Canon

Basic Operation Guide

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

ENG

Manuals for the Machine

● Machine Set-Up
● Software Installation

Starter Guide

● Basic Features
● Maintenance
● Trouble Shooting
● Specifications

Basic Operation Guide
(This Document)

● Total Operation Features
● Network and Remote User Interface
● System Manager Settings
● Reports and Lists
● Trouble Shooting

Reference Guide

CD-ROM

● Scanning Features
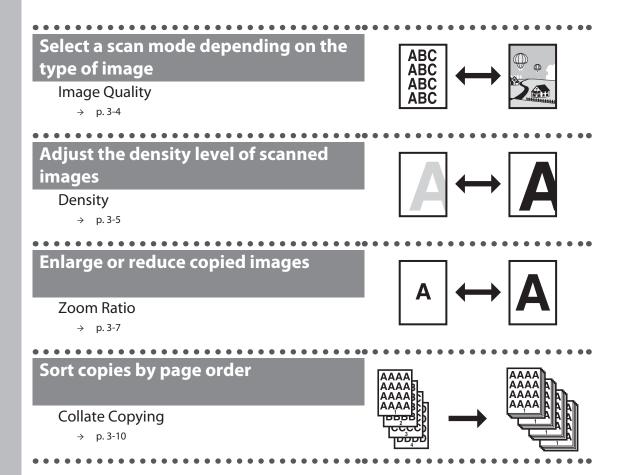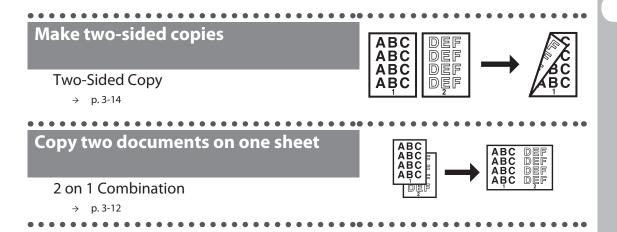
Scanner Driver Guide

CD-ROM

CD-ROM **Indicates the manual is supplied in PDF format in the accompanying CD-ROM.**

● To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
● Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
● The machine illustration on the cover may differ slightly from your machine.
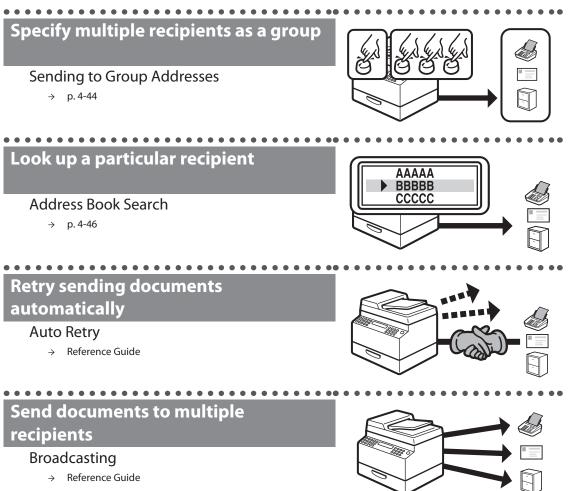
What Can I Do with This Machine?

Copy Features

Select a scan mode depending on the type of image

Image Quality

→ p. 3-4

Adjust the density level of scanned images

Density

→ p. 3-5

Enlarge or reduce copied images

Zoom Ratio

→ p. 3-7

Sort copies by page order

Collate Copying

→ p. 3-10

Make two-sided copies

Two-Sided Copy

→ p. 3-14

Copy two documents on one sheet

2 on 1 Combination

→ p. 3-12

iii

Sending/Receiving Features

Send documents with diverse sending methods

Fax, E-Mail, and File Server
→ Chapter 4

Send documents in a variety of file formats

Send Settings
→ p. 4-7

ABC
ABC
ABC
ABC

PDF
TIFF
JPEG

Specify a recipient with a single key

Sending with One-Touch Keys
→ p. 4-40

Specify a recipient with a three-digit code

Sending with Coded Dial Codes
→ p. 4-42

Specify multiple recipients as a group

Sending to Group Addresses

→ p. 4-44

Look up a particular recipient

Address Book Search

→ p. 4-46

AAAAA
▶ BBBBB
CCCCC

Retry sending documents automatically

Auto Retry

→ Reference Guide

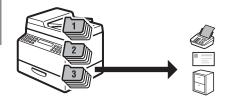## Send documents to multiple recipients

Broadcasting

→ Reference Guide

Recall the last three sending jobs

Job Recall
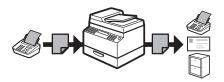
→ Reference Guide

Forward received documents

Forwarding Documents

→ Reference Guide

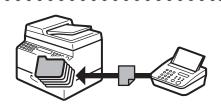## Receive faxes in memory without printing out

Memory Reception

→ Reference Guide
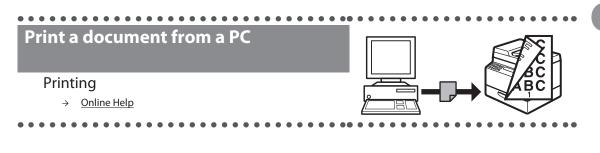
Send a fax from a PC

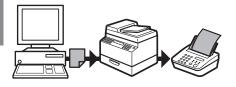### PC Faxing

→ Online Help

Printer Feature

Print a document from a PC

Printing

→ **Online Help**

Scanner Feature

Specify detailed scanning options to suit various images

Scanning

→ Scanner Driver Guide

Remote UI Feature

Access and manage the machine from a PC
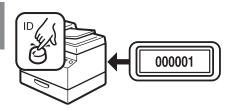
Remote UI

→ Reference Guide
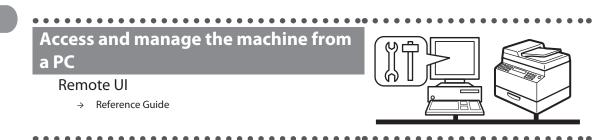
System Manager Settings

Restrict the use of the machine with department IDs

Department ID Management

→ Reference Guide

ID

000001

Contents

What Can I Do with This Machine?

How to Use This Guide

Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

⚠ **WARNING**　Indicates a warning that may lead to death or serious injury if not observed.

⚠ **CAUTION**　Explains how to avoid actions that could injure you or damage your machine.

✏ **NOTE**　Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:
– The keys you press appear in square brackets: [Stop/Reset].
– Information in the LCD appears in angle brackets: <LOAD PAPER>.
The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

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Users in New Zealand
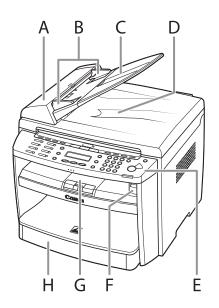
Caution (New Zealand Only)

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

1 Before Using the Machine
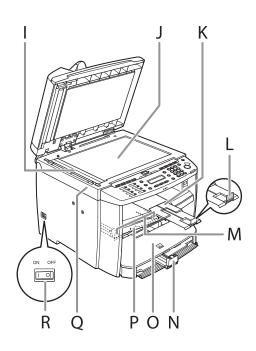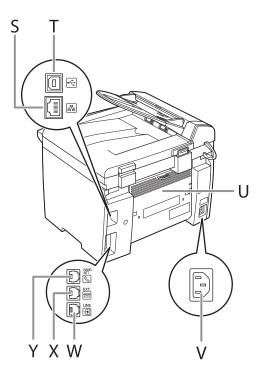
Machine Components

A **ADF (Automatic Document Feeder)**
Holds documents and feeds them automatically into the scanning area.

B **Slide guides**
Adjust to the width of the document.

C **Document feeder tray**
Holds documents.

D **Document delivery tray**
Receives documents.

E **Operation panel**
Controls the machine.

F **USB memory port**
Insert the USB memory when using scanning to USB memory option.

G **Output tray**
Receives copies, prints and faxes.

H **Paper cassette**
Loads the paper supply.
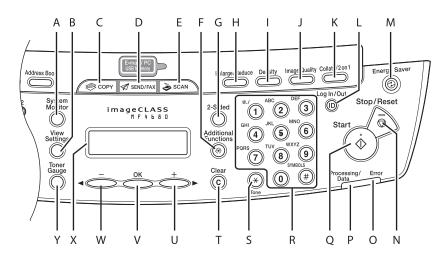
I   Scanning area
    Scans documents from the ADF.

J   Platen glass
    Place documents.

K   Output tray extension
    Extends the output tray.

L   Paper stopper
    Prevents the paper from falling off the output
    tray.
    Open the paper stopper from its original
    position for A4 paper.

M   Slide guides for multi-purpose tray
    Adjusts to the width of the paper.

N   Paper guide rail
    Holds the paper supply.

O   Dust cover
    Protects the paper supply in the paper cassette
    from the dirt and dust.

P   Multi-purpose tray
    Feeds paper when you insert one by one
    manually.

Q   Scanning platform
    Open this platform when replacing the toner
    cartridge or clearing paper jams.

R   Main power switch
    Turns the power on or off.

S   Ethernet port
    Connect the network cable.

T   USB port
    Connect the USB (Universal Serial Bus) cable.

U   Rear cover
    Open this cover when clearing paper jams.

V   Power socket
    Connect the power cord.

W   Telephone line jack
    Connect the external telephone cable.

X   External device jack
    Connect an external device.

Y   Handset jack
    Connect the optional handset cable.

Operation Panel

Main Operation Panel

A   [System Monitor] key
Press to check fax transmission, print, copy, or
report output status.

B   [View Settings] key
Press to confirm settings of the copy function.

C   [COPY] key
Press to switch to the Copy mode.

D   [SEND/FAX] key
Press to switch to the Send/Fax mode.

E   [SCAN] key
Press to switch to the Scan mode.

F   [Additional Functions] key
Press to select or cancel the modes in
Additional Functions.

