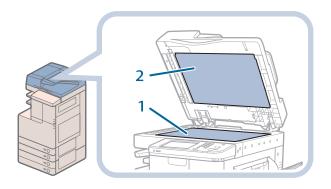
✎ NOTE
- The feeder (DADF-AJ1) is an optional product.

Cleaning the Platen Glass and Underside of the Feeder/Platen Cover

If the platen glass or the underside of the feeder/platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly. Clean the platen glass and the underside of the feeder/platen cover by following the procedure below.

1 **Clean the platen glass and the underside of the feeder/platen cover with a cloth which is wrung after being dampened in water and then wipe them clean with a soft, dry cloth.**

1. Clean the platen glass.
2. Clean the underside of the feeder/platen cover.

✎ NOTE
If stains won't come out, clean the platen glass and the underside of the feeder/platen cover with a cloth which is wrung after being dampened in detergent, and then wipe them clean with a soft, dry cloth.

Manual Feeder Cleaning
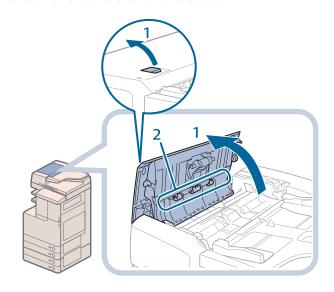
If originals that have been fed through the feeder have streaks or appear dirty, clean the feeder's rollers.
Clean the rollers of the feeder with a cloth dampened with water, and wipe them with a soft, dry cloth.

✋ IMPORTANT
- Spin the rollers while cleaning them.
- If the document feed scanning area is dirty, documents may not be scanned clearly, and the size of the document may not be detected correctly.
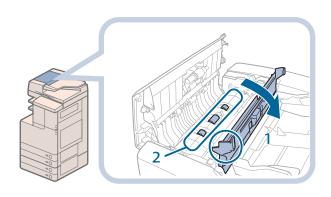
Clean the rollers of the feeder.

1. Pull the lever, and open the feeder cover.
2. Clean the rollers (a total of three places) inside the feeder cover.
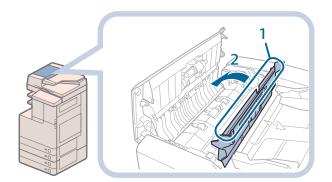
Clean the rollers inside the inner cover.

1. Open the inner cover, holding it by its tab.
2. Clean the rollers (a total of three places) inside the inner cover.

Routine Maintenance

3 Clean the transparent plastic area on top of the inner cover.

1. Clean the plastic area.
2. Close the inner cover.
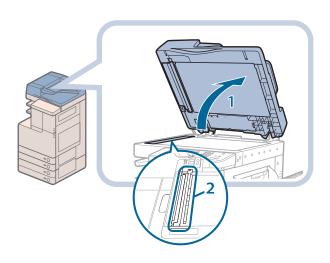
⚠ **CAUTION**

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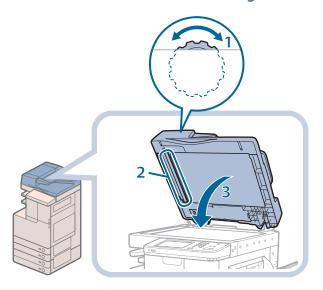
4 Clean the feeder scanning area.

1. Open the feeder.
2. Clean the feeder scanning area.

5 Clean the roller and the surrounding area.

1. Turn the roller while turning the feed dial.
2. Clean the area while turning the roller.
3. Close the feeder.
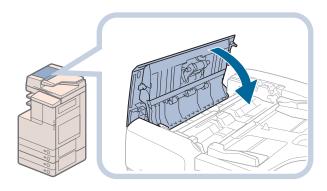
⚠ **CAUTION**

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

6 Close the feeder cover.

⚠ **CAUTION**

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

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, perform an automatic feeder cleaning for the rollers of the feeder.

1

Press ⊛ (Settings/Registration).

2

Press [Adjustment/Maintenance] → [Maintenance] → [Clean Feeder].

3

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

It takes approximately 20 seconds to clean the feeder.

Use normal A4 size paper.

When cleaning is complete, try scanning again.

✎ NOTE
- Feeder Cleaning cannot be performed during printing.
- To cancel feeder cleaning while it is in progress, press [Cancel].

Cleaning the Inside of the Main Unit

If streaks appear on printed output, or random parts of the printed image are missing, the inside of the main unit may be dirty. In this case, perform automatic cleaning of the inside of the main unit.

1

Press ⊛ (Settings/Registration).

2

Press [Adjustment/Maintenance] → [Maintenance] → [Clean Inside Main Unit].

3

Press [Start].

When cleaning is complete, try printing again.

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.

● Recommended Paper

In addition to plain paper (A3, B4, A4, and B5 size), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available.

> ⚠ **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
- Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.
- 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.

● 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.
Toner comes in four colors: black, cyan, magenta, and yellow.
Check the toner color that you need to replace before ordering toner from your local authorized Canon dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct color.
Use only toner cartridges intended for use with this machine.
For optimum print quality, using Canon genuine toner is recommended.
Contact your local authorized Canon dealer to obtain new Canon genuine toner.
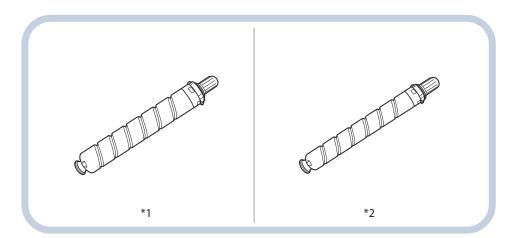
*1   *2

*1 Black Toner Cartridge
*2 Cyan, Magenta, or Yellow Toner Cartridge

⚠ 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.**
- **If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.**

⚠ CAUTION

Keep toner out of the reach of small children. If toner is 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%.)
- [Be careful of counterfeit toners]
  Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance.
  Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner.
  For more information, see canon.com/counterfeit.

Routine Maintenance

● Stamp Ink Cartridge

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

Stamp Ink Cartridge-C1

● Staple Cartridge

Finisher	Name	Shape
Booklet Finisher-M1	Staple Cartridge-D2 Staple Cartridge-D3	
Staple Finisher-M1 Booklet Finisher-M1 Inner Finisher-F1	Staple-J1	

Troubleshooting

4

Clearing Paper Jams

If a paper jam occurs, a screen indicating the location of the paper jam and how to clear the jam appears on the touch panel display. Follow the instructions on the screen to clear the paper jam. The screen is displayed repeatedly until the paper jam is cleared. If you press [Close], you can continue operations, such as setting modes or scanning originals, even if the jammed paper is not removed immediately.

WARNING

Some areas inside the machine 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. 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.

IMPORTANT
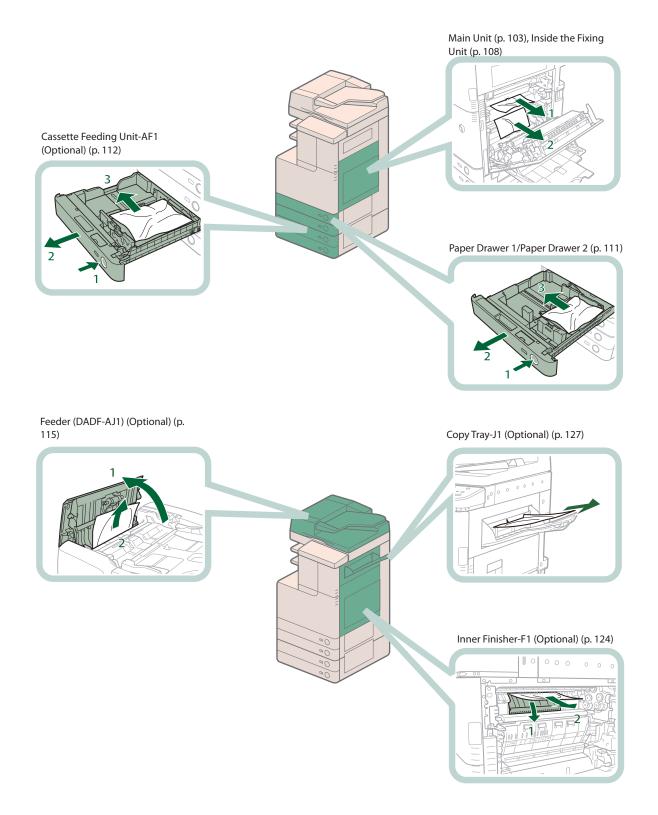
- If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-AJ1) (Optional)," on p. 115.)
- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
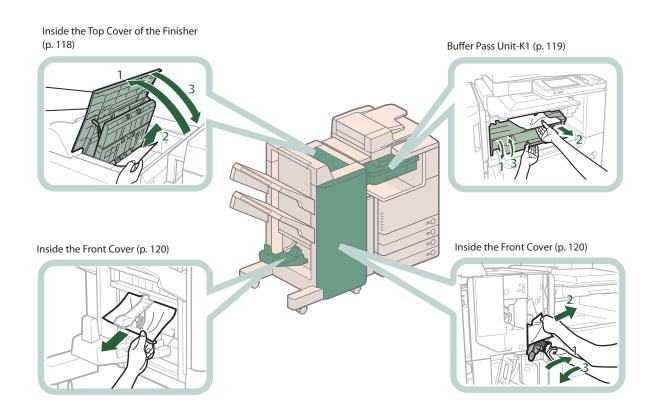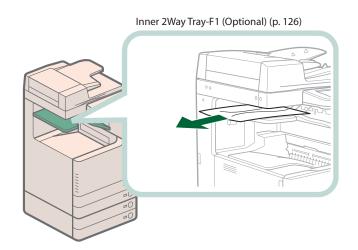
NOTE

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

Locations of Paper Jams

Paper jams may occur in the following parts of the machine. See the applicable section to clear the paper jam.

Main Unit (p. 103), Inside the Fixing Unit (p. 108)

Cassette Feeding Unit-AF1 (Optional) (p. 112)

Paper Drawer 1/Paper Drawer 2 (p. 111)

Feeder (DADF-AJ1) (Optional) (p. 115)

Copy Tray-J1 (Optional) (p. 127)

Inner Finisher-F1 (Optional) (p. 124)

Inside the Top Cover of the Finisher
(p. 118)

Buffer Pass Unit-K1 (p. 119)

Inside the Front Cover (p. 120)

Inside the Front Cover (p. 120)

Inner 2Way Tray-F1 (Optional) (p. 126)

Main Unit

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

✎ NOTE
- If paper is loaded in the multi-purpose tray, make sure to remove any paper from the multi-purpose tray first.
- If the Copy Tray-J1 is attached to the main unit, remove all output paper from the tray.

When No Optional Tray or Finisher Is Attached
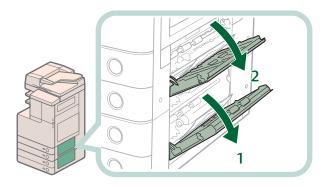
If the optional Inner 2Way Tray-F1, Copy Tray-J1, Inner Finisher-F1, Staple Finisher-M1, or Booklet Finisher-M1 is not attached, follow the instruction below to remove jammed paper.

1 Remove any paper jammed from the output tray.

2 Open the paper drawer's lower right cover and upper right cover → check for paper jams.

1. Open the paper drawer's lower right cover.
2. Open the paper drawer's upper right cover.

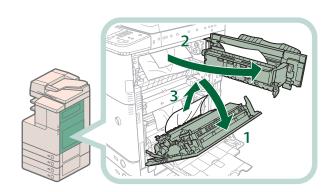If there is any jammed paper, remove it, and close the covers.

⚠ **CAUTION**

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

✎ NOTE

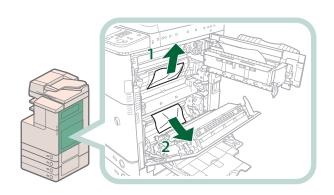Gently close the covers until they click into place in the closed positions.

3 Remove any jammed paper inside the lower right cover of the main unit.

1. Grip the handle, and open the lower right cover of the main unit.
2. Remove any jammed paper inside the lower right cover of the main unit.

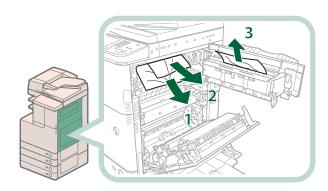## 4 Remove any jammed paper in the first output tray.
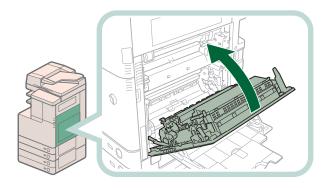
⚠ **CAUTION**

The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.