G   [2-Sided] key
Press to set two-sided copying.

H   [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.

I   [Density] key
Press to adjust the density for copy or
documents you send.

J   [Image Quality] key
     Press to select image quality for copy or fax.

K   [Collate/2 on 1] key
     Press to collate copies, or press to set 2 on 1 copying.

L   Log In/Out key (ID key)
     Press to operate the machine when the ID management is activated. Also press to enable the ID management when you finished using the machine.

M   [Energy Saver] key
     Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

N   [Stop/Reset] key
     Press to stop a current job. Also, press to return the machine to the standby mode.

O   Error indicator
     Flashes when an error has occurred.

P   Processing/Data indicator
     Flashes while sending or receiving faxes. Lights when the machine has waiting jobs and stores the data in memory.

Q   [Start] key
     Press to start copying, scanning and sending faxes.

R   Numeric keys
     Enter letters and numbers.

S   [Tone] key
     Press to switch from rotary pulse to tone dialing.

T   [Clear] key
     Press to clear entered alphanumeric characters.

U   [+►] key
     Press to increase the value for various settings. Also press to see the next item in the menu.

V   [OK] key
     Press to accept a set function or mode. Also press and hold to print a sample page when you are in the copy mode. For details, see "Printing a Sample Page," on p. 3-16.

W   [◄–] key
     Press to decrease the value for various settings. Also press to see the previous item in the menu.
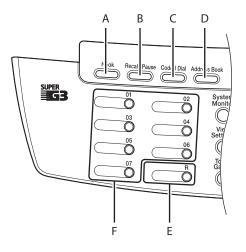
X   LCD display
     Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

Y   [Toner Gauge] key
     Press to check the toner remaining in the toner cartridge.

Send/Fax Operation Panel

A   [Hook] key
     Press when you want to dial without lifting
     up the optional handset or the handset of the
     external telephone.

B   [Recall/Pause] key
     Press to recall previously set send jobs,
     including the destinations, scan settings, and
     send settings.
     Press to enter a pause between or after
     the telephone/fax number when dialing or
     registering numbers.
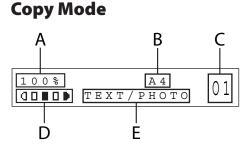
C   [Coded Dial] key
     Press to specify destinations registered under
     coded dial codes.

D   [Address Book] key
     Press to search pre-registered destinations
     under one-touch keys or coded dial codes by
     name, number, or address.

E   [R] key
     Press to dial an outside line access number
     or an extension number when the unit is
     connected through a switchboard (PBX).

F   One-Touch keys
     Press to specify destinations registered under
     one-touch keys.

LCD (Standby Mode)

Copy Mode

```
  A           B     C

 1 0 0 %         A 4      0 1
 ◁▢▢■▢▷ T E X T / P H O T O

    D           E
```

A   Zoom ratio

B   Paper size

C   Quantity

D   Density

E   Image quality

Scan Mode

```
S C A N N I N G   M O D E
```

Send/Fax Mode

```
F A X
```

Log In Mode

● For Department ID Management

```
E N T E R   D E P T . I D

–
```

● For User ID Management

```
E N T E R   U S E R   I D       : a

–
```
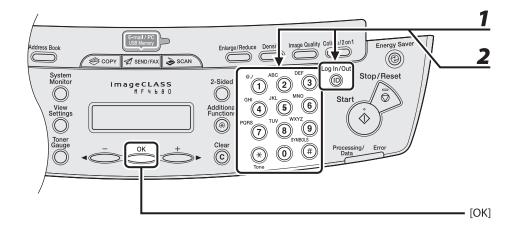
📝 NOTE

– Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see "Setting Menu," on p. 12-6.

– When the main power switch is turned on, the LCD displays <PLEASE WAIT> first, and then displays <INITIALIZING...> until the standby display appears. It is also possible to see the standby display without having <INITIALIZING...> shown.

– If the Auto Clear function is activated, the display returns to the standby mode.

– Log in mode is displayed only when Department/ User ID Management is set to <ON> in <SYSTEM SETTINGS>. To log in or out, see "Department/User ID Management," on p. 1-9.

Department/User ID Management

If Department ID Management or User ID Management is set to <ON> in <SYSTEM SETTINGS>, you must enter your ID and password to be able to operate the machine. For details, see Chapter 8, "System Manager Settings," in the Reference Guide.
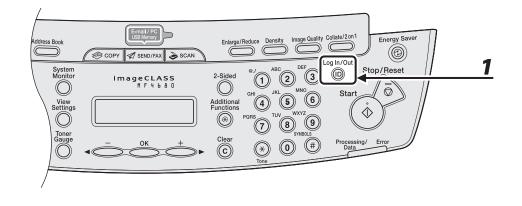
Procedure before Using the Machine

[OK]

---

1 Enter the department ID or the user ID with the numeric keys, then press [OK] or [Log In/Out (ID)].

2 If the password is set, enter the password with the numeric keys, then press [OK] or [Log In/Out (ID)].

The standby display appears.

Procedure after Using the Machine

1 **Be sure to press [Log In/Out (ID)].**

Optional Handset

If you want to use the machine as a telephone and a fax machine, or if you want to receive faxes manually, install the optional handset available from your local authorized Canon dealer or the Canon help line.
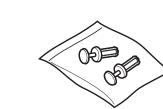
Use a sharp object (i.e., pen) to select the ring volume of the handset.

📝 **NOTE**

For how to install the handset, see "Set Up the Machine," in the Starter Guide.

Maintaining the Handset

– Do not leave the handset exposed to direct sunlight.
– Do not install the handset in hot or humid conditions.
– Do not spray aerosol polish on the handset as it may cause damage.
– Use a damp cloth to wipe clean the handset.

Toner Cartridge

The lifetime of the Canon genuine starter toner cartridge which comes with the machine is approximately 1,000 pages, the Canon genuine replacement toner cartridge is approximately 2,000 pages. The page counts are on the basis of "ISO/IEC 19752"* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. To purchase the Canon genuine replacement toner cartridge, contact your local authorized Canon dealer or Canon help line.

* "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

Toner Cartridge name:
Canon FX9 Cartridge

Model Name	Type	Supported Canon Genuine Cartridge	Print Yield
MF4680	Bundled	Canon FX9 S-Cartridge	Approx. 1,000 pages
	Replacement	Canon FX9 Cartridge	Approx. 2,000 pages

Maintaining the Toner Cartridge

● Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.

● Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.

● Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.

● Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.

● Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.

● Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.

● Do not remove the toner cartridge from the machine unnecessarily.

● Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

● Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.

● Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

● If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.

● When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

● Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.

● Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

⚠ **CAUTION**

Do not place the toner cartridge in fire. Toner powder is flammable.

Checking the toner level

You can check the amount of toner remaining in the toner cartridge by pressing the [Toner Gauge] key. The toner level is displayed in the LCD at four levels.
If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced. (See "Replacing the Toner Cartridge," on p. 10-10.)

Toner full

```
TONER  GAUGE
0%       ■ ■ ■ ■ ■ ■        100%
```

Toner high

```
TONER  GAUGE
0%       ■ ■ ■ ■ □ □        100%
```

Toner low

```
TONER  GAUGE
0%       ■ ■ □ □ □ □        100%
```

Toner empty

```
TONER  GAUGE
0%       □ □ □ □ □ □        100%
```

📝 **NOTE**
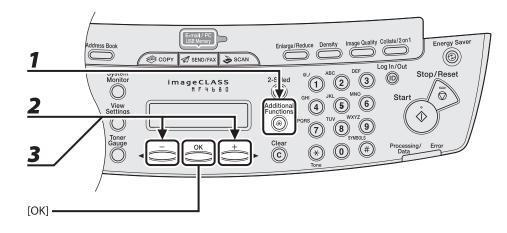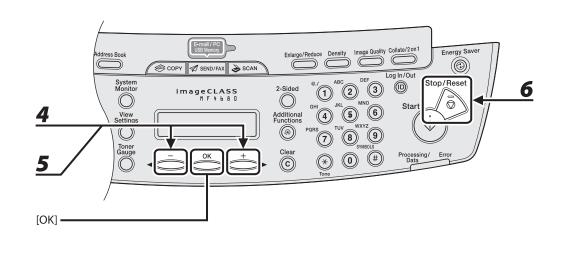
To return to the standby mode, press [Stop/Reset].

Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode.

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <AUTO SLEEP TIME>, then press [OK].**

[OK]

4 Press [◄ −] or [+ ►] to select <ON>, then press [OK].

5 Press [◄ −] or [+ ►] to select the desired interval, then press [OK].

You can set the interval from 3 to 30 minutes (in one-minute increments).
You can also enter values using numeric keys.

📝 NOTE

The default setting is 5 minutes.

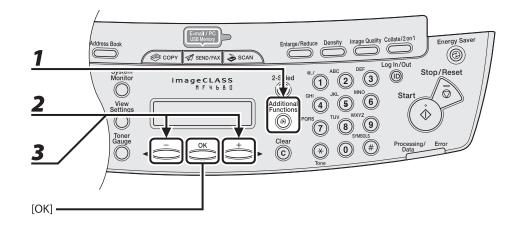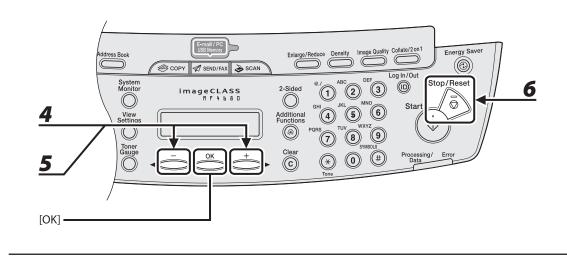## 6 Press [Stop/Reset] to return to standby mode.

📝 NOTE

– [Energy Saver] lights green when the machine enters the Sleep mode.
– To resume normal mode from the Sleep mode, press [Energy Saver] on the operation panel.
– To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
– The machine will not enter the Sleep mode when:
  • the machine is in operation
  • the Processing/Data indicator lights or flashes
  • a message appears on the display and the Error indicator flashes
  • paper is loaded in the multi-purpose tray
  • a paper jam occurs in the machine
  • the optional handset or the handset of the external telephone is off the hook
– The machine will leave the Sleep mode when:
  • you press [Energy Saver] on the operation panel
  • a fax is received
  • the optional handset or the handset of the external telephone is off the hook
  • a print job is sent from a computer, and the print is started

Setting Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function).

[OK]

1 **Press [Additional Functions].**

2 **Press [◄ −] or [＋ ►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄ −] or [＋ ►] to select <AUTO CLEAR TIME>, then press [OK].**

[OK]

4 Press [◀ −] or [＋ ▶] to select <ON>, then press [OK].
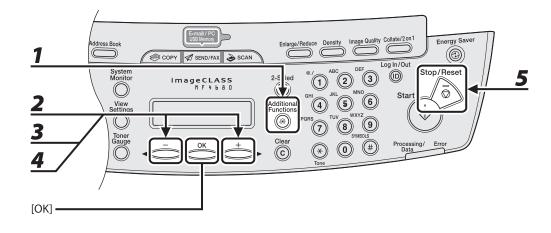
5 Press [◀ −] or [＋ ▶] to select the desired interval, then press [OK].

You can set the interval from 1 to 9 minutes (in one-minute increments).
You can also enter values using numeric keys.

6 Press [Stop/Reset] to return to standby mode.

Setting Time Zone

The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.
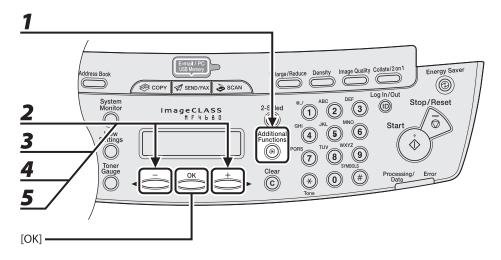
1 Press [Additional Functions].

2 Press [◄ −] or [+ ►] to select <TIMER SETTINGS>, then press [OK].

3 Press [◄ −] or [+ ►] to select <TIME ZONE SETTING>, then press [OK].

4 Press [◄ −] or [+ ►] to select the time zone, then press [OK].

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

📎 **NOTE**
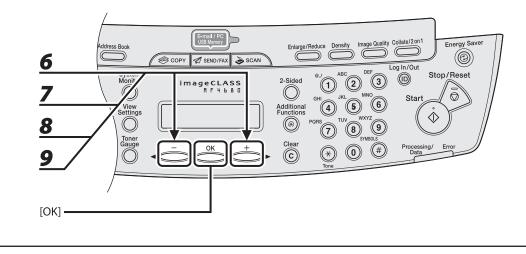
The specified time zone setting becomes effective after the machine is restarted.

Setting Daylight Saving Time
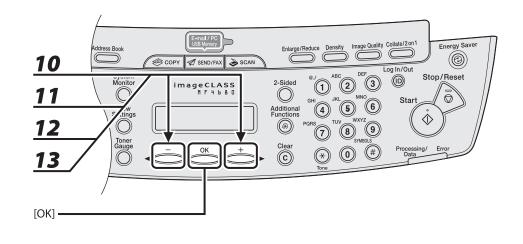
In some countries or areas, time is advanced throughout the summer season. This is called "Daylight Saving Time."
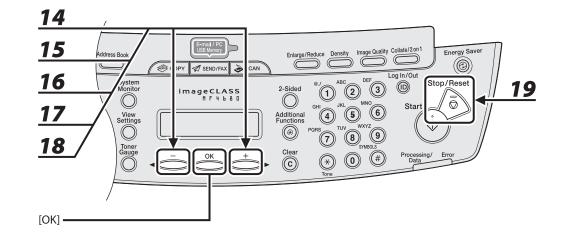

[OK]

1 Press [Additional Functions].

2 Press [◄ −] or [＋ ►] to select <TIMER SETTINGS>, then press [OK].

3 Press [◄ −] or [＋ ►] to select <DAYLIGHT SV.TIME>, then press [OK].

4 Press [◄ −] or [＋ ►] to select <ON>, then press [OK].

5 Press [◄ −] or [＋ ►] to select <BEGIN DATE/TIME>, then press [OK].

▶▶▶

[OK]

6 Press [◀ −] or [+ ▶] to select <MONTH>, then press [OK].

7 Press [◀ −] or [+ ▶] to select the month, then press [OK].

8 Press [◀ −] or [+ ▶] to select <WEEK>, then press [OK].

9 Press [◀ −] or [+ ▶] to select the week, then press [OK].

[OK]

10 Press [◄ −] or [+ ►] to select <DAY>, then press [OK].

11 Press [◄ −] or [+ ►] to select the day, then press [OK].

12 Press [◄ −] or [+ ►] to select <END DATE/TIME>, then press [OK].

13 Press [◄ −] or [+ ►] to select <MONTH>, then press [OK].

▶▶▶

14

15

16

17

18

19

[OK]

14 Press [◄ −] or [+ ►] to select the month, then press [OK].

15 Press [◄ −] or [+ ►] to select <WEEK>, then press [OK].

16 Press [◄ −] or [+ ►] to select the week, then press [OK].

17 Press [◄ −] or [+ ►] to select <DAY>, then press [OK].

18 Press [◄ −] or [+ ►] to select the day, then press [OK].

19 Press [Stop/Reset] to return to standby mode.

2 Document and Paper

Document Requirements

	Platen Glass	**ADF**
Type	– Plain paper – Thick documents – Photographs – Small documents (e.g., index cards) – Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) – Book (Height: max. 24 mm)	Plain paper (Multipage documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 216 x 297 mm	Max. 216 x 356 mm Min. 105 x 148.5 mm
Weight	Max. 2 kg	40 to 105 g/ m^2
Quantity	1 sheet	Max. 35 sheets*2
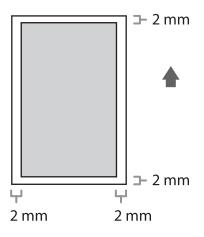
*1 When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.
*2 80 g/m^2 paper

● Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
● To prevent document jams in the ADF, do not use any of the following:
  – Wrinkled or creased paper
  – Carbon paper or carbon-backed paper
  – Curled or rolled paper
  – Coated paper
  – Torn paper
  – Onion skin or thin paper
  – Documents with staples or paper clips attached
  – Paper printed with a thermal transfer printer
  – Transparencies

Scanning Area

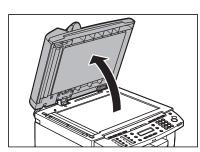**Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.**

2 mm

2 mm

2 mm   2 mm

Loading Documents
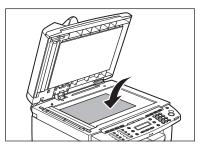
On the Platen Glass

1 **Lift up the platen glass cover.**
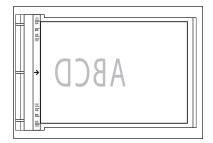
2 **Place your document face down.**
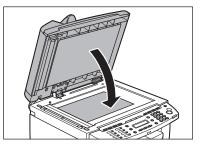
3 Align the document with the appropriate paper size marks.

If your document does not match any of the paper size marks, align the center of your document with the arrow mark.

4 Gently lower the platen glass cover.

The document is ready for scanning.

⚠️ **CAUTION**
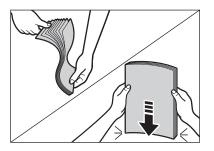
– When closing the platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.
– Do not press down the platen glass cover forcefully, as this may damage the platen glass and cause personal injury.

📝 **NOTE**
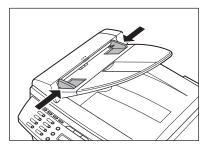
Remove the document from the platen glass when scanning is complete.

In the ADF
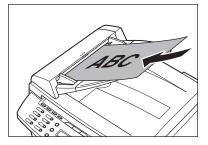
1 **Fan the document stack and even the edges.**

2 **Adjust the slide guides to the width of the documents.**

3 Neatly place the documents face up in the document feeder tray.

The document is ready for scanning.

📝 NOTE

– Do not add or remove documents while they are being scanned.
– When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
– Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
– If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 10-2.)

Paper Requirements
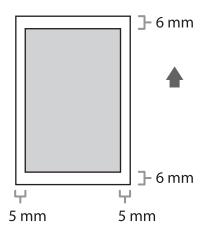
	Paper cassette	Multi-purpose tray
Size (W x L)	A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5 (162 x 229 mm)), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, LTR, LGL (76 x 127 to 216 x 356 mm)	
Weight	60 to 163 g/m^2	
Quantity	Max. 250 sheets (Height: max. 25 mm)	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

NOTE

The default paper size is A4. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-15.)

● To prevent paper jams, do not use any of the following:
  – Wrinkled or creased paper
  – Curled or rolled paper
  – Coated paper
  – Torn paper
  – Damp paper
  – Very thin paper
  – Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
● The following types of paper do not print well:
  – Highly textured paper
  – Very smooth paper
  – Shiny paper
● Make sure the paper is free from dust, lint, and oil stains.
● Be sure to test paper before purchasing large quantities.
● Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
● Store paper at 18°C–24°C, 40%–60% relative humidity.
● Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Printable Area

The shaded area indicates the approximate printable area of A4 paper and envelope. Note that the margin widths listed are approximate and there may be slight variations in actual use.