5 Close the lower right cover of the main unit.

⚠ **CAUTION**

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

✎ NOTE

Gently close the lower right cover until it clicks into place in the closed position.

6 Follow the instructions on the screen.

✐ **NOTE**

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

When an Optional Tray or Finisher Is Attached
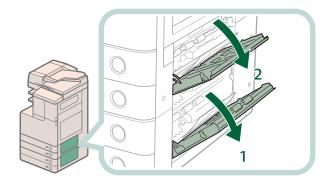
If the optional Inner 2Way Tray-F1, Copy Tray-J1, Inner Finisher-F1, Staple Finisher-M1, or Booklet Finisher-M1 is attached, follow the instructions below to remove any jammed paper.

1 Remove any jammed paper protruding from the output tray.

▼

2 Open the paper drawer's lower right cover and upper right cover → check for paper jams.

▼

1. Open the paper drawer's lower right cover.
2. Open the paper drawer's upper right cover.

If there is any jammed paper, remove it, and close the covers.

⚠ **CAUTION**

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

✐ **NOTE**

Gently close the covers until they click into place in the closed positions.

3

Remove any jammed paper inside the lower right cover and upper right cover of the main unit.

1. Grip the handle, and open the lower right cover of the main unit.
2. Grip the green handle, and open the upper right cover of the main unit.
3. Remove any jammed paper inside the lower right cover of the main unit.

4

Remove any jammed paper protruding from the first output tray.

1. Remove any jammed paper on top of the fixing unit.
2. If you cannot pull it up, pull it out from the bottom.

⚠ **CAUTION**

The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.

5
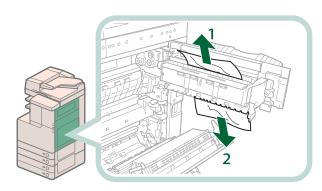
Remove any jammed paper protruding from the second output tray, reversing unit, and third output tray.

1. Remove any jammed paper in the second output tray.
2. Remove the jammed paper while pressing down the green reversing unit guide.
3. Remove any jammed paper in the third output tray.

6 ▼
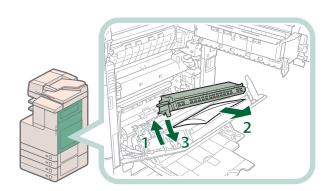
Remove any jammed paper from the upper and/or lower parts of the duplexing unit.

7 ▼
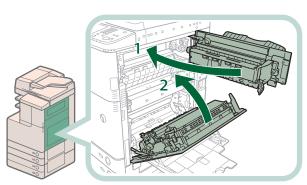
Remove any jammed paper in the duplexing unit.

1. Lift the duplexing unit.
2. Remove any jammed paper.
3. Push the duplexing unit back into its original position.

8 ▼

Close the upper right cover and lower right cover of the main unit.

1. Close the upper right cover of the main unit.
2. Close the lower right cover of the main unit.

> ⚠ **CAUTION**
>
> **When closing the covers of the main unit, be careful not to get your fingers caught, as this may result in personal injury.**

✋ IMPORTANT

Make sure you close the upper right cover of the main unit before you close the lower right cover of the main unit.

✎ NOTE

Gently close the covers until they click into place in the closed positions.

9 Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared

Inside the Fixing Unit

If a message indicating there is a paper jam inside the fixing unit appears, follow the procedure described below to remove the jammed paper.
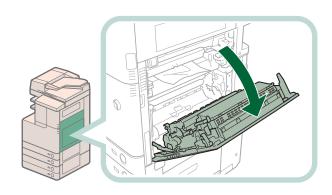
⚠ **CAUTION**

The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.
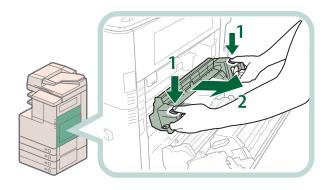
1 Grip the handle, and open the lower right cover of the main unit.

2 Remove the fixing unit.

1. **Hold the fixing unit by the parts indicated in blue.**
2. **Slowly remove the fixing unit.**
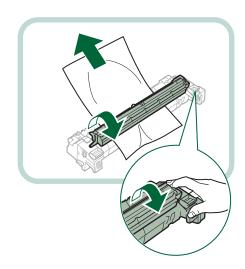
⚠ **CAUTION**

The fixing unit and its surroundings inside the printer are hot during use. Make sure the fixing unit is completely cool before removing the jammed paper. Touching the fixing unit when it is still hot may result in burns.
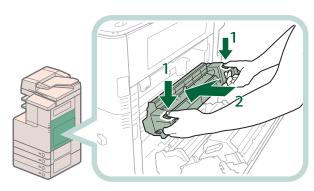
3 Remove the jammed paper.

1. **Place the fixing unit on a flat surface.**
2. **Open the fixing unit cover and remove the jammed paper.**

4 Install the fixing unit.
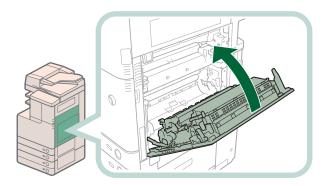
1. **Hold the fixing unit by the parts indicated in blue.**
2. **Gently slide the fixing unit back into place.**

✐ NOTE

Gently push the fixing unit back into the machine until it clicks into place.

5 **Close the lower right cover of the main unit.**

⚠ **CAUTION**

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

✎ NOTE

- Gently close the lower right cover until it clicks into place in the closed position.
- The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared.

Paper Sources

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.
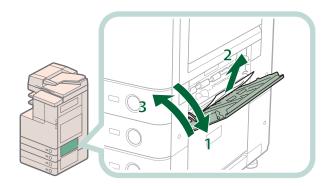
✎ **NOTE**
- If you are using the imageRUNNER ADVANCE C2220L, Paper Drawer 2 is an optional product.
- The Cassette Feeding Unit-AF1 is an optional product.
- If paper is loaded in the multi-purpose tray, remove the loaded paper.

Paper Drawer 1/Paper Drawer 2

1   Remove any jammed paper inside the paper drawer's upper right cover.

1. Grip the handle, and open the paper drawer's upper right cover.
2. Remove any jammed paper.
3. Close the paper drawer's upper right cover.

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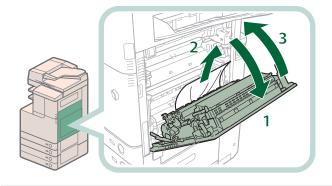
When closing the paper drawer's upper right cover, be careful not to get your fingers caught, as this may result in personal injury.

✎ **NOTE**

Gently close the paper drawer's right cover until it clicks into place in the closed position.

2   Remove any jammed paper inside the lower right cover of the main unit.

1. Grip the handle, and open the lower right cover of the main unit.
2. Remove any jammed paper.
3. Close the lower right cover of the main unit.

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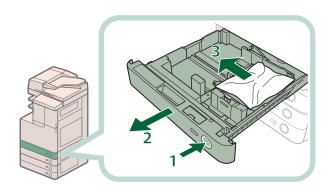
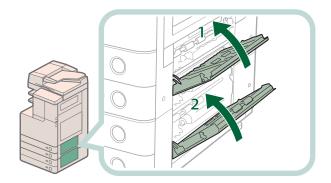When closing the lower right cover of the main unit, be careful not to get your fingers caught, as this may result in personal injury.

✎ **NOTE**

Gently close the lower right cover until it clicks into place in the closed position.

3

Remove any jammed paper inside the paper drawer.

1. Press and release the button on the paper drawer 1 or 2.
2. Grip the handle, and pull out the paper drawer until it stops.
3. Remove any jammed paper.

4

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.

5

Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Cassette Feeding Unit-AF1 (Optional)
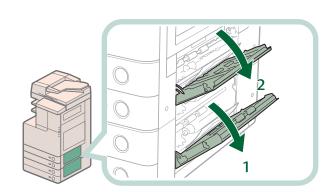
Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.

✐ NOTE

The Cassette Feeding Unit-AF1 is an optional product.

1
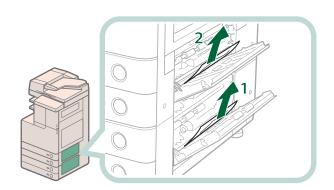
Open the paper drawer's lower right cover and upper right cover.

1. Open the paper drawer's lower right cover.
2. Open the paper drawer's upper right cover.

2

▼
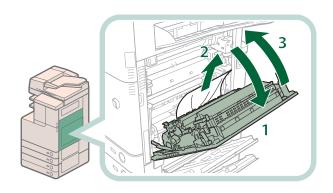
Remove any jammed paper inside the paper drawer's lower right cover and upper right cover.

1. Remove any jammed paper inside the paper drawer's lower right cover.
2. Remove any jammed paper inside the paper drawer's upper right cover.

3

▼

Remove any jammed paper inside the lower right cover of the main unit.

1. Open the lower right cover of the main unit.
2. Remove any jammed paper.
3. Close the lower right cover of the main unit.

⚠ **CAUTION**

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

✎ NOTE

Gently close the lower right cover until it clicks into place in the closed position.

4 Close the covers.

1. Close the paper drawer's upper right cover.
2. Close the paper drawer's lower right cover.

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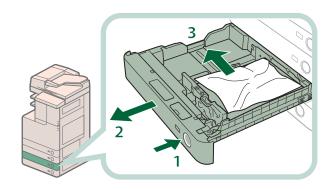
When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

🖉 NOTE

Gently close the covers until they click into place in the closed positions.

5 Remove any jammed paper inside the paper drawer.

1. Press and release the button on the paper drawer 3 or 4.
2. Grip the handle, and pull out the paper drawer until it stops.
3. 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 Follow the instructions on the screen.

🖉 NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Feeder (DADF-AJ1) (Optional)

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.
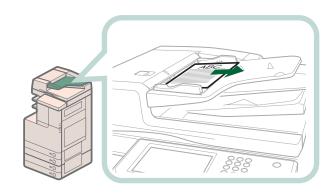
> ⚠ **CAUTION**
>
> **When removing jammed originals, take care not to cut your hands on the edges of the originals.**

✐ **NOTE**
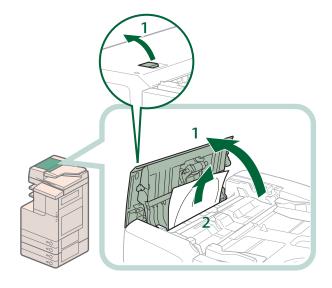The feeder (DADF-AJ1) is an optional product.

1 Remove originals from the original supply tray.

2 Remove any jammed paper inside the feeder cover.
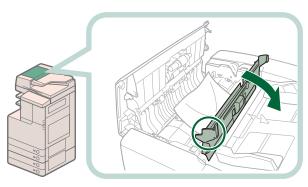
If there is difficulty in removing jammed original, do not try to remove it forcibly, and proceed to step 3.

1. **Pull the lever, and open the feeder cover.**
2. **Remove any jammed paper.**

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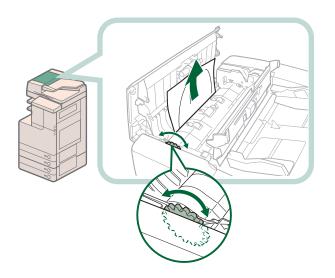
Open the inner cover, holding it by its front tab.

4
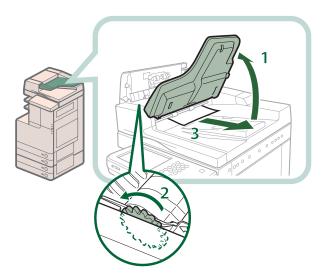
Turn the feed dial inside the feeder cover in the direction of the arrow (clockwise), and remove any original jammed in the feeder cover.

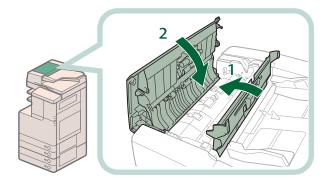1. Turn the feed dial to the right.
2. Remove any jammed paper

5

Remove any original jammed in the output tray.

1. Turn the feed dial to the left.
2. Lift the original supply tray.
3. Remove any jammed paper.

6 Close the feeder cover.

1. Close the inner cover.
2. Close the feeder cover.
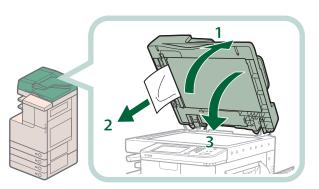
⚠ **CAUTION**

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

7 Remove any jammed paper inside the feeder.

1. Open the feeder.
2. Remove any jammed paper.
3. 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.

✏ NOTE

If it is difficult to remove the jammed original, turn the feed dial counterclockwise.