6 mm

6 mm

5 mm   5 mm

Loading Paper

To load paper in the paper cassette, see "Set Up the Machine," in the Starter Guide.
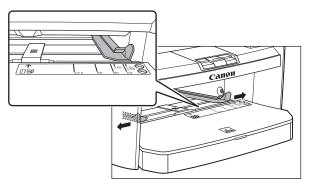
Into the Multi-Purpose Tray

Use the multi-purpose tray when you want to copy or print on the different paper which is in the paper cassette. Load paper one by one in the multi-purpose tray.

📝 NOTE
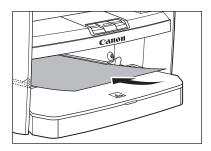
– The paper in the multi-purpose tray is fed prior to the paper in the paper cassette.
– The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.
– Make sure to set the correct paper size in the printer driver. (See Online Help.)
– When printing received documents, it is possible to feed paper only from the paper cassette. If paper is loaded into the multi-purpose tray, <PAPER IN MP TRAY/REMOVE PAPER> appears.

1 Spread the paper guides a little wider than the actual paper width.

2 When setting paper, gently insert the paper into the multi-purpose tray with the print side up.

NOTE
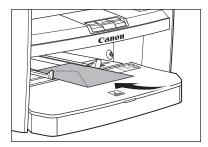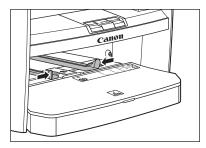
When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.

When setting an envelope, gently insert the envelope into the multi-purpose tray with the print side up and the right edge (i.e., closer to the stamp) first.

3 **Slide the paper guides so that they fit to both sides of the paper.**

NOTE

If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.
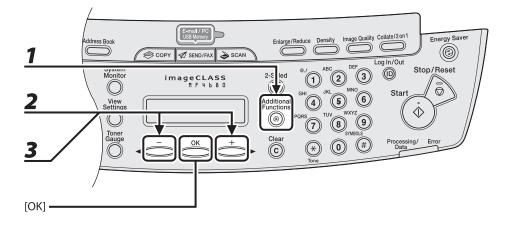
4 **Specify the size and the type of the paper you load.**

For details on how to specify the paper size and type, see "Setting Paper Size and Type," on p. 2-15.
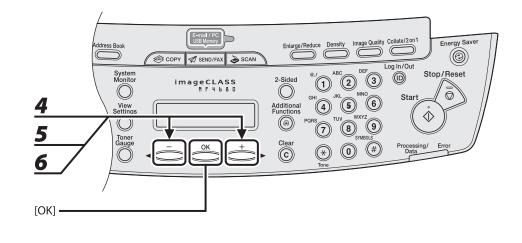
Setting Paper Size and Type

The default setting is <A4> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings.
The procedure is same for the paper cassette and multi-purpose tray except for selecting the paper cassette or multi-purpose tray in step 3 and 6.

[OK]

1   **Press [Additional Functions].**

2   **Press [◀ —] or [+ ▶] to select <PAPER SETTINGS>, then press [OK].**

3   **Press [◀ —] or [+ ▶] to select <CASSETTE> or <MP TRAY>, then press [OK].**

[OK]

4 Press [◀ −] or [+ ▶] to select <PAPER SIZE>, then press [OK].

5 Press [◀ −] or [+ ▶] to select the paper size, then press [OK].

You can select from the following paper sizes:
 <A4>, <B5>, <A5>, <EXECUTIV>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <B-OFI>, <M-OFI>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP> , <LTR>, <LGL>

📝 NOTE

The paper sizes available will vary depending on the country where the unit was purchased.

6 Press [◀ −] or [+ ▶] to select <SELECT PAPER TYPE>, then press [OK].

📝 NOTE
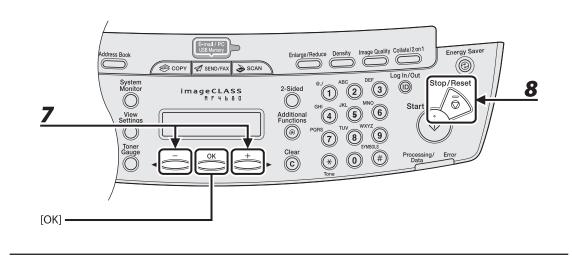
If you have selected <B5>, <A5>, <EXECUTIV>, <COM10>, <MONARCH>, <DL> or <ISO-C5> for the paper size in step 5, <SELECT PAPER TYPE> is not displayed. Skip to step 8.

[OK]

7 Press [◄ −] or [+ ►] to select the paper type, then press [OK].

You can select from the following paper types:

<PLAIN PAPER> or <PLAIN PAPER L>*[1] for Plain paper (64 g/m^2 to 90 g/m^2)

<HEAVY PAPER> or <HEAVY PAPER H>*[2] for Heavy paper (Paper cassette: 105 g/m^2 to 128 g/m^2, Multi-purpose tray: 105 g/m^2 to 163 g/m^2) or Envelope

<TRANSPARENCY> for Transparency

*[1] If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

*[2] If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

8 Press [Stop/Reset] to return to the standby mode.
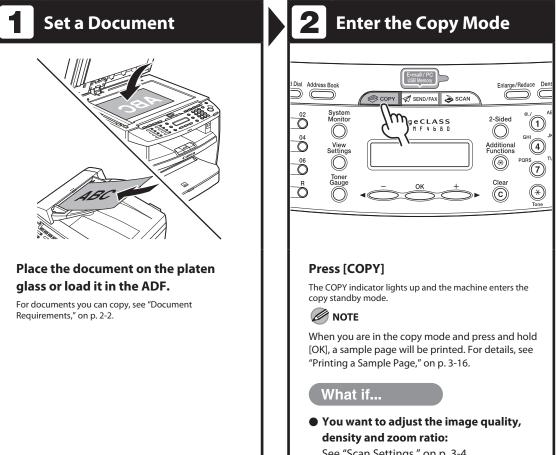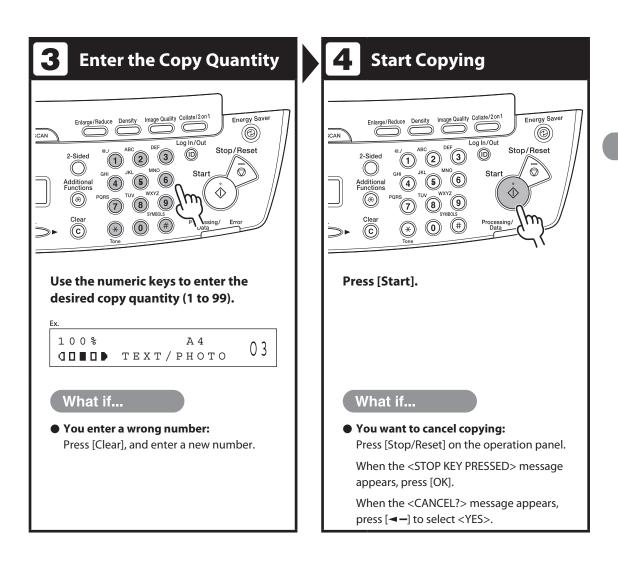
3 Copying

Basic Copying Method

Follow this procedure to make a copy.

1 Set a Document

Place the document on the platen glass or load it in the ADF.

For documents you can copy, see "Document Requirements," on p. 2-2.

2 Enter the Copy Mode

Press [COPY]

The COPY indicator lights up and the machine enters the copy standby mode.

NOTE

When you are in the copy mode and press and hold [OK], a sample page will be printed. For details, see "Printing a Sample Page," on p. 3-16.

What if...

● **You want to adjust the image quality, density and zoom ratio:**
See "Scan Settings," on p. 3-4.

3 Enter the Copy Quantity

Use the numeric keys to enter the desired copy quantity (1 to 99).

Ex.

```
1 0 0 %              A 4
◖▢▮▢◗  T E X T / P H O T O    0 3
```

What if...

● **You enter a wrong number:**
Press [Clear], and enter a new number.

4 Start Copying

Press [Start].

What if...

● **You want to cancel copying:**
Press [Stop/Reset] on the operation panel.

When the <STOP KEY PRESSED> message appears, press [OK].

When the <CANCEL?> message appears, press [◄ ─] to select <YES>.

Scan Settings

Before pressing [Start] to begin copying, you can adjust the settings to better suit the document to be scanned. These settings return to the default values if the Auto Clear function is activated or if you press [Stop/Reset].
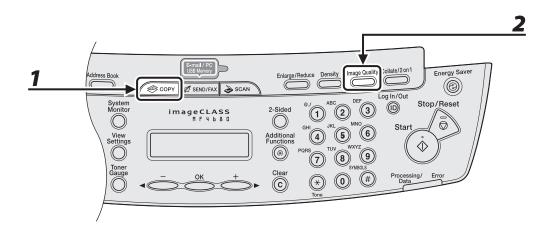
Image Quality

1 Press [COPY].

2 Press [Image Quality] repeatedly to select the document type.

<TEXT/PHOTO>: For documents that contain text and photos.
<TEXT/PHOTO+>: For documents that contain fine text and photos.
<TEXT>: For text documents.
<PHOTO>: For documents that contain fine text or photos.

📝 NOTE

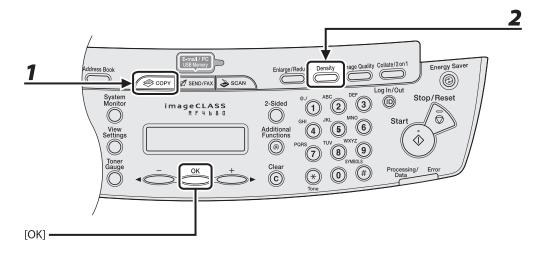Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO> or <TEXT/PHOTO+> is set.