8 Follow the instructions on the screen.

✏ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

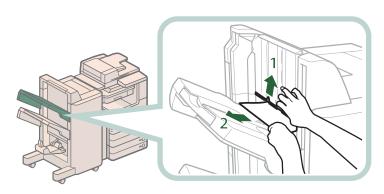# Staple Finisher-M1/Booklet Finisher-M1 (Optional)

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

✏ NOTE

The Staple Finisher-M1, Booklet Finisher-M1, and Buffer Pass Unit-K1 are optional products.

Inside the Top Cover of the Finisher
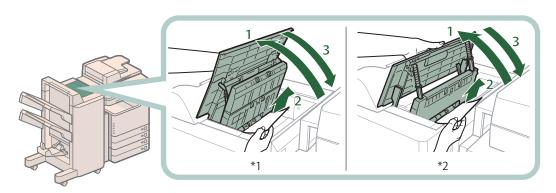
1

Remove any jammed paper in the output part.

1. Lift up the output slot.
2. Remove any jammed paper that is visible.

If you cannot see any paper, check whether there is any jammed paper in the output area.

✏ NOTE

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.

*1 Booklet Finisher-M1
*2 Staple Finisher-M1

1. Open the top cover of the finisher.
2. Remove any jammed paper.
3. Close the top cover of the finisher.

⚠ **CAUTION**

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

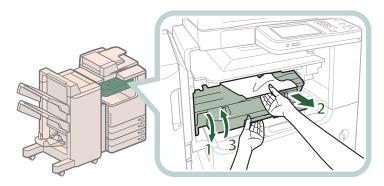## 3 Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Buffer Pass Unit-K1

1 Remove any jammed paper in the buffer pass unit.

1. Open the buffer pass unit.
2. Remove any jammed paper.
3. 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.

2 Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Booklet Finisher-M1 (Optional)

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.
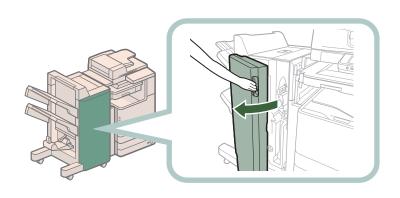
✎ NOTE
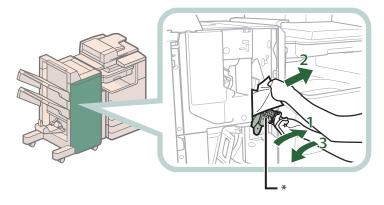The Booklet Finisher-M1 is an optional product.

Inside the Front Cover

1

Open the front cover of the finisher.

▼

2

Remove any jammed paper from the upper delivery guide.

1. Open the upper delivery guide.
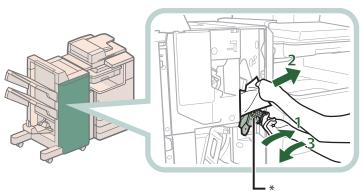2. Remove any jammed paper.

▼

* Upper Delivery Guide

⚠ **CAUTION**
When releasing the upper delivery guide, be careful not to get your fingers caught, as this may result in personal injury.

✎ NOTE
The upper delivery guide is spring-loaded. When you release the upper delivery guide, it returns to its original position.

3 Remove any jammed paper from the lower delivery guide.

1. Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.
2. Remove any jammed paper.
3. Return the delivery guide to its original position.

* Lower Delivery Guide

⚠ CAUTION

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

4 Close the front cover of the finisher.

⚠ CAUTION

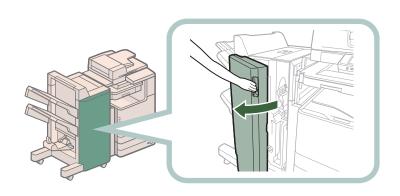**When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**
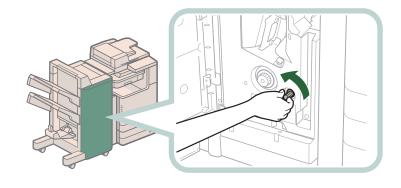
5 Follow the instructions on the screen.

✎ NOTE
The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.
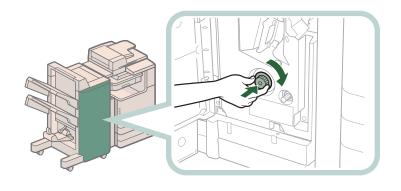
1 ▼

Open the front cover of the finisher.

2 ▼

Turn the knob on the right in the direction of the arrow (counterclockwise) until it stops.
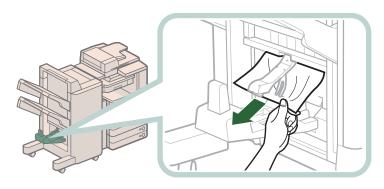
3 ▼

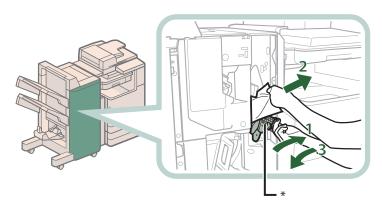**While pushing in the knob on the left, turn it in the direction of the arrow (clockwise).**

4

Remove any jammed paper protruding from the output part.

5

Remove any jammed paper from the lower delivery guide.

1. Turn the lever on the lower delivery guide to the right until it stops, and then tilt the lower delivery guide to the right.
2. Remove any jammed paper.
3. Return the delivery guide to its original position.

2

1

3

*

* Lower Delivery Guide

⚠ **CAUTION**

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

6

Close the front cover of the finisher.

⚠ **CAUTION**

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

7

Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.
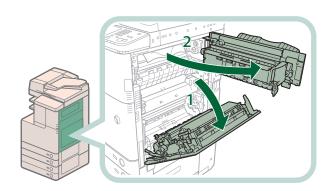
Inner Finisher-F1 (Optional)

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

📝 NOTE
- The Inner Finisher-F1 is an optional product.
- If there is paper in the output tray, remove the output paper before proceeding with this procedure.
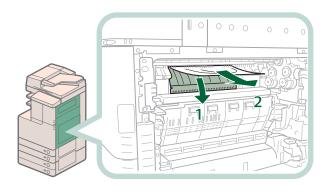- If the Copy Tray-J1 is attached to the main unit, remove all output paper from the tray.

1 Open the covers of the main unit.

1. Grip the handle, and open the lower right cover of the main unit.
2. Grip the green handle, and open the upper right cover of the main unit.
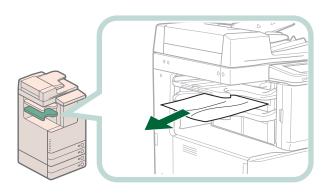
2 Press down and hold the inner guide, and remove any jammed paper.

If there is paper jammed in a location other than the inner guide, follow the instructions in "When Optional Tray or Finisher Is Attached" in "Main Unit" to remove any jammed paper (see p. 105.)

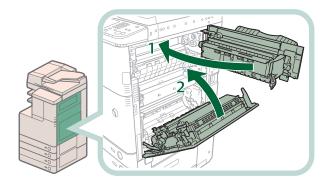## 3 Remove any jammed paper protruding from the output tray.

📝 NOTE

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.

4

Close the upper right cover and lower right cover of the main unit.

1. Close the upper right cover of the main unit.
2. Close the lower right cover of the main unit.

⚠ CAUTION

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

🖐 IMPORTANT

Make sure you close the upper right cover of the main unit before you close the lower right cover of the main unit.

✏ NOTE

Gently close the covers until they click into place in the closed positions.

5

Follow the instructions on the screen.

✏ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Inner 2Way Tray-F1 (Optional)

Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.
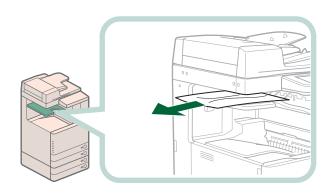
✐ NOTE
- The Inner 2Way Tray-F1 is an optional product.
- If the Copy Tray-J1 is attached to the main unit, remove all output paper from the tray.

1

Follow the instructions in "When an Optional Tray or Finisher Is Attached," in "Main Unit" to remove any jammed paper. (See p. 105)

2

Remove any jammed paper from the Inner 2Way Tray.

3

Follow the instructions on the screen.

✐ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Copy Tray-J1 (Optional)

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.
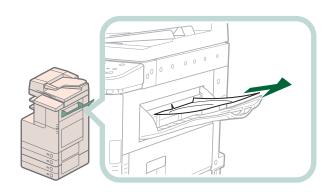
✎ NOTE

- The Copy Tray-J1 is an optional product.
- Remove all output paper from the Copy Tray-J1 before proceeding with this procedure.

1 Follow the instructions in "When an Optional Tray or Finisher Is Attached," in "Main Unit" to remove any jammed paper (See p. 105).

2 Remove any jammed paper protruding from the Copy Tray.

3 Follow the instructions on the screen.

✎ NOTE

The screen indicating the directions on how to clear the paper jam is displayed repeatedly until the paper jam is cleared.

Reducing the Frequency of Paper Jams

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.

● **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 is not loaded correctly in the paper drawer.**
Make sure that the paper size plate of the paper drawer matches the size of the paper loaded in the paper drawer.
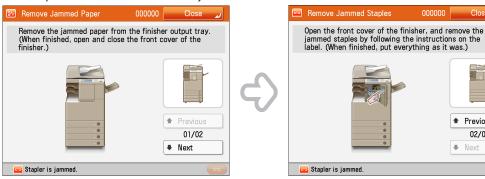
Clearing Staple Jams (For Optional Products)

If a staple jam occurs, a screen indicating the location of the staple jam and how to clear the jam appears on the touch panel display. Follow the instructions on the screen to clear the staple jam. The screen is displayed repeatedly until the staple jam is cleared. If you press [Close], you can continue operations, such as setting modes or scanning originals, even if the jammed staple is not removed immediately.
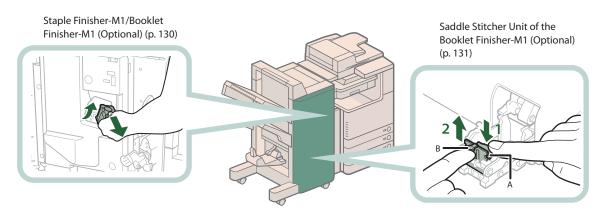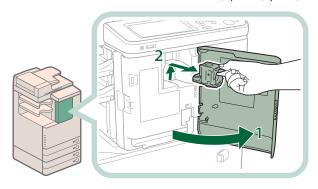

IMPORTANT

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

Locations of Staple Jams

For information on the parts of the machine in which staple jams occur and instructions on clearing staple jams, see the following.

Staple Finisher-M1/Booklet Finisher-M1 (Optional) (p. 130)

Saddle Stitcher Unit of the Booklet Finisher-M1 (Optional) (p. 131)

Inner Finisher-F1 (Optional) (p. 134)

Staple Finisher-M1/Booklet Finisher-M1 (Optional)

Check the location of the staple jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed staple.
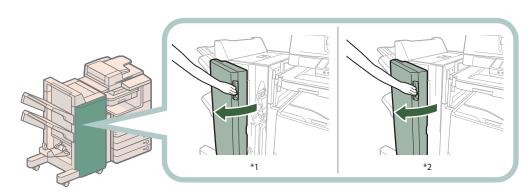
✋ IMPORTANT

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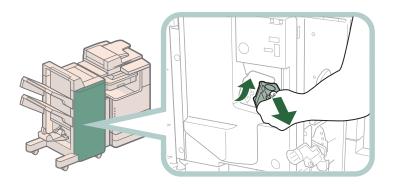
✎ NOTE

The Staple Finisher-M1 and Booklet Finisher-M1 are optional products.
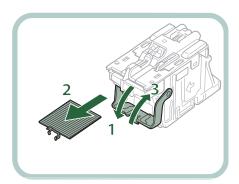
1

Open the front cover of the finisher.

*1

*2

*1 Booklet Finisher-M1
*2 Staple Finisher-M1

2

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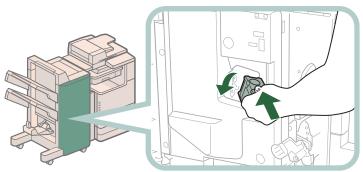

3

Remove any staples jammed in the staple case.

1. Push down the tab on the staple case.
2. Remove all of the staples that slide from the staple cartridge.
3. Return the tab on the staple case to its original position.

4 ▼ Gently push the staple case back into the finisher and push down firmly until it is securely in place.

5 Close the front cover of the finisher.

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

> ✎ NOTE
> After the cover is closed, the stapler unit may automatically perform a "dry" stapling operation to reposition the staples.

Saddle Stitcher Unit of the Booklet Finisher-M1 (Optional)

Check the location of the staple jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed staple.
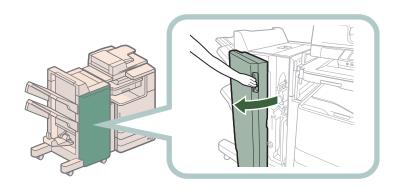
✋ IMPORTANT
- Make sure to close all covers and paper drawers of the machine before clearing any staple jams.
- Before clearing a staple jam in the saddle stitcher unit, remove all paper that has been output to the booklet tray.

✎ NOTE
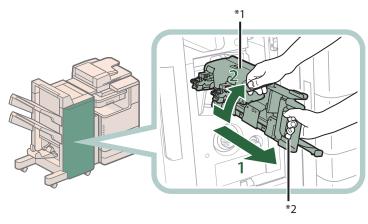The Booklet Finisher-M1 is an optional product.

1 ▼ Open the front cover of the finisher.

2

Pull out the saddle stitcher unit.

*1 Stapler Unit of the Saddle Stitcher Unit
*2 Saddle Stitcher Unit
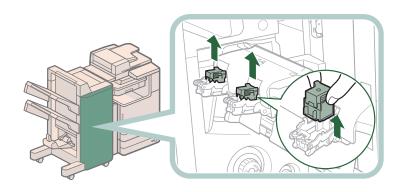
1. Grip the handle of the saddle stitcher unit, and pull out until it stops.
2. Pull the stapler unit of the saddle stitcher unit towards you, and then push it up.
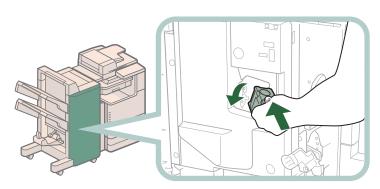
3

Pull out the staple case containing the jammed staples, holding it by its left and right sides.

4
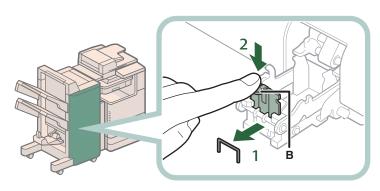
Push up the tab on the staple case.

1. Push down Part A to unlock.
2. Push up Part B.

5
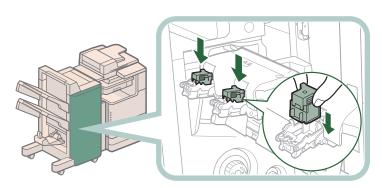
Remove any jammed staples.

1. Remove any jammed staples.
2. Return Part B to its original position.

6
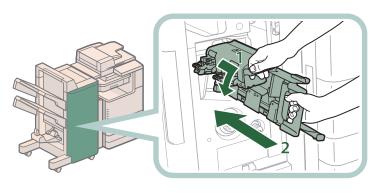
Return the staple case to its original position.

Push the staple case in until it clicks into place.

7

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

1. Pull the stapler unit towards you, and then push it down into its original position.
2. Grip the handle of the saddle stitcher unit, and return it to its original position.

⚠ **CAUTION**

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

8 Close the front cover of the finisher.

> **⚠ CAUTION**
> **When closing the cover, 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 > Settings/Registration.)

Inner Finisher-F1 (Optional)

Check the location of the staple jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed staples.

✋ **IMPORTANT**

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

📝 **NOTE**

The Inner Finisher-F1 is an optional product.

1 Remove any jammed paper protruding from the output tray.
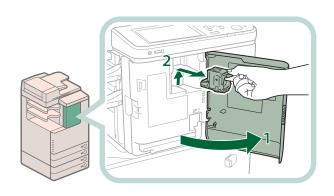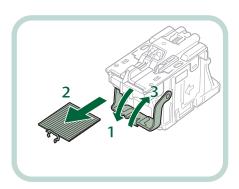
2 Pull out the staple case.

1. **Open the front cover of the finisher.**
2. **Pull out the staple case, holding it by the green tab.**
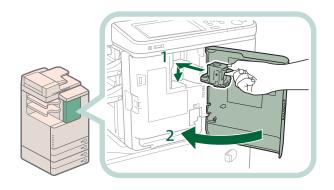
3 Remove any staples jammed in the staple case.

1. Push down the tab on the staple case.
2. Remove all of the staples that slide from the staple cartridge.
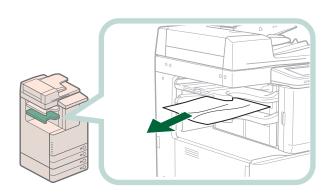3. Return the tab on the staple case to its original position.

4 Attach the staple case.

1. Gently push the staple case back into the finisher and push down firmly until it is securely in place.
2. Close the front cover of the finisher.

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

✎ NOTE

After the cover is closed, the stapler unit may automatically perform a "dry" stapling operation to reposition the staples.

If Memory Becomes Full during Scanning

The number of pages that can be stored in the machine's memory is as follows: The memory available for image data differs, depending on the model of your machine.

		imageRUNNER ADVANCE C2230/C2225/C2220		imageRUNNER ADVANCE C2220L[*1]	
		Memory for Each Function	Shared Memory	Memory for Each Function	Shared Memory
Function	Copy	Approx. 100 pages	Approx. 6,000 pages	Approx. 200 pages [*2]	Approx. 5,000 pages
	Printing from Computer	Approx. 100 pages [*2]			
	Fax (Receive)	-		Approx. 1,000 pages	
	Scan and Send	-		-	
	Fax/I-Fax Inbox	-		-	

*1   If you are using the imageRUNNER ADVANCE C2220L, you can expand the memory capacity of your machine using the 2.5inch/80GB HDD to give it memory equivalent to the imageRUNNER ADVANCE C2230/C2225/C2220.

*2   Excludes Secured Print jobs.

For example, if you are using the imageRUNNER ADVANCE C2230, the Copy function can store up to approximately 6,100 pages of scanned images.

6,000 + 100 = 6,100 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 files stored in the Fax/I-Fax Inbox, and jobs that are in the print queue. If memory becomes full during the scanning of originals, a message will appear on the touch panel display.

NOTE
- When using Fax/Scan and Send, you can send up to 999 pages at one time.
- If you are using the imageRUNNER ADVANCE C2220L, you may not be able to send 999 pages at one time, even if you reduce the data for each page. In this case, divide the document into two or more parts, and then try sending the document again.
- Delete any unnecessary files in the Fax/I-Fax Inbox to free up memory.

For the Copy Function

Follow the directions below based on the message that appears on the touch panel display.

● **If the message <Scanning will be canceled because the memory is full. Do you want to print the scanned pages?> appears:**

Select [Yes] or [No].

[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.

● **If the message <Scanning will be canceled because the memory is full. Wait a moment, then try again.> appears:**

Select [OK].

[OK]:   Returns to the Basic Features screen of the function you are using. Scan the job again when the current job is complete.

For the Fax/Scan and Send Function

Follow the directions below based on the message that appears on the touch panel display.

● **If the message <Scanning will be canceled because the memory is full. Do you want to send the scanned pages?> appears:**

Select [Yes] or [No].

[Yes]:   The pages scanned into memory are sent. When storing is complete, scan the remaining originals.
[No]:   The pages scanned into memory are not sent.

⚠ When an Error Message Is Displayed

Error messages may appear on the touch panel display of the machine or the Web browser.
Self-diagnostic error messages appear in the following cases:

● **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 or printing**

● **When you need to make a decision or take some action while browsing the network**

Example of an Error Message on the Touch Panel Display

Example of an Error Message on the Web Browser

For information on error messages and instructions on resolving errors, see e-Manual > Problem Solving.
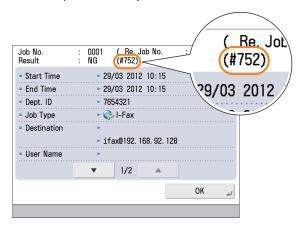
When an Error Code Is Displayed

If a job or operation does not complete successfully, the error code is displayed on the Details screen for Log on the Status Monitor/Cancel screen.
You can check the error code in the following locations:
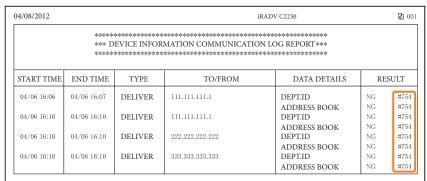
● **Details screen for Log on the Status Monitor/Cancel screen:**

When a job or operation is not completed normally:

● **Results row of the Communication Management Report:**

If an error occurs during a send, receive, or fax job, the error code is printed.

For information on error codes and instructions on resolving errors, see e-Manual > Problem Solving.
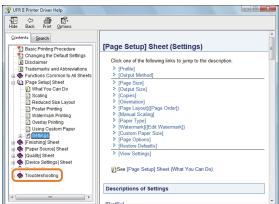
Printer/Fax Driver Troubleshooting

See "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.
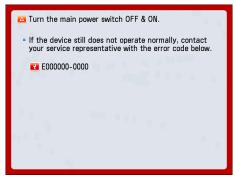
✎ NOTE

The screens may differ, depending on the operating system, and the type and version of the printer driver you are using.

Service Call Message
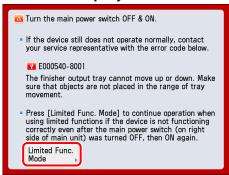
If a malfunction occurs and the machine cannot operate normally, a screen prompting you to contact your local authorized Canon dealer is displayed.

```
⚠ Turn the main power switch OFF & ON.

  ▪ If the device still does not operate normally, contact
    your service representative with the error code below.

    ⚠ E000000-0000
```

If a screen such as the one above is displayed, contact your local authorized Canon dealer. (See "Contacting Your Local Authorized Canon Dealer," on p. 142.)

If a screen such as the one below is displayed and the print or scan function does not operate normally, some functions may still be available.

● When [Limited Func. Mode] is displayed:

```
⚠ Turn the main power switch OFF & ON.

  ▪ If the device still does not operate normally, contact
    your service representative with the error code below.

    ⚠ E000540-8001
    The finisher output tray cannot move up or down. Make
    sure that objects are not placed in the range of tray
    movement.

  ▪ Press [Limited Func. Mode] to continue operation when
    using limited functions if the device is not functioning
    correctly even after the main power switch (on right
    side of main unit) was turned OFF, then ON again.

    ┌─────────────┐
    │ Limited Func. │
    │ Mode        ▶│
    └─────────────┘
```

If [Limited Func. Mode] is displayed, you can temporally set the Limited Functions Mode to continue to use the machine until the cause of the malfunction is cleared. (See "Setting the Limited Functions Mode from the Service Call Message Screen," on p. 143.)

● When the print or scan function does not operate normally:

The selected function cannot be used. Press [Main Menu] to return to the Main Menu.

```
⚠ This function is currently unavailable.
  You can use other functions from the [Main Menu]
  key.

  ▪ Turning the power switch OFF and ON on the left side
    of the device may recover.
    If the device does not recover, contact your service
    representative with the error code below.

    ⚠ E000732-FFFF

⚠ Check the printer. Call service representative.
```

● When a service call message is displayed on the bottom of the screen:

```
📱 Main Menu                                    ⟲
Select a function.                        ┌─────────┐
                                          │ Show All │
                                          └─────────┘
    ┌──────┐      ┌──────┐      ┌──────────┐
    │ Copy │      │ Fax  │      │ Scan and │
    └──────┘      └──────┘      │  Send    │
                                └──────────┘
    ┌──────────┐  ┌──────────┐  ┌──────────┐
    │ Fax/I-Fax│  │ Secure   │  │ Tutorial │
    │  Inbox   │  │  Print   │  └──────────┘
    └──────────┘  └──────────┘
⚠ Check the printer. Call service representative.
```
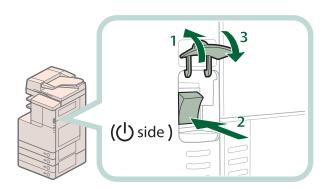
Even if a message prompting you to call your service representative appears on the bottom of the screen, some functions may still be available. (See "Functions Available When the Printer/Scanner Cannot Be Used Due to an Error," on p. 144.)

Contacting Your Local Authorized Canon Dealer

If a screen prompting you to contact your local authorized Canon dealer is displayed, follow the procedure described below.

1

Turn OFF the main power of the main unit.

((⏻) side)

1. Open the main power switch cover.
2. Press the main power switch to the "⏻" side.
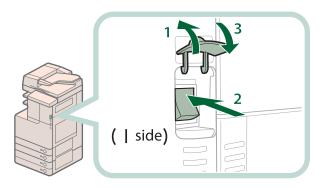3. Close the main power switch cover.

IMPORTANT

If you turn OFF the main power switch when there is a job waiting to print, that job is erased.