Density

You can adjust the density to the most appropriate level for the document either automatically or manually.
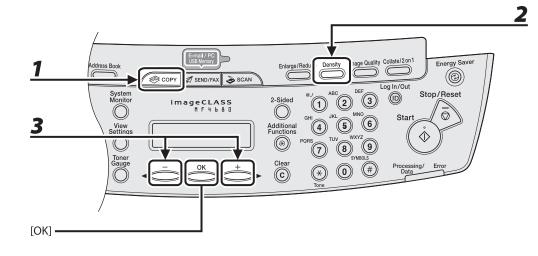
● Adjusting Automatically

[OK]

1 Press [COPY].

2 Press [Density] repeatedly to select <AUTO DENSITY>, then press [OK].

📎 NOTE

The image quality is automatically set to <TEXT>.

● Adjusting Manually

[OK]

1 Press [COPY].

2 Press [Density] repeatedly to select the manual mode.

3 Press [◀ −] or [+ ▶] to adjust the copy density, then press [OK].

Ex.

```
D E N S I T Y
- L T    ◀ □□□□■□□□□ ▶   D K +
```

[◀ −]: to make dark documents lighter
[+ ▶]: to make light documents darker

📝 NOTE
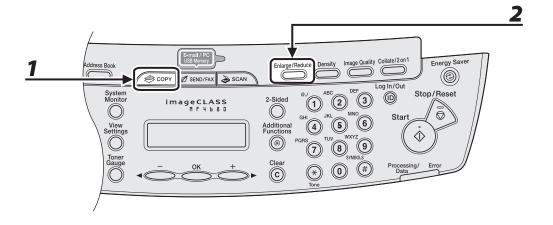
– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [SEND/FAX], all settings will be also canceled. If you want to keep the settings, set the density as following;
[Additional Functions] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY> → <MANUAL>
(See "Setting Menu," on p. 12-6.)

Zoom Ratio
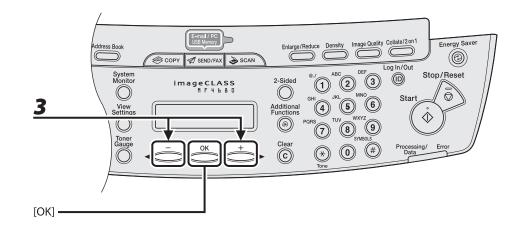
● Preset Zoom

You can enlarge or reduce documents from one standard paper size to another.

1 Press [COPY].

2 Press [Enlarge/Reduce].

[OK]

3 Press [◄ −] or [+ ►] to adjust the copy density, then press [OK].

–　200% MAX.
–　141% A5 → A4
–　122% A5 → B5
–　115% B5 → A4
–　86% A4 → B5
–　81%
–　70%
–　50% MIN.
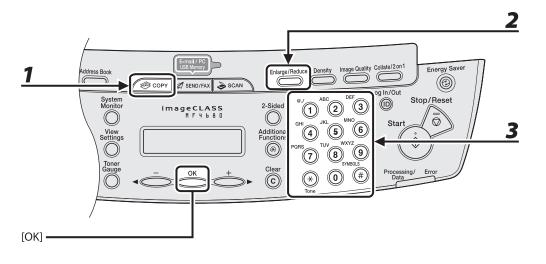
📝 **NOTE**

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <INCHES> or <A>, the preset copy ratios change as follows:
INCHES: 50%, 64%, 78%, 100%, 129%, 200%
A: 50%, 70%, 100%, 141%, 200%

● Zoom Designation

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.

[OK]

1 Press [COPY].

2 Press [Enlarge/Reduce] twice.

3 Enter the copy ratio with the numeric keys, then press [OK].

Ex.

```
ZOOM   50-200%
 -         100%          +
```

You can use [◀ —] or [＋ ►] to adjust the zoom ratio. To increase the zoom ratio, press [＋ ►]. To decrease the zoom ratio, press [◀ —].

NOTE

To return the copy ratio to 100%, press [Enlarge/Reduce] repeatedly to display <100%>, then press [OK].

Collate Copy

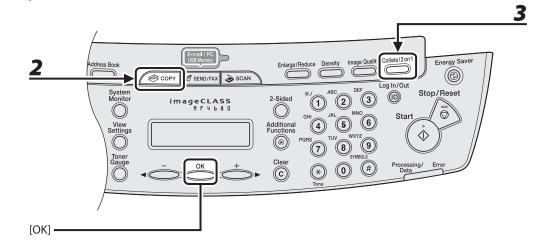You can copy documents collated into sets arranged in page order. This feature can be used together with both "Two-Sided Copying" (see p. 3-14) and "2 on 1 Combination" (see p. 3-12).

[OK]

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [COPY].

NOTE

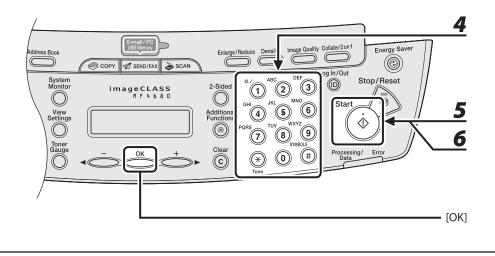If <COLLATE> is set to <ON> in <STANDARD SETTINGS> in <COPY SETTINGS>, skip step 3.

3 Press [Collate/2 on 1] repeatedly to select <COLLATE> , then press [OK].

If you want to use <COLLATE> with "2 on 1 Combination" (see p. 3-12) at the same time, select <COLLATE+2 ON 1>, then press [OK].
If you want to use with "Two-Sided Copying" at the same time, go to step 3 on p. 3-14.

Copying

4 Use the numeric keys to enter the desired copy quantity (1 to 99).

5 Press [Start].

When the documents are loaded in the ADF, collate copying starts and no further operation is required.

6 Place the next page of the document on the platen glass, then press [Start].

Repeat this step to scan all pages.

7 Press [OK].
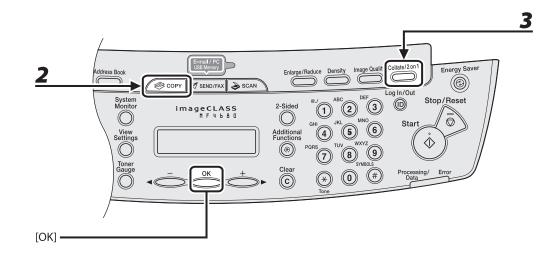
The machine prints the remaining sets of copies.

📝 NOTE

– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [SEND/FAX], all settings will be also canceled. If you want to keep the settings as the default, see "Setting Menu," on p. 12-6.
– When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [OK] to return to the standby mode, and print, send, or delete any documents stored in memory.

2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on the selected paper size. This feature can be used together with both "Collate Copy" (see p. 3-10) and "Two-Sided Copying" (see p. 3-14).

[OK]

---

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [COPY].
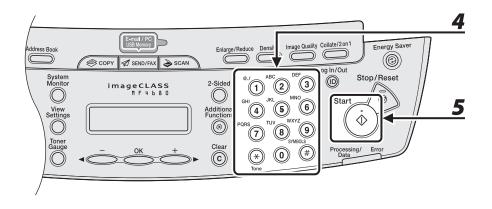
3 Press [Collate/2 on 1] repeatedly to select <2 ON 1>, then press [OK].

If you want to use <2 ON 1> with "Collate Copy" (see p. 3-10) at the same time, select <COLLATE+2 ON 1>, then press [OK].
If you want to use with "Two-Sided Copying" at the same time, go to step 3 on p. 3-14.

4 Use the numeric keys to enter the desired copy quantity (1 to 99).

5 Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

NOTE

– If you press [OK] without scanning the second document, only the first document will be printed on the left side of the paper.
– A maximum of 4 mm margin will be produced between the two reduced documents in 2 on 1 combination copying.
– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [SEND/FAX], all settings will be also canceled. If you want to keep the settings as the default, see "Setting Menu," on p. 12-6.
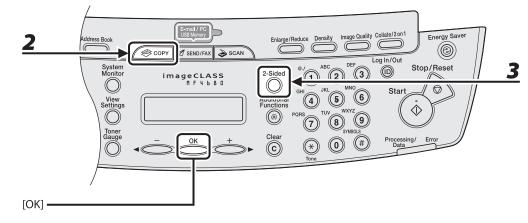
Two-Sided Copying

Two-sided copying enables you to make two-sided copies from one-sided documents. This feature can be used together with both "Collate Copy" (see p. 3-10) and "2 on 1 Combination" (see p. 3-12).

NOTE

Paper used to make two-sided copies must conform to the following specifications:
– Paper size: A4 and LTR
– Paper weight: 64 to 80 g/m^2
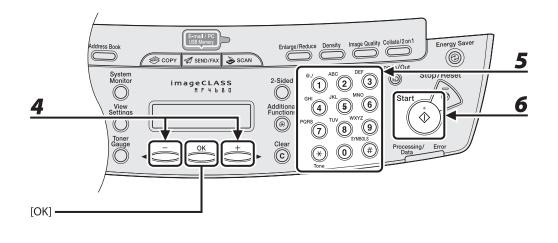
[OK]

---

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [COPY].

3 Press [2-Sided] repeatedly to select <1 > 2-SIDED>, then press [OK].

[OK]

4 Press [◀ −] or [+ ▶] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
<CALENDAR TYPE>: The front and back sides of the copy will have opposite top-bottom orientations.

🖉 NOTE

For the landscape oriented documents, the front and back sides of the copy will have the opposite top-bottom orientation when <BOOK TYPE> is selected.
When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientation.

5 Use the numeric keys to enter the desired copy quantity (1 to 99).

6 Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

🖉 NOTE

– To cancel all settings, press [Stop/Reset].
– When you switch the mode by pressing the mode keys such as [SEND/FAX], all settings will be also canceled. If you want to keep the settings as the default, see "Setting Menu," on p. 12-6.
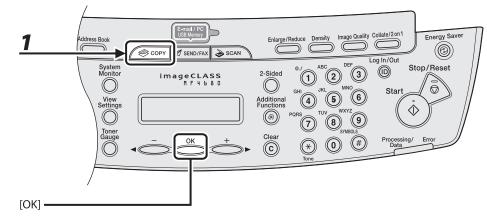– Instead of performing step 4, you can just press [OK]. In this case, the machine makes <BOOK TYPE> copies.