2

If the operation still cannot be performed correctly, turn the main power switch OFF, remove the power plug from the outlet, and contact your local authorized Canon dealer.

(| side)

1. Open the main power switch cover.
2. Press the main power switch to the "I" side.
3. Close the main power switch cover.

NOTE

3

If the machine still does not operate normally, follow the procedure below, and then contact your local authorized Canon dealer.

1. Turn the main power switch OFF.
2. Remove the power plug from the power outlet.

⚠️ **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.

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

When [Limited Func. Mode] is displayed, follow the procedures below.

✋ IMPORTANT

If you turn OFF the main power switch 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 [Management Settings] (Settings/Registration) is also set to 'On'. (See e-Manual > Security.)
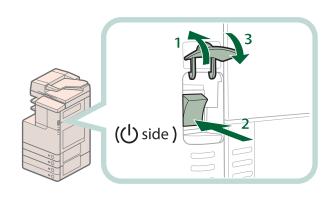
1

Press [Limited Func. Mode] → [Yes].

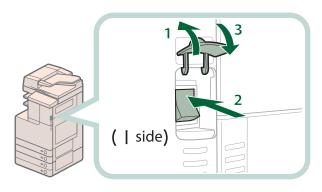**A message prompting you to restart the machine (turning the main power switch OFF, and then ON) appears.**

▼

2

Turn OFF the main power of the main unit.

(⏻ side)

1. **Open the main power switch cover.**
2. **Press the main power switch to the "⏻" side.**
3. **Close the main power switch cover.**

▼

3

Turn the main power OFF and then ON.

(| side)

1. **Open the main power switch cover.**
2. **Press the main power switch to the "I" side.**
3. **Close the main power switch cover.**

The machine starts up in the Limited Functions mode.

📝 NOTE

Troubleshooting

Functions Available When the Printer/Scanner Cannot Be Used Due to an Error

You can use the following functions even when the Print and Scan functions are restricted:

● Main Menu Screen

✓: Available -: Unavailable

Available Functions	When the Print function is restricted	When the Scan function is restricted
Copy	-	-
Fax	✓*1	-
Scan and Send	✓	-
Scan and Store	✓	-
Access Stored Files	-	✓*2
Fax/I-Fax Inbox	-	✓
Secure Print	✓	✓
Remote Scan	✓	-
Web Access	✓	✓
Shortcut to Settings/Registration	-	-
Tutorial	✓	✓
iW Function Flow	-	-
Document Scan Code Analyzer *3	✓	-
Other MEAP Applications*4	✓	✓

● Touch Panel Display Left Side

✓: Available -: Unavailable

Available Functions	When the Print function is restricted	When the Scan function is restricted
Quick Menu*5	✓	✓
The Status Monitor/Cancel Screen	✓*6	✓

● Control Panel

✓: Available -: Unavailable

Available Functions	When the Print function is restricted	When the Scan function is restricted
Settings/Registration	-	-

● Operation From a Computer

✓: Available -: Unavailable

Available Functions	When the Print function is restricted	When the Scan function is restricted
Remote UI	✓	✓
MEAP Application*4	✓	✓

*1   Sending a fax from a computer is not available.

*2   [Add Files (Scan and Store)] on the Edit File screen is not available.

*3   Document Scan Code Analyzer is included in the Document Scan Lock Kit. For more information, see e-Manual > Optional Products/Software.

*4   Available by installing each MEAP application. May not be available depending on the restricted functions.

*5   The registered button may not be available depending on the restricted functions.

*6   [Print List] on the Job Log screen and [Register] on the Consumable screen are not available.

🖑 IMPORTANT

- A print job is automatically canceled when the Print function is restricted. A scan job is automatically canceled when the Scan function is restricted.
- The machine may not enter the Sleep mode completely when a function is restricted due to an error.

✏ NOTE

If the target function is restricted due to an error, the function is not available when you use the shortcut key on the left side of the touch panel display or when you use the Quick Menu.

Frequently Asked Questions

This section includes frequently asked questions and answers regarding the machine. Use this section if you have trouble using the machine.

	Question	Applicable Page
Q1	I want to make a rush copy, but I cannot because of the long copy job.	p. 148
Q2	When copying, the Scan screen for the next document is displayed. Is there a way to not display this screen?	p. 148
Q3	How do I change the default settings for the Copy from the Color mode to the Black mode?	p. 149
Q4	Can a mark be applied to the document that has been scanned?	p. 149
Q5	Do I need to enter the address of the recipient every time?	p. 150
Q6	Can I send a fax to multiple destinations?	p. 151
Q7	Can you give me information on how to send to the SMB server and specify its settings?	p. 152
Q8	Can I move the Address Book registered on another Canon machine onto this machine?	p. 153
Q9	Can I forward the data received via fax/I-fax?	p. 153
Q10	When I forward a received fax document, can I store it on the machine without printing?	p. 154
Q11	When sending a fax, can the machine be set so that the sender's fax number and name be displayed?	p. 155
Q12	How do I change the default settings (scan settings and file format) of the Scan and Send Basic Features screen?	p. 155
Q13	Is there a way to prevent a transmission error when sending a facsimile to a new destination?	p. 156
Q14	The quality of the image sent by fax is not good.	p. 157
Q15	How can I make use of multiple telephone lines?	p. 157
Q16	How do I register/edit destinations in a one-touch button?	p. 158
Q17	Can I add an arbitrary subject when sending e-mail?	p. 158
Q18	I cannot print PDF files. Are optional products required?	p. 159
Q19	The content of the reverse side appears on the copies.	p. 159
Q20	The printed paper appears dirty. Also, the color appears to be different from the original.	p. 159
Q21	The printed paper is warped.	p. 160
Q22	I had printed from the computer, but I did not find the output. I am afraid that someone may have taken it by mistake.	p. 161
Q23	Can I specify the scan settings from the computer and then store for the original loaded in the machine?	p. 161
Q24	Can I make copies or send a facsimile of different size originals at the same time?	p. 162
Q25	Can I print on the reverse side of the preprinted paper?	p. 162
Q26	Can I output paper to a different tray according to the function?	p. 163
Q27	Can I print on envelopes?	p. 163
Q28	What are the types of paper that I can use?	p. 164
Q29	How do I print data received via Fax/I-Fax on paper specified in advance?	p. 164
Q30	How can I manage documents that failed to be forwarded?	p. 165

Question	Applicable Page
Q31 When a fax fails to be sent, both the TX Report and the Fax TX Report are output. Is there a way to not output the Fax TX Report?	p. 165
Q32 How do I print the data received from specific destinations only?	p. 165
Q33 What is the model number of the staple cartridge for the finisher or the stamp ink cartridge for the feeder?	p. 166
Q34 A paper jam has occurred. How do I solve this problem?	p. 166
Q35 Numbers such as #751 and #801 are displayed on the touch panel display. What does this mean?	p. 167
Q36 I cannot print from the computer. Did the machine malfunction?	p. 167
Q37 It seems as though turning OFF the machine is different from the previous imageRUNNER. I am afraid that this may be a wrong operation.	p. 168
Q38 The touch panel display becomes completely black automatically.	p. 168
Q39 I have just sent an important document via facsimile. Can I check to make sure that it was sent correctly?	p. 169
Q40 Can I restrict the number of color copies/prints?	p. 169
Q41 Can I change the language displayed on the touch panel display?	p. 170
Q42 Can I change the screen or the order that the functions are displayed on the touch panel display when the power is turned ON?	p. 170
Q43 I want to check the IP address for this machine to run the Remote UI, but I do not know how to check it.	p. 171
Q44 Can I change the default settings of the printer driver?	p. 172
Q45 Is there a way to adjust the sound heard when fax sending/receiving is complete?	p. 173
Q46 What is MEAP?	p. 174

Q 1

I want to make a rush copy, but I cannot because of the long copy job.

A You can temporarily stop the current copy job and give priority to a rush copy by using the Interrupt mode. You can also give priority to a rush copy/print from the Status Monitor/Cancel screen.
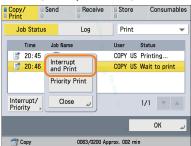
■ **Interrupt Function:**

1. Press [Copy] → [Interrupt].
2. Set the desired copy mode.

■ **Interrupt/Priority Print Function:**

1. Press [Status Monitor/Cancel].
2. Press [Copy/Print] → [Job Status] from the [Print] drop-down list.
3. Select the job → press [Interrupt/ Priority].
4. Press [Interrupt and Print].
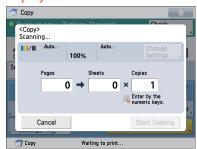
Additional Information

You can scan the original even if the machine is waiting or printing (Reserved Copying). For more information, see e-Manual > Copy.
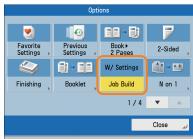
Q 2

When copying, the Scan screen for the next document is displayed. Is there a way to not display this screen?

A When [Job Build] is set, the Scan screen for the next document is displayed. By canceling the [Job Build] setting, the screen is not displayed.
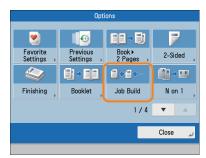
■ **Canceling the Job Build mode**

1. Press [Copy] → [Options] → [Job Build].
2. Press [Close].

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Additional Information

The Job Build mode is useful if you cannot load the originals all at once. This mode enables you to divide the originals into several parts, scan them, and then print them all together.

Q 3
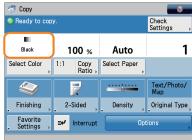
How do I change the default settings for the Copy from the Color mode to the Black mode?
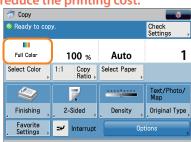
A You can store the current settings as the default settings from [Change Default Settings] in ▢ on the Copy Basic Features screen. If the Black mode is set as the default settings, you can reduce the printing cost.

Color Selection: Full Color

Color Selection: Black

■ **To set:**

Changing the Color Mode to the Black Mode:
• Press [Copy] → [Select Color] → [Black].

■ **Registering the Set Color Mode as the Default Setting:**

1. Press ▢ → [Change Default Settings] → [Register].
2. Press [Yes].

Additional Information

You can also save paper by using the N on 1 mode or Two-sided Copy mode. For more information, see e-Manual > Copy.

Q 4

Can a mark be applied to the document that has been scanned?

A The machine can print a stamp on the scanned document by using the Stamp mode.

Position at which stamp is applied

Vertical Placement

Position at which stamp is applied

Horizontal Placement

■ Setting procedure:

1. Press [Scan and Send] or [Fax] →
   [Options].
2. Press [Finished Stamp] → [Close].

Additional Information

After the original is sent, you can also
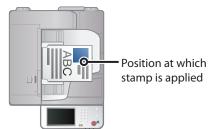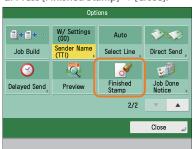send a job done notice to the specified
e-mail address (Job Done Notice). For
more information, see p. 35 and p. 41.

Q 5

Do I need to enter the address of

the recipient every time?
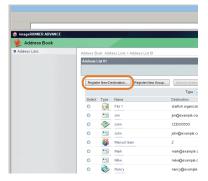
A You can store frequently used

destination in the Address

Book. If the destination is stored

beforehand, you do not need to

enter the destination every time.

■ Storing from the Remote UI:

1. Click [Address Book] → select the
   destination to register.
2. Click [Register New Destination] →
   select the type of destination → enter
   necessary items.
3. Click [OK].

■ Storing from the Touch Panel Display:

1. Press [Scan and Send] or [Fax] →
   [Address Book] → [Other Ops.].
2. Press [Register/Edit] → [Register New
   Dest.] → enter information following
   the instructions on the touch panel
   display.
3. Press [OK].

Additional Information

• You can also store frequently used
  destination as a one-touch button on
  the Scan and Send Basic Features screen
  or the Fax Basic Features screen.
• When scanning or sending a fax, you
  can specify the destination using a one-
  touch button. For more information, see
  e-Manual > Scan and Send, or Using the
  Machine to Send/Receive a Fax.

Q 6

Can I send a fax to multiple destinations?

A You can send a fax to multiple destinations at the same time using the following methods.

■ **Specifying Multiple Destinations from the Fax Screen**

1. Enter a fax number using ⓪ - ⑨ (numeric keys), ✳, or #→ press [OK].
2. Continue entering the other fax numbers → press [OK].
3. Press ◉ (Start).

■ **Specifying Multiple Destinations from the Address Book**

1. Press [Fax] → [Address Book] → select multiple destinations → press [OK].
2. Press ◉ (Start).

■ **Registering Multiple Destinations from the Address Book as a Group Destination and Selecting a Group Destination**

Registering a group destination in the Address Book
1. Press [Address Book] → [Other Ops.] → [Register/Edit]
2. Press [Register New Dest.] → [Group].
3. Press [Name].
4. Enter the name and register the group in the Address Book → press [Next].
5. Press the drop-down list → select an address book between 1 and 10 → press [Next].
6. Press [Add from Address Book] → select the addresses to register.
7. Press [OK] → [Close].