Printing a Sample Page

This machine provides you to print a sample page. You can use this function to test how the printouts will look with current settings.

📝 **NOTE**

- The paper size must be A4 or LTR.
- The paper type must be Plain Paper (64 to 80 g/m^2).
- If the paper setting is not appropriate or the paper is not loaded correctly, printing does not start without any error massages.
- You cannot cancel printing a sample page once printing has started.
- You cannot use this function while making copies, scanning documents, or printing reports or lists.

[OK]

---
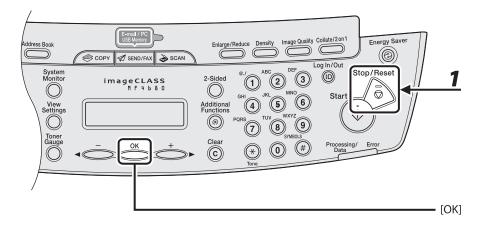
1 Press [COPY].

2 Press and hold [OK].

The sample page will be printed on the both sides of the paper.

Canceling Copy Jobs
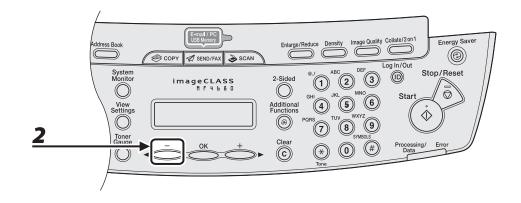
Cancel an ongoing job as follows.

[OK]

1 Press [Stop/Reset].

2 When the <STOP KEY PRESSED> message appears, press [OK].

● **When scanning using the ADF:**

```
STOP  KEY  PRESSED
PRESS  OK  KEY
```

2

● **When scanning using the platen glass:**

```
STOP  KEY  PRESSED
```

When the <CANCEL?> message appears, press [◄ –] to select <YES>.

```
CANCEL?
  <  YES            NO  >
```

Checking and Deleting Jobs
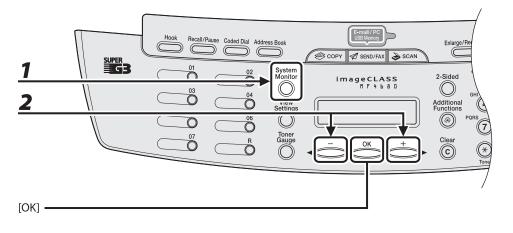
System monitor enables you to monitor the status of the copy jobs currently being processed.
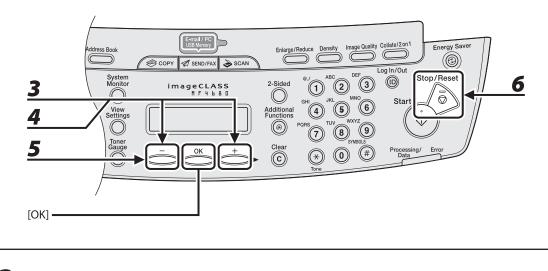
Checking and Deleting Copy Jobs

**1** Press [System Monitor] repeatedly to select <COPY STATUS>, then press [OK].

2 Press [◄ −] or [+ ►] to scroll through the job list, and check the status of the copy jobs.

If you want to delete the job, go to step 3. Otherwise, press [Stop/Reset] to return to the standby mode.

[OK]

3 Press [◄ −] or [＋ ►] to select the desired job, then press [OK].

4 Press [◄ −] or [＋ ►] to select <CANCEL>, then press [OK].

5 Press [◄ −] to select <YES>.

If you do not want to cancel the job, press [＋ ►] to select <NO>.

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

4 Sending Documents

Basic Sending Method

Follow this procedure to send faxes and e-mails, or to send documents to a file server.
For network connection, see "Set the Machine for Network Usage," in the Starter Guide.
For advanced sending features, see Chapter 4, "Sending and Receiving," in the Reference Guide.
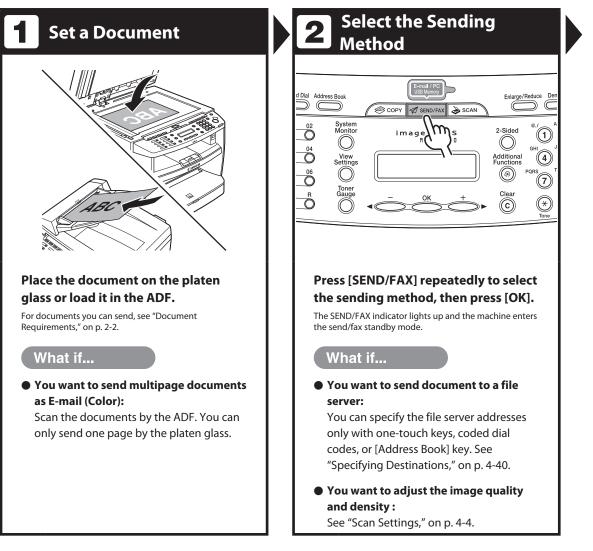
1 Set a Document

Place the document on the platen glass or load it in the ADF.

For documents you can send, see "Document Requirements," on p. 2-2.

What if...

● **You want to send multipage documents as E-mail (Color):**
Scan the documents by the ADF. You can only send one page by the platen glass.

2 Select the Sending Method

Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

The SEND/FAX indicator lights up and the machine enters the send/fax standby mode.

What if...

● **You want to send document to a file server:**
You can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book] key. See "Specifying Destinations," on p. 4-40.

● **You want to adjust the image quality and density :**
See "Scan Settings," on p. 4-4.

3 Specify the Destination

Specify the fax number or e-mail address with the numeric keys.

You can also specify the fax number or e-mail addresses with one-touch keys, coded dial codes, or [Address Book] key. (See "Specifying Destinations," on p. 4-40.)
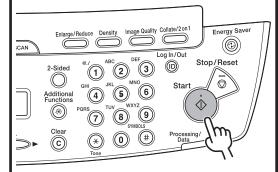
Ex.

```
FAX  NUMBER
TEL = 1 2 3
```

What if...

● **You enter a wrong number when specifying a fax number:**
Go back to the wrong digit with [◄ ─].

● **You enter a wrong character when specifying an e-mail address:**
Go back to the wrong character with [◄ ─], then press [Clear]. Or press and hold [Clear] to delete the entire entry.

4 Send the Document

Press [Start].

When you set the documents on the platen glass, press [◄ ─] or [➕ ►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start dialing.

What if...

● **You want to cancel sending:**
Press [Stop/Reset] on the operation panel.

When the <STOP KEY PRESSED> message appears, press [OK].
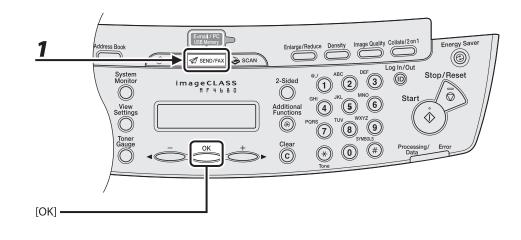
When the <CANCEL?> message appears, select <YES> with [◄ ─].

Scan Settings
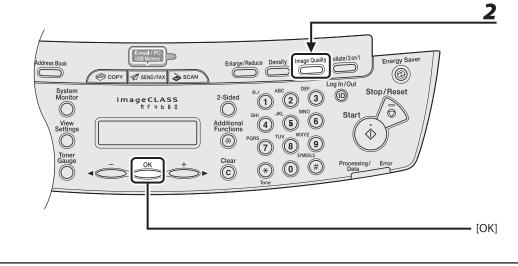
You can adjust the image quality (Fax) and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take.

When you send e-mail or send documents to a file server, you can optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type according to the type of document you are sending. (See "Send Settings (E-Mail/File Server)," on p. 4-7.)

Image Quality (Fax)

[OK]

1 **Press [SEND/FAX] to select <FAX>, then press [OK].**

[OK]

2 Press [Image Quality] repeatedly to select the resolution, then press [OK].
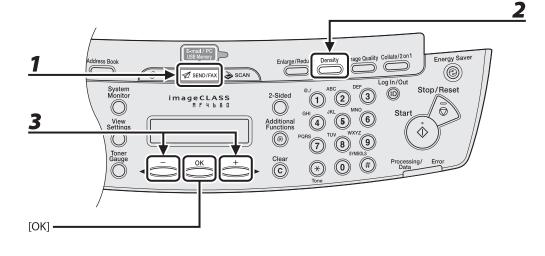
<FINE>: for fine-print documents (the resolution is twice that of <STANDARD>). (200 x 200 dpi)
<PHOTO>: for documents that contain photographs (the resolution is twice that of <STANDARD>). (200 x 200 dpi)
<SUPER FINE>: for documents that contain fine print and images (the resolution is four times that of <STANDARD>). (200 x 400 dpi)
<ULTRA FINE> for documents that contain fine print and images (the resolution is eight times that of <STANDARD>). (400 x 400 dpi)
<STANDARD>: for most text-only documents. (200 x 100 dpi)

Density

[OK]

1 Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

2 Press [Density].

3 Press [◄ −] or [+ ►] to adjust the density, then press [OK].

Ex.

```
DENSITY
-LT        ◖▢▮▢▶      DK+
```
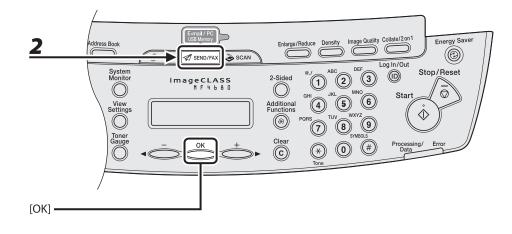
[◄ −]: to make dark documents lighter.
[+ ►]: to make light documents darker.