Selecting the group destination as a destination
1. Press [Address Book] → select the registered group destination → press [OK].
2. Press ◉ (Start).

Additional Information

- You cannot specify destinations registered in the address book and destinations registered in a one-touch button at the same time.
- You can also register a group destination in a one-touch button to send to multiple destinations at the same time. For information on registering one-touch buttons, see e-Manual > Scan and Send, or Fax.

Troubleshooting

Q 7

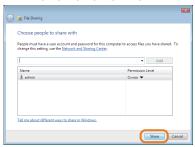Can you give me information on how to send to the SMB server and specify its settings?

A You can specify the settings using the following method.

■ Setting the Shared Folder on the Computer-Side:

Using Windows 7
1. Right-click the new folder → click [Property] → [Sharing].
2. Click [Sharing] → select the users you want to authorize access.
3. Click [Add] → select [Read/Write] for <Permission Level> for the added users.
4. Click [Sharing] → [End].
5. Click [Advanced Sharing] → select [Share this folder] → click [Permission].
6. Select the users you want to authorize access → select [Allow] for [Full Control].
7. Click [OK] → [OK] → [Close].

Using Windows Vista
1. Right-click the new folder → click [Property] → [Sharing].
2. Click [Share] → select the users you want to authorize access → click [Add].
3. Select [Co-owner] for <Permission Level> for the added users → click [Share] → [End].
4. Click [Advanced Sharing] → select [Share this folder] → click [Permission].
5. Add the users you want to authorize access → select [Allow] for [Full Control].
6. Click [OK] → [OK] → [Close].

Using Windows XP
1. Right-click the new folder → click [Sharing and Security] → select [Share this folder].
2. Click [Permissions] → select Everyone → click [Delete].
3. Click [Add] → add the users you want to authorize access → select [Allow] for [Full Control].
4. Click [OK] → [OK] → [Close].
* The item names may differ, depending on the type of operating system you are using. For more information, check the manual documentation for the personal computer operating system you are using.

■ Specifying the File Server on the Touch Panel Display:

Specifying the File Server by Host Search:

1. Press [Scan and Send] → [New Destination] → [File].
2. From the protocol drop-down list, press [Windows (SMB)] → press [Search Host].
3. On the search criteria screen, enter the IP address for the computer you are using → press [Start Searching].
4. Specify the file server → confirm the settings → press [OK].
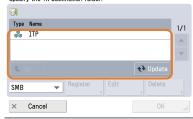

■ Specifying the File Server by Browsing:

1. Press [Scan and Send] → [New Destination] → [File].
2. From the protocol drop-down list, press [Windows (SMB)] → [Browse].
3. Select the work group name and file server → specify each settings → press [OK].

Additional Information

You can use the following procedure to check the IP address of your computer.

* The procedures may differ, depending on the type of operating system you are using.
1. On the [Start] menu, click [Run] → enter <cmd>.
2. Click [OK] → enter <ipconfig> → press [ENTER] on the keyboard.

Q 8

Can I move the Address Book registered on another Canon machine onto this machine?

A You can use the import and export mode of the Remote UI to move the Address Book.

■ **Exporting the Address Book from Another Canon Machine:**
1. Click [Settings/Registration] → [Data Management] in [Management Settings].
2. Click [Import/Export] → [Address Lists] → [Export...].
3. Select the Address List → click [Start Exporting].
4. Specify the location to store the file.

* The key names may differ, depending on the type of the model you are using.

■ **Importing the Address Book to the Machine:**
1. Click [Settings/Registration] → [Data Management] in [Management Settings].
2. Click [Import/Export] → [Address Lists] → [Import...].
3. Select the file you want to import → click [Start Importing].

Additional Information

• To perform this procedure, you must have administrator privileges. For more information, see e-Manual > Security.
• You can also export and import forwarding settings. For more information, see e-Manual > Remote UI.

Q 9

Can I forward the data received via fax/I-fax?
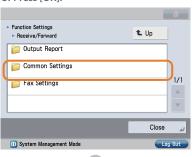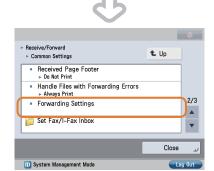
A If you specify the forwarding settings, you can forward received documents that matches the previously set conditions to the Confidential Fax Inbox of this machine, other machines, or the file server.

Forward

Confidential
Fax Inbox

■ **Setting procedure:**
1. Press ⊛ (Settings/Registration)→ [Function Settings] → [Receive/Forward] → [Common Settings].
2. Press [Forwarding Settings] → [Register] → specify the forwarding conditions.
3. Press [OK].

Additional Information

- To perform this procedure, you must have administrator privileges. For more information, see e-Manual > Security.
- If frequently used e-mail addresses are stored in the Address Book, you can specify the address quickly. For more information, see p. 150.

Q 10
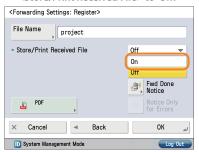
When I forward a received fax document, can I store it on the machine without printing?

A When using the Memory RX Inbox function, forwarded fax documents are temporarily stored in the machine without printing them.
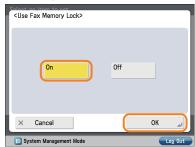
■ **Storing Forwarding Settings:**

1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Forwarding Settings] → set <Store/Print Received File> to 'On'.

■ **Setting the Fax Memory Lock:**

1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Set Fax/I-Fax Inbox] → [Use Fax Memory Lock] → [On].

■ **Specifying the Fax/I-Fax Inbox Settings:**

1. Press [Main Menu] → [Fax/I-Fax Inbox] → [Memory RX Inbox].
2. Press [Memory RX Inbox] → set <Fax Memory Lock> to 'On'.
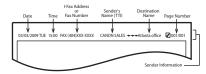
Additional Information

To store faxes that failed to be forwarded on the machine, set [Handle Files with Forwarding Errors] in [Receive/Forward] to 'Store/Print'.

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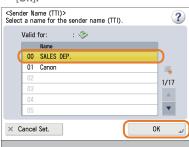
Q **11**

When sending a fax, can the machine be set so that the sender's fax number and name be displayed?

A After registering the sender's name, you can specify to print the TX Terminal ID when sending a fax.

Date | Time | I-Fax Address or Fax Number | Sender's Name (TTI) | Destination Name | Page Number

03/03/2009 TUE 15:00 FAX (404)XXX-XXXX   CANON SALES   Atlanta office   001/001

Sender Information

■ **Registering the sender's name:**

1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Send] → [Fax Settings].
3. Press [Register Sender Name (TTI)] → [Register/Edit] → enter the sender's name.
4. Press [OK].

■ **Displaying/Printing the TX Terminal ID:**

1. Press [Fax] → [Options] → [Sender Name (TTI)].
2. Select the sender's name → press [OK].

<Sender Name (TTI)>
Select a name for the sender name (TTI).

Valid for: :

	Name
00	SALES DEP.
01	Canon
02	
03	
04	
05	

1/17

× Cancel Set.   OK

Additional Information

For more information, see e-Manual > Settings/Registration.

Q **12**

How do I change the default settings (scan settings and file format) of the Scan and Send Basic Features screen?

A You can store the current settings as the default settings from ⬛ on the Scan and Send Basic Features screen.

Before Change

After Change

Troubleshooting

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■ To register the settings as the default settings:

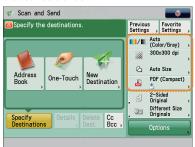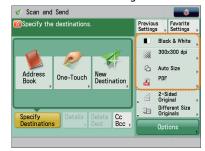1. Press [Scan and Send] → specify the scan settings and the file format.
2. Press [image] → [Change Default Settings] → [Yes].

Additional Information

For more information on each file format, see e-Manual > Scan and Send.
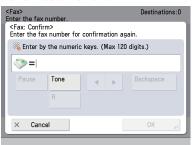
Q 13

Is there a way to prevent a transmission error when sending a facsimile to a new destination?

A
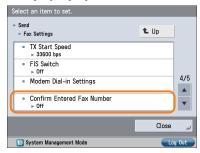
If [Confirm Entered Fax Number] in [image] (Settings/Registration) is set, a screen to enter the number for confirmation is displayed. By entering the number again, you can reduce the risk of transmission error.

■ Setting procedure:

1. Press [image] (Settings/Registration).
2. Press [Function Settings] → [Send] → [Fax Settings].
3. Press [Confirm Entered Fax Number] → [On] → [OK].

Additional Information

• To perform this procedure, you must have administrator privileges. For more information, see e-Manual > Security.
• You can also restrict sending to a destination that is not stored in the Address Book. For more information, see e-Manual > Security.

Q 14

The quality of the image sent by fax is not good.

A Change the scan type or settings according to the type of original. Press [Preview] to check the document before sending.

■ **Setting the Original Type and Density settings:**

Press [Fax] → [Options] → specify the settings for [Original Type] or [Density].

Text/Photo Mode	Photo Printout Mode	Text Mode
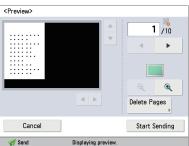
■ **Viewing the preview:**

1. Press [Fax] → specify the destination.
2. Press [Options] → [Preview] → [Close].
3. Press ⊙ (Start).

Fax
Ready to send.
11/01 2012 21:49
Dest. No.　:1　　1/1
=123XXXXXXX
Details | Delete Dest. | Tone | R
One-Touch | On-Hook
Address Book | Direct Send | Options
Previous Settings
200x100 dpi (Normal)
Auto Size
Density
Original Type
2-Sided Original
Different Size Originals

<Preview>
1 /10
Delete Pages
Cancel | Start Sending
Send　Displaying preview.

Preview Screen

Additional Information

If [Register Options Shortcuts] is selected from ⬛, you can register the [Options] shortcut button on the Fax Basic Features screen.

Q 15
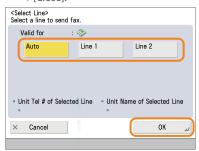
How can I make use of multiple telephone lines?
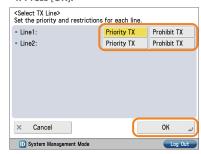
A You can specify the settings using the following method.

■ **Selecting a telephone line when sending:**

1. Press [Fax] → [Options] → [Select Line].
2. Select the telephone line → press [OK] → [Close].

<Select Line>
Select a line to send fax.
Valid for　　:
Auto | Line 1 | Line 2
▪ Unit Tel # of Selected Line　▪ Unit Name of Selected Line
✕ Cancel | OK

■ **Setting the sending and receiving lines from [Select TX Line]:**

1. Press ⊙ (Settings/Registration).
2. Press [Function Settings] → [Send] → [Fax Settings].
3. Press [Set Line] → [Select TX Line] → set the line to use for sending in [Priority TX] → set the line to use for receiving in [Prohibit TX].
4. Press [OK].

<Select TX Line>
Set the priority and restrictions for each line.
▪ Line1: | Priority TX | Prohibit TX
▪ Line2: | Priority TX | Prohibit TX
✕ Cancel | OK
ID System Management Mode | Log Out

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■ Setting forwarding conditions for the receiving line:

1. Press (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Forwarding Settings] → select the line from the <Receive> drop-down list → select [Register] → set the forwarding conditions.
4. Press [Close].

Additional Information

For more information on the forwarding conditions, see e-Manual > Settings/Registration.

Q 16

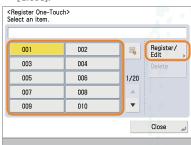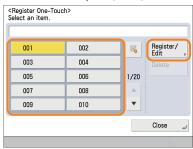### How do I register/edit destinations in a one-touch button?

A You can specify the settings using the following method.

■ Registering/Editing from the Fax Screen

1. Press [One-Touch] → [Register] → select the button to register/edit → press [Register/Edit].
2. Register/edit the address → press [Close].

■ Registering/Editing from the Scan and Send Screen

1. Press [One-Touch] → [Register] → select the button to register/edit.
2. Press [Register/Edit] → register/edit the address → press [Close].

Additional Information

- For information on how to register/edit a destination in a one-touch button, see e-Manual > Scan and Send, or Fax.
- When registering from the Fax screen, you can only register fax destinations or groups that include fax destinations.

Q 17

Can I add an arbitrary subject when sending e-mail?
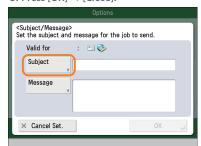
A You can enter an e-mail subject in [Subject/Message] in [Options].

■ Setting procedure:

1. Press [Scan and Send] → specify the destination → press [Options].
2. Press [Subject/Message] → enter the subject.
3. Press [OK] → [Close].

Additional Information

- You can also enter the message for the e-mail in [Message].
- If you do not specify the subject, the string registered in [Default Subject] in (Settings/Registration) is inserted as the subject. The default setting is 'Attached Image.'

Q 18

I cannot print PDF files. Are optional products required?

A The following optional products are required to print PDF files:

■ PS Printer Kit

■ Direct Print Kit (for PDF/XPS)

■ Direct Print Kit (for PDF)

■ 2.5inch/80GB HDD

Additional Information

• If you are using the imageRUNNER ADVANCE C2230/C2225/C2220, 2.5inch/80GB HDD is standard-equipped.
• If you are using the PS Printer Kit, the Direct Print Kit (for PDF/XPS) and Direct Print Kit (for PDF) is unnecessary.

Q 19

The content of the reverse side appears on the copies.

A You can erase the background color of the original and prevent the original image on the reverse side of thin originals from appearing on the copies by using [Background Density].

Original   Copy

■ **Setting procedure:**

1. Press [Copy] → [Options] → [Density].
2. Press [Background Density] → [Auto] or [Adjust].

• If [Auto] is pressed, the exposure of the original image on the reverse side is automatically adjusted.
• If [Adjust] is pressed, the exposure of the original image on the reverse side can be manually adjusted.

Additional Information

For more information, see e-Manual > Copy.
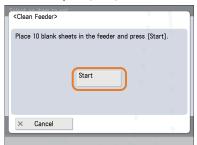
Q 20

The printed paper appears dirty. Also, the color appears to be different from the original.

A If streaks are printed on the paper or the image is not printed evenly, the inside of the feeder may be dirty. Follow the procedure below to clean the feeder. You can also automatically correct the gradation of the image from [Auto Adjust Gradation].
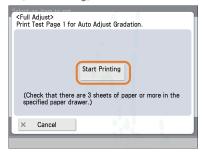
■ Cleaning the feeder:

1. Press ⊚ (Settings/Registration).
2. Press [Adjustment/Maintenance] →
   [Maintenance] → [Clean Feeder].
3. Load 10 sheets of blank paper in the
   feeder → press [Start].

```
<Clean Feeder>

Place 10 blank sheets in the feeder and press [Start].

          Start

  ×  Cancel
```

■ Automatic gradation
   adjustment:

1. Press ⊚ (Settings/Registration).
2. Press [Adjustment/Maintenance] →
   [Adjust Image Quality] → [Auto Adjust
   Gradation] → [Full Adjust].
3. Select the desired paper → press
   [Start Printing].

```
<Full Adjust>
Print Test Page 1 for Auto Adjust Gradation.

          Start Printing

  (Check that there are 3 sheets of paper or more in the
  specified paper drawer.)

  ×  Cancel
```

Additional Information

For more information on Automatic
Gradation Adjustment, see e-Manual >
Settings/Registration.

Q 21

The printed paper is warped.

A If you print an original filled with an image or an original with a high image density, the paper may become warped. To reduce the warping, try the following.

■ Use heavy paper:

If you are using thin paper, replace
it with heavy paper with a weight of
approximately 80 g/m^2.

■ Use paper with a low moisture
   content:

When you remove paper from its
packaging, load it into the paper source
immediately. When there is paper
remaining in the packaging after you
have loaded the paper, store it with the
packaging closed properly to prevent the
paper from absorbing moisture.

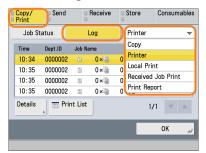### Additional Information

For information on loading paper, see p.
60.

Q 22

I had printed from the computer, but I did not find the output. I am afraid that someone may have taken it by mistake.

A You can check the Print Logs from the touch panel display of this machine. If the job is listed as 'OK' on the Log and you did not find the output, the print job may have intermixed with another user's output.

■ To check:
1. Press [Status Monitor/Cancel]
2. Press [Copy/Print] → [Log] → press the drop-down list.
3. Select the job type to display and check the log.

Additional Information

When printing from the computer, you can set a password for printing (Secured Printing). You can prevent another user from taking the output by mistake or prevent outputs from being left behind because the print job cannot be started until the password is entered on the touch panel display of the machine. For more information, see e-Manual > Secure Print or Practical Workflows.

Q 23

Can I specify the scan settings from the computer and then store for the original loaded in the machine?

A It is possible if you are using Windows. Install the Network ScanGear Driver in your computer, and then switch the network scan function to online.

■ To Install the Driver:
Install using the UFR II User Software CD-ROM that comes with the machine.

■ To Switch the Network Scan Function to Online:
Press [Scanner] → [Online].

Additional Information

For instructions on installing the Network ScanGear Driver, see the Network ScanGear User's Guide on the UFR II User Software CD-ROM.

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Q 24

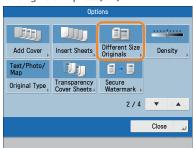Can I make copies or send a facsimile of different size originals at the same time?

A You can make copies or send a facsimile of different size originals at the same time by using the Different Size Originals mode.
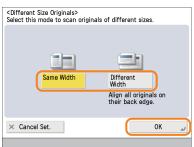
* The Different Size Originals mode enables you to copy/scan different size originals with the same widths (A3 and A4, or A4R and A5, etc.) or different widths (A3 and B4, or A4 and B5, etc.) together.

■ **Setting procedure:**
1. Press [Copy] or [Fax] → [Options] → [Different Size Originals].
2. Select the type of different size originals → press [OK].

Options			
Add Cover	Insert Sheets	Different Size Originals	Density
Text/Photo/Map Original Type	Transparency Cover Sheets	Secure Watermark	

2 / 4

Close

<Different Size Originals>
Select this mode to scan originals of different sizes.

Same Width   Different Width

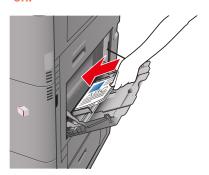Align all originals on their back edge.

Cancel Set.   OK

Additional Information

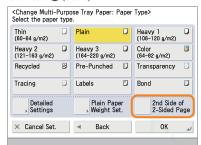For more information, see e-Manual > Copy, or Fax.

Q 25

Can I print on the reverse side of the preprinted paper?

A You can use [2nd Side of 2-Sided Page] for the multi-purpose tray to print on paper already printed on.

■ **Setting procedure:**
1. Load the paper in the multi-purpose tray with the side to print on face down.
2. Select the paper size → press [Next].
3. Select the paper type → press [2nd Side of 2-Sided Page] → [OK].
4. Press [OK].
5. Press ⊙ (Start).

<Change Multi-Purpose Tray Paper: Paper Type>
Select the paper type.

Thin (60-64 g/m2)	Plain	Heavy 1 (106-120 g/m2)
Heavy 2 (121-163 g/m2)	Heavy 3 (164-220 g/m2)	Color (64-82 g/m2)
Recycled	Pre-Punched	Transparency
Tracing	Labels	Bond
Detailed Settings	Plain Paper Weight Set.	2nd Side of 2-Sided Page

Cancel Set.   Back   OK
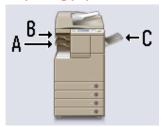
Additional Information

A paper jam is more likely to occur with paper already printed on compared to new paper.

Q **26**

Can I output paper to a different tray according to the function?

A You can set the output tray for each function and set priorities for outputting paper.

* The output trays indicated by Tray A, B, and C differ according to the optional product attached to the machine.
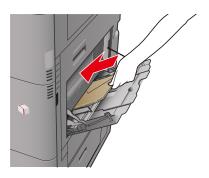
Additional Information

For more information on setting the output tray for each function, see e-Manual > Settings/Registration.

Q **27**

Can I print on envelopes?

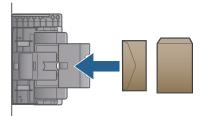**A** Load the envelopes to print on in the multi-purpose tray.

■ **Setting procedure:**
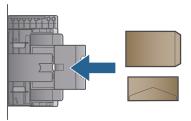
Take about five envelopes, fan them, and then stack them together. Place the envelopes on a level surface, and press all the way around the envelopes by hand to remove any air inside.
If you are loading envelopes vertically into the multi-purpose tray:
Open the multi-purpose tray, and then attach the envelope feeder attachment. Adjust the slide guides, and then load the envelopes, as shown below.

If you are loading envelopes horizontally into the multi-purpose tray:
Open the multi-purpose tray, adjust the slide guides, and then load the envelopes, as shown below.

1. Load envelopes.
2. Press [Envelope] → select the placement and type of envelope.
If you placed the envelopes horizontally, press [Horizontal Placement] → select the envelope type.
3. Press [OK].
4. Press [Next] → [OK] → [OK].
5. Press ⓞ (Start).

Additional Information

• Envelopes cannot be loaded vertically when the finisher is attached.
• Kakugata 2 envelopes cannot be loaded vertically.
• For more information, see e-Manual > Basic Operations.
• If the optional Envelope Feeder Attachment-D1 is attached to the machine, you can load envelopes in the paper drawer with the Envelope Feeder Attachment-D1 attached.

Troubleshooting

Q 28

What are the types of paper that I can use?

A You can load and print on the following paper.

Paper Drawers

Weight:
Paper Drawer 1:
64 to 120 g/m^2
Paper Drawer 2:
64 to 163 g/m^2

Paper Size:
Paper Drawer 1 (imageRUNNER ADVANCE C2230/C2225/C2220):
A3, B4, A4, and B5
Paper Drawer 1 (imageRUNNER ADVANCE C2220L):
A3, B4, A4, A4R, B5, B5R, A5R, and Custom size (148 mm x 182 mm to 297 mm x 420 mm)
Paper Drawer 2:
305 x 457 mm, 320 x 450 mm (SRA3), A3, B4, A4, A4R, B5, B5R, A5, A5R, Custom Size (99 x 139.7 mm to 320 x 457.2 mm) and Envelopes

Type:
Paper Drawer 1:
Thin, Plain 1, Plain 2 , Plain 3 , Recycled, Color, Pre-Punched, Bond, and Heavy 1
Paper Drawer 2:
Thin, Plain 1, Plain 2, Plain 3, Recycled, Color, Pre-Punched, Bond, and Heavy 1, Heavy 2, Transparency, and Envelopes

Multi-Purpose Tray

Weight:
64 to 220 g/m^2

Paper Size:
Multi-Purpose Tray:
305 x 457 mm, 320 x 450 mm (SRA3), A3, B4, A4, A4R, B5, B5R, A5, A5R, Custom Size (99 x 139.7 mm to 320 x 457.2 mm) and Envelopes

Type:
Thin, Plain 1, Plain 2 , Plain 3, Recycled, Color, Pre-Punched, Bond, Heavy 1, Heavy 2, Heavy 3 , Tracing, Coated, Labels, Transparency, and Envelopes

Additional Information

• **The Cassette Module-X1 is required to use Paper Drawer 2 when you are using the imageRUNNER ADVANCE C2220L.**
• **For more information on the available paper types, see e-Manual > Basic Operations.**
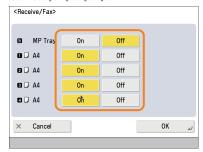
Q 29

How do I print data received via fax/I-fax on paper specified in advance?

A You can change the paper source from [Paper Drawer Auto Selection On/Off] in ⊚(Settings/Registration).

■ **Setting procedure:**

1. Press ⊚ (Settings/Registration).
2. Press [Function Settings] → [Common] → [Paper Feed Settings].
3. Press [Paper Drawer Auto Selection On/Off] → [Receive/Fax].
4. Set the paper source you want to use for printing received data to 'On' → set the paper sources you do not want to use to 'Off'.
5. Press [OK] → [OK].

Additional Information

For more information, see e-Manual > Settings/Registration.

Q 30

How can I manage documents that failed to be forwarded?

A You can specify how to manage jobs that failed to be forwarded in [Handle Files with Forwarding Errors] in ⊛ (Settings/Registration).

■ **Setting procedure:**
1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Handle Files with Forwarding Errors] → select how to manage the forwarding errors → press [OK].
- If you select [Always Print], jobs with forwarding errors are always printed.
- If you select [Store/Print], jobs with forwarding errors are stored in Memory RX Inbox.
- If Fax Memory Lock or I-Fax Memory Lock is set to 'Off,' jobs with forwarding errors are printed.
- If you select [Off], no jobs with forwarding errors are printed.

Additional Information
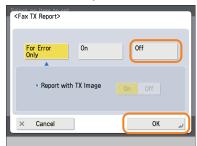For more information, see e-Manual > Settings/Registration.