📝 NOTE

These settings return to the default values after all documents are scanned. If you want to keep the settings, set the density as following;
[Additional Functions] → <TX/RX SETTINGS> → <TX/RX COMMON SET.> → <TX SETTINGS> → <SCANNING DENSITY> (See "Setting Menu," on p. 12-6.)

Send Settings (E-Mail/File Server)

You can optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type after specifying the e-mail or file server address.

2

[OK]

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

NOTE

When you scan documents for E-mail (Color) using the platen glass, you can only send one page for each job. If you want to send multipage documents as E-mail (Color), scan the documents by the ADF.

2 Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

To send documents to a file server, select any sending method.

NOTE

If you want to send color images to a file server or attached to an e-mail message, select <E-MAIL: COLOR> as a sending method.
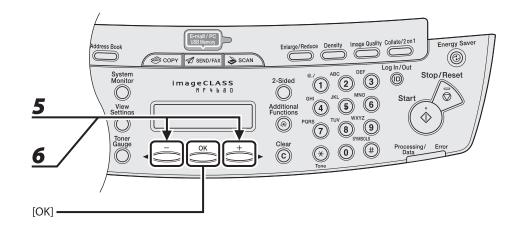
3 Specify the destination.

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-40.

NOTE

You can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book].

▶▶▶

[OK]

4 Press [OK] repeatedly until <FILE FORMAT> is displayed.

5 Press [◀ −] or [＋ ▶] to select the file format, then press [OK].
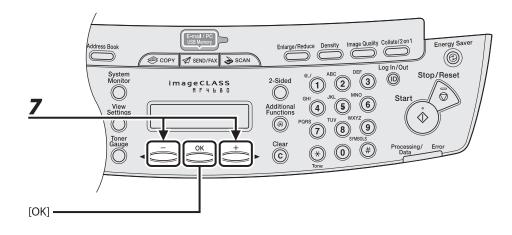
E-mail (B&W): <PDF>, <TIFF (B&W)>
E-mail (Color): <JPEG>, <PDF (COMPACT)>
File server (B&W): <PDF>, <TIFF (B&W)>
File server (Color): <JPEG>, <PDF (COMPACT)>

6 Press [◀ −] or [＋ ▶] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

<OFF>: Sends multiple images as a single file without dividing them.
<ON>: Separates multiple images and sends them as separate files

🖉 NOTE

If you have selected <JPEG> in step 5, this setting is not available.
<DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

[OK]

7 Press [◄ −] or [+ ►] to select the resolution, then press [OK].

E-mail (B&W): <200X200dpi>, <300X300dpi>, <400X400dpi>, <600X600dpi>, <150X150dpi>, <200X100dpi>
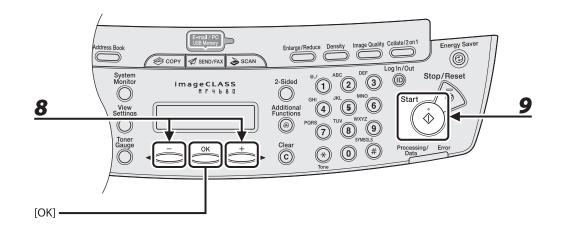E-mail (Color): <200X200dpi>, <300X300dpi>, <100X100dpi>, <150X150dpi>
File server (B&W): <200X200dpi>, <300X300dpi>, <400X400dpi>, <600X600dpi>, <150X150dpi>, <200X100dpi>
File server (Color): <200X200dpi>, <300X300dpi>, <100X100dpi>, <150X150dpi>

NOTE

If <PDF (COMPACT)> is selected as the file format, only <300X300dpi> can be selected for sending color images attached to an e-mail message.

[OK]

8 Press [◄ −] or [+ ►] to select the original type, then press [OK].

<TEXT/PHOTO>: For documents that contain text and photos.

<TEXT>: For text documents.

<PHOTO>: For documents that contain fine text or photos.

NOTE

If you have selected <PDF (COMPACT)> as the file format in step 5, the original type is automatically set to <TEXT/PHOTO>. Skip to step 9.

9 Press [Start].

When you set the documents on the platen glass, press [◄ −] or [+ ►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE

– When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

– You can set the document's name, a subject line, message body text, and reply-to address, and e-mail priority common to all sending jobs. For instructions, see Chapter 4, "Sending and Receiving," in the Reference Guide.

Storing/Editing Address Book

This machine provides you with various ways to specify the destination besides using the numeric keys. You can register fax numbers, e-mail addresses and file server addressed to the Address Book. Once you have registered destinations using these functions, you can specify the destinations by simply pressing one or a combination of keys:

● Using One-Touch Keys (p. 4-40)

You can specify destinations by pressing one-touch keys. You can register up to 7 one-touch keys, including group addresses.

● Using Coded Dial Codes (p. 4-42)

You can specify destinations by pressing [Coded Dial] followed by three-digit code. You can register up to 192 coded dial codes, including group addresses.

● Using Group Addresses (p. 4-44)

You can specify groups of destinations registered in one-touch keys and coded dial codes. You can register up to 198 destinations in a group.
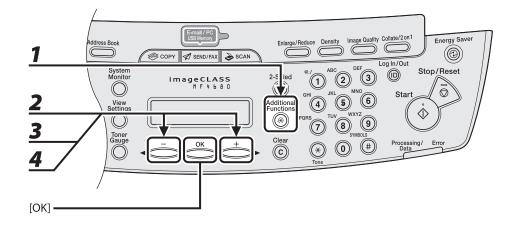
● Using Address Book Key (p. 4-46)

You can specify destinations by pressing [Address Book] and searching a destination from Address Book.

🖉 NOTE

– If <ADD. BOOK PASSWORD> is set in <SYSTEM SETTINGS>, you must enter your password to enter <ADDRESS BOOK SET.> menu. Enter the password with the numeric keys, then press [OK].
– To send documents to a file server, the file server addresses must be registered in one-touch keys or coded dial codes.
– Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 7, "Remote UI," in the Reference Guide.
– For easy reference, print out the list of recipients registered in one-touch keys or coded dial codes. (See "REPORT SETTINGS," on p. 12-28.)
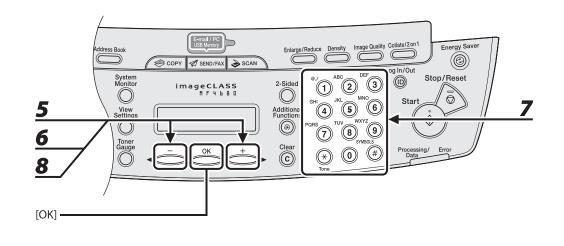
Storing/Editing One-Touch Keys/Coded Dial Codes

● Registering Fax Numbers

[OK]

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].**

4 **Press [◄ −] or [+ ►] to select a one-touch key (01 to 07) or coded dial code (000 to 191) for which you want to register the fax number, then press [OK].**
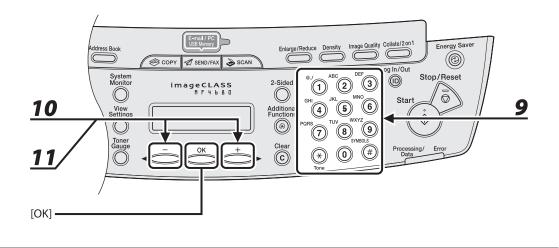
You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

[OK]

5   **Press [◀ −] or [+ ▶] to select <FAX>, then press [OK].**

6   **Press [◀ −] or [+ ▶] to select <TEL NUMBER ENTRY>, then press [OK].**

7   **Enter the fax number you register (max. 120 digits, including spaces and pauses) with the numeric keys, then press [OK].**

Ex.
```
TEL  NUMBER  ENTRY
012XXXXXXX_
```

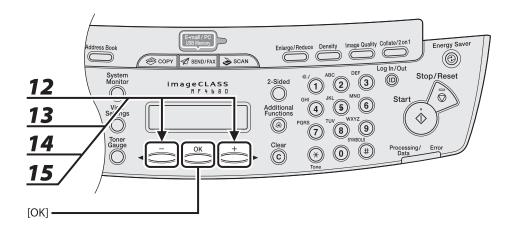**8**   **Press [◀ −] or [+ ▶] to select <NAME>, then press [OK].**

▶▶▶

[OK]

9 Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

If you want to specify the following optional settings (<LONG DISTANCE>, <TX SPEED>, and <ECM>) for the fax number you are registering, proceed to the next step.
If you do not need to set these options, skip to step 18.

Ex.

```
N A M E                    : a
C a n
```

10 Press [◄ −] or [+ ►] to select <OPTIONAL SETTING>, then press [OK].

11 Press [◄ −] or [+ ►] to select <ON>, then press [OK].

[OK]

12 Press [◄ −] or [+ ►] to select <LONG DISTANCE>, then press [OK].

13 Press [◄ −] or [+ ►] to select the most effective transmission option, then press [OK].

<DOMESTIC>: Normally select this option.
<LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.
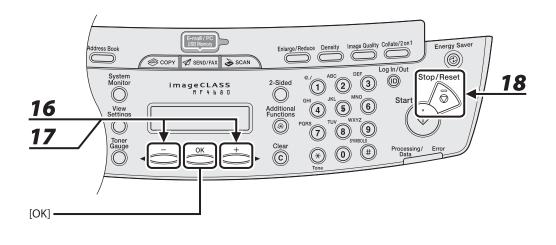
14 Press [◄ −] or [+ ►] to select <TX SPEED>, then press [OK].