Q 31

When a fax fails to be sent, both the TX Report and the Fax TX Report are output. Is there a way to not output the Fax TX Report?

A Disable the output function for the Fax TX Report. Specify the following settings.

■ **Disabling output of the Fax TX Report:**
1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Send] → [Fax Settings].
3. Press [Fax TX Report] → [Off] → [OK].

Additional Information
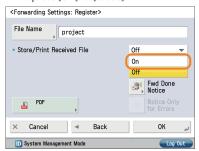For more information, see e-Manual > Settings/Registration.

Q 32

How do I print the data received from specific destinations only?

A You can set the Store/Print Received File mode in Forwarding Settings to print the data received from specific destinations only.
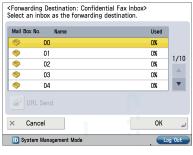
■ Printing for Specific Destinations Only

1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Forwarding Settings] → [Register] → specify the destinations in [Conditions].
4. Set <Store/Print Received File> to 'On' → press [OK] → [Close].

■ Forwarding to the Confidential Fax Inbox for Other Destinations

1. Press ⊛ (Settings/Registration).
2. Press [Function Settings] → [Receive/Forward] → [Common Settings].
3. Press [Forwarding Settings] → [Forward w/o Conditions] → specify the Confidential Fax Inbox as the forwarding destination.
4. Press [OK] → [Close].

Additional Information

• If the Fax Memory Lock is being used, received data is stored in the Memory RX Inbox without being printed.
• For more information, see e-Manual > Settings/Registration.

Q 33

What is the model number of the staple cartridge for the finisher or the stamp ink cartridge for the feeder?

A The model numbers of the consumables for the feeder and finisher are as follows:

■ Stamp Ink Cartridge-C1
For the feeder (DADF-AJ1)

■ Staple-J1
For the Staple Finisher-M1, Booklet Finisher-M1, and Inner Finisher-F1

■ Staple Cartridge-D2/Staple Cartridge-D3
For the Booklet Finisher-M1

Additional Information

For information on replacing the staple cartridges and stamp ink cartridges, see p. 59.

Q 34

A paper jam has occurred. How do I solve this problem?

A The procedure for clearing a paper jam is displayed on the touch panel display.
Follow the instructions to clear the paper jam.

■ Main Unit

■ **Feeder**

Remove Jammed Paper

Remove the jammed paper. (When finished, return everything to its original position.)

The paper was jammed.

Remove Jammed Paper

Lift the feeder to remove the jammed paper. (When finished, return everything to its original position.)
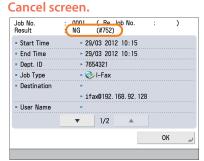
The paper was jammed.

Additional Information

If the problem is still not resolved, see p. 128.

Q 35

Numbers such as #751 and #801 are displayed on the touch panel display. What do they mean?

A These are error codes indicating that a job or operation did not complete successfully. They are displayed on the Details screen from [Log] on the Status Monitor/ Cancel screen.

Job No.   : 0001   (Re_Job No.   :   )
Result   : NG   (#752)
Start Time   ▶ 29/03 2012 10:15
End Time   ▶ 29/03 2012 10:15
Dept. ID   ▶ 7654321
Job Type   ▶ I-Fax
Destination   ▶
            ▶ ifax@192.168.92.128
User Name   ▶
                1/2
                OK

Perform the necessary procedures after referring to the causes and remedies for the error codes described in e-Manual > Problem Solving.

Additional Information

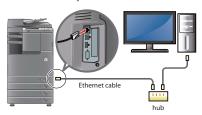For instructions on using [Status Monitor/ Cancel], see e-Manual > Status Monitor/ Cancel.

Q 36

I cannot print from the computer. Did the machine malfunction?

A Check the following possible causes:

■ **Is the network cable disconnected?**

■ **Is it possible that there is a network problem?**

Ethernet cable

hub

■ **Is the machine turned ON?**

(I-Side)

■ **Is there a paper jam or a toner shortage?**

■ **Did you exceed the maximum number of prints set by the Department ID Management?**

Additional Information

When network trouble occurs or for information on Department ID Management settings, contact your System Manager.

Troubleshooting

Q 37

It seems as though turning OFF the machine is different from the previous imageRUNNER. I am afraid that this may be a wrong operation.

A For the previous imageRUNNER, you needed to press and hold the control panel power switch for more than three seconds before the machine entered the Shutdown mode.

However, for the imageRUNNER ADVANCE, you just need to open the main power switch cover located on the right side of the machine, and push the main power switch toward the "⏻" side.

Additional Information
For more information, see Before Using This Machine.

Q 38

The touch panel display is completely black.

A The main power has not been turned ON, or the machine may have entered the Auto Sleep mode to save energy. Follow the procedure below.

■ **Turning the main power ON**
1. Check whether the power plug is firmly inserted into the outlet.
2. Open the main power switch cover located on the right side of the machine and switch the main power switch to the "I" side to turn the power ON.

■ **Recovering from the Auto Sleep mode**
Press ⊘(Energy Saver).

Additional Information
• For more information on the Auto Sleep mode and Energy Saver mode, see e-Manual > Basic Operations.
• Follow the procedure below to change the Auto Sleep Time.
  1. Press ⊛ (Settings/Registration).
  2. Press [Preferences] → [Timer/Energy Settings] → [Auto Sleep Time].
  3. Specify the time → press [OK].

Q 39

I have just sent an important document via facsimile. Can I check to make sure that it was sent correctly?
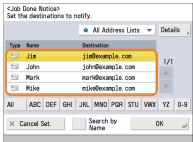
A You can specify the settings using the following method.

■ **To check from the Status Monitor/Cancel screen:**

1. Press [Status Monitor/Cancel].
2. Press [Send] → [Log].

■ **To receive send result via e-mail:**

1. Press [Fax] → [Options] → [Job Done Notice].
2. Specify the e-mail address where you want to receive the result notification.

Additional Information

• If the Fax TX Report is set, you can output and check the Fax TX Report every time. Also, if the Fax Activity Report is set, you can output and check Fax Report from the past. For more information, see e-Manual > Basic Operations.
• You can only specify an e-mail address that is registered in the address book.

Q 40

Can I restrict the number of color copies/prints?

A If Department ID Management is used, you can restrict the color copy or print output within groups.

■ **Setting the Department ID Management and Registering the Password:**

1. Press ⊙ (Settings/Registration).
2. Press [Management Settings] → [User Management] → [Department ID Management].
3. Press [On] → [Register PIN] → [Register].
4. Enter the Department ID and PIN → press [OK].

■ **Setting the Page Limits:**

1. Press ⊙ (Settings/Registration).
2. Press [Management Settings] → [User Management] → [Department ID Management].
3. Press [On] → [Register PIN] → [Register].
4. Press [Turn Limits On/Off and Set Page Limits] → specify the page limit settings → press [OK].

Additional Information

To perform this procedure, you must have administrator privileges. For more information, see e-Manual > Security.

Q 41

Can I change the language displayed on the touch panel display?

A You can change the language displayed from [Language/Keyboard Switch] in ⊚(Settings/Registration).

Displayed Language: English

Displayed Language: Other

■ Setting procedure:

1. Press ⊚(Settings/Registration).
2. Press [Preferences]→ [Display Settings] → [Language/Keyboard Switch On/Off].
3. Press [On] → [OK] → [Language/Keyboard Switch].
4. Select the language to display → press [OK].

Additional Information

- You can follow the procedure below to display a shortcut to the language switch on the Main Menu screen.
  1. Press ▨→ [Other Main Menu Settings] → 'On' for <Display [Language/Keyboard Switch]>.
  2. Press [OK].
- For more information, see e-Manual > Basic Operations.

Q 42

Can I change the screen or the order that the functions are displayed on the touch panel display when the power is turned ON?

A You can change the default display that appears after the machine is turned ON from [Default Screen after Startup/Restoration] in ⊚(Settings/Registration). You can also change the order that the functions are displayed or the layout from [Main Menu Button Display Settings] in ▨.

■ Setting the Default Display That Appears after the Machine Is Turned ON:

1. Press ⊚(Settings/Registration).
2. Press [Preferences] → [Display Settings] → [Default Screen after Startup/Restoration].
3. Select the settings → press [OK].

Troubleshooting

■ **Changing the Displayed Function:**

1. Press [icon].
2. Press [Main Menu Button Display Settings].
3. Select the layout or the order to display the function key → press [OK].

Additional Information

• To perform this procedure, you must have administrator privileges. For more information, see e-Manual > Security.
• You can also recall the settings that are previously stored as settings for frequently used functions from [Quick Menu].
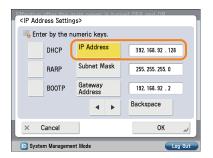For more information, see e-Manual > Quick Menu.

Q **43**

I want to check the IP address for this machine to run the Remote UI, but I do not know how to check it.

A You can check the IP address from the touch panel display of this machine.

■ **Checking the IP Address of This Machine:**

IPv4 Address

1. Press [icon] (Settings/Registration).
2. Press [Preferences] → [Network] → [TCP/IP Settings].
3. Select [IPv4 Settings] → [Use IPv4] → [On].
4. Press [IP Address Settings].

IPv6 Address

1. Press [icon] (Settings/Registration).
2. Press [Preferences] → [Network] → [TCP/IP Settings].
3. Select [IPv6 Settings] → [Use IPv6] → [On].
4. Press [Manual Address Settings].

■ Starting the Remote UI:

**Run the Web browser for the computer →
enter 'http://<IP address of the machine>'
in the address bar.**

Additional Information

- **To perform this procedure, you must
have administrator privileges. For more
information, see e-Manual > Security.**
- **If you cannot start the Remote UI,
specify the following settings.**

  1. **Press ⊕ (Settings/Registration).**
  2. **Press [Management Settings] →
     [License/Other] → [Remote UI].**
  3. **Press [On] → [OK].**

Q **44**

Can I change the default settings

of the printer driver?
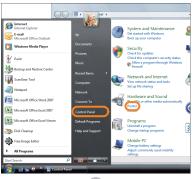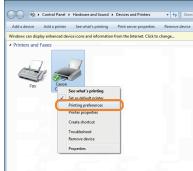
A You can change the print settings

of the printer driver from the

computer you are using.

■ Using Windows:

1. **On the [Start] menu, click [Control
   Panel] → [Printer].**
2. **Right-click the printer icon → click
   [Printing Preferences] → specify the
   printer settings.**
3. **Click [OK].**

■ Using a Macintosh:

Page Settings:
1. **Click [Page Setup] from the [File]
   menu in the application software.**
2. **Select each item as indicated below.
   Setting: [Page Attributes]
   Printer: The name of your printer**
3. **Click the <Settings> drop-down list →
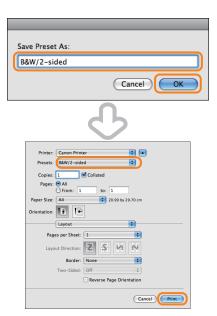   [Save as Default] → [OK].**
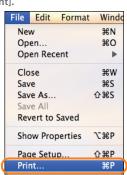
Troubleshooting

Print Settings:
1. Click [Print] from the [File] menu in the application software.
2. Click the <Printer> drop-down list → select the name of your printer.
3. Click the <Preset> drop-down list → [Save As].
4. Specify [Save Preset As] → click [OK].
5. Click the <Preset> drop-down list → select the saved preset name → click [Print].
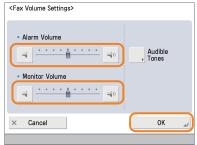
Q 45

Is there a way to adjust the sound heard when fax sending/receiving is complete?

A

You can use 🔊 (Volume Settings) on the control panel to adjust the volume.

■ **Setting procedure:**
1. Press 🔊 (Volume Settings) on the control panel.
2. Press 🔊 or 🔊 to adjust the Alarm Volume and Monitor Volume → press [OK].

Q | **46**
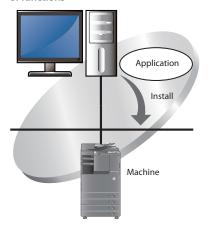
What is MEAP?

A MEAP stands for Multifunctional Embedded Application Platform and is a software platform for the Canon multitasking machines. You can expand the functions or customize them by installing the MEAP application from the computer to the multitasking machine.

■ **iW Function Flow**

The iW Function Flow is an application that increases the efficiency of operations that use multiple functions of the machine. By creating and registering combinations of functions that are frequently used on the machine, you can repeatedly reuse the same combination of functions

Application

Install

Machine

Additional Information

For more information, see e-Manual > MEAP.

Canon