15 Press [◄ −] or [+ ►] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

📝 **NOTE**

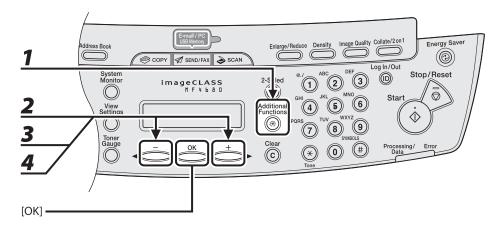If transmission errors occur frequently, lower the speed.

▶▶▶

[OK]

16 Press [◀−] or [+▶] to select <ECM>, then press [OK].

17 Press [◀−] or [+▶] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

To register another one-touch key or coded dial code, repeat the procedure from step 4.
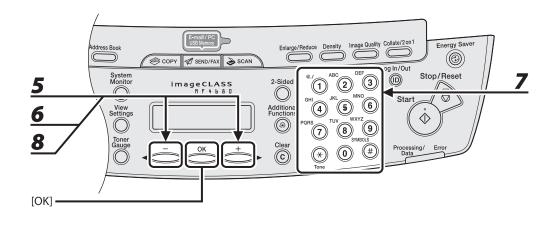
18 Press [Stop/Reset] to return to the standby mode.

● Registering E-Mail Addresses

[OK]

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].**

4 **Press [◄ −] or [+ ►] to select a one-touch key (01 to 07) or coded dial code (000 to 191) for which you want to register the address, then press [OK].**

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.
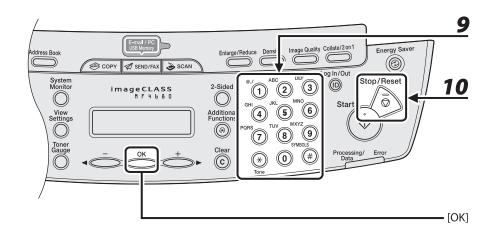
[OK]

5 Press [◀ −] or [＋ ▶] to select <E-MAIL>, then press [OK].

6 Press [◀ −] or [＋ ▶] to select <E-MAIL ADDRESS>, then press [OK].

7 Enter the address you register (max. 120 digits) with the numeric keys, then press [OK].

To register another one-touch key or coded dial code, repeat the procedure from step 4.

Ex.
```
E-MAIL  ADDRESS      :a
sales@XXX.com
```

8 Press [◀ −] or [＋ ▶] to select <NAME>, then press [OK].
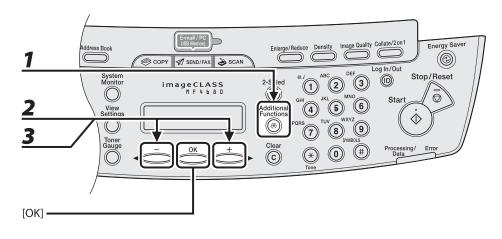
[OK]

9 Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

Ex.
```
N A M E                    : a
C a n
```
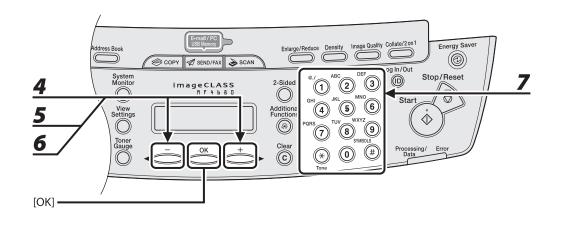
10 Press [Stop/Reset] to return to the standby mode.

● Registering File Server Addresses

[OK]

1 Press [Additional Functions].

2 Press [◀ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].

3 Press [◀ −] or [+ ►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].

[OK]

---

4 Press [◄ −] or [+ ►] to select a one-touch key (01 to 07) or coded dial code (000 to 191) for which you want to register the address, then press [OK].
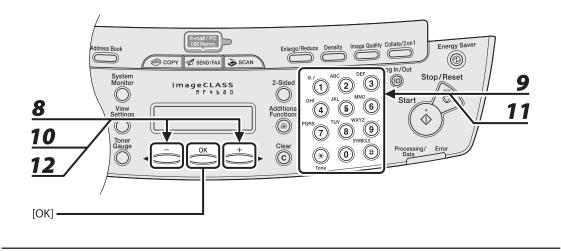
You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

5 Press [◄ −] or [+ ►] to select <SMB>, then press [OK].

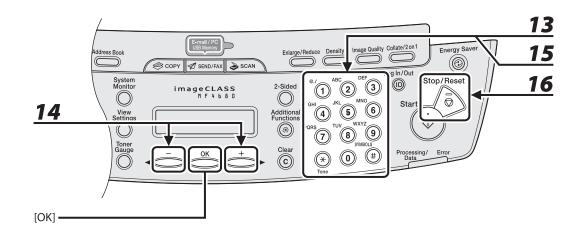**6** Press [◄ −] or [+ ►] to select <HOST NAME>, then press [OK].

7 Use the numeric keys to enter the name of the file server on the network (up to 120 characters), then press [OK].

Ex.

```
HOST  NAME            :1
canon01_
```

[OK]

8 Press [◀ −] or [+ ▶] to select <NAME>, then press [OK].

9 Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].

10 Press [◀ −] or [+ ▶] to select <FILE PATH>, then press [OK].

11 Use the numeric keys to specify the folder to which the job is to be sent (up to 120 characters), then press [OK].

12 Press [◀ −] or [+ ▶] to select <LOGIN NAME>, then press [OK].

[OK]

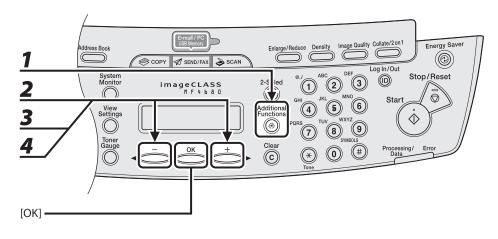## 13 Use the numeric keys to enter the login name, then press [OK].

You can enter up to 24 characters for the login name.

14 Press [◄ −] or [+ ►] to select <PASSWORD>, then press [OK].

15 Use the numeric keys to enter the password, then press [OK].

You can enter up to 14 characters.
To register another one-touch key or coded dial code, repeat the procedure from step 4.
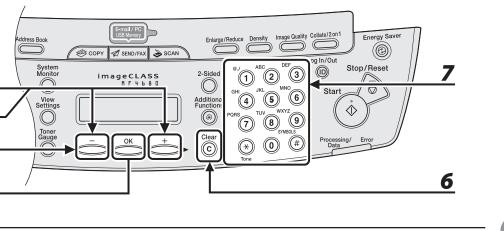
16 Press [Stop/Reset] to return to the standby mode.

● Editing One-Touch Keys/Coded Dial Codes

[OK]

1 Press [Additional Functions].

2 Press [◀ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].

3 Press [◀ −] or [+ ►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].

4 Press [◀ −] or [+ ►] to select the one-touch key (01 to 07) or coded dial code (000 to 191) you want to edit, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed three-digit code.

[OK]

5 Press [◄ −] or [+ ►] to select <TEL NUMBER ENTRY> or <E-MAIL ADDRESS>, then press [OK].

You can edit <HOST NAME>, <NAME>, <FILE PATH>, <LOGIN NAME>, and <PASSWORD> when you edit file server addresses.

6 Go back to the wrong digit with [◄ −] when you edit a fax number. Or press [◄ −] repeatedly to go back to a wrong number or character, then press [Clear] when you edit an e-mail address.

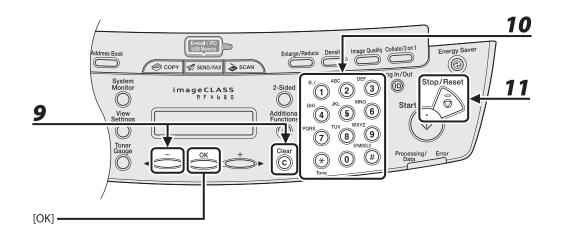To delete the entire entry, press and hold [Clear].

7 Enter a new number or character with the numeric keys, then press [OK].

8 Press [◄ −] or [+ ►] to select <NAME>, then press [OK].

[OK]

9 Press [◀ −] repeatedly to go back to the character you want to change, then press [Clear].
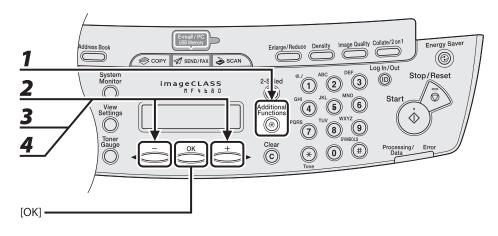
To delete the entire entry, press and hold [Clear].

10 Enter a new character with the numeric keys, then press [OK].

If you are editing a one-touch key or coded dial code under which a fax number is registered, you can also change the optional settings. For instructions, see "Registering Fax Numbers," on p. 4-12.
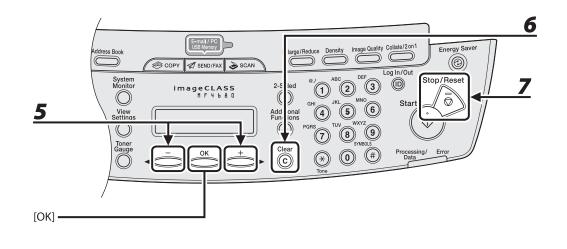
11 Press [Stop/Reset] to return to the standby mode.

● Deleting One-Touch Keys/Coded Dial Codes

[OK]

---

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].**

4 **Press [◄ −] or [+ ►] to select the one-touch key (01 to 07) or coded dial code (000 to 191) you want to delete, then press [OK].**

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

[OK]

5 Press [◄ −] or [+ ►] to select <TEL NUMBER ENTRY> , <E-MAIL ADDRESS> or <HOST NAME>, then press [OK].

6 Press and hold [Clear] to delete the entire entry, then press [OK].

📝 NOTE

If you delete the fax number, e-mail address or file server address, the registered name is cleared automatically.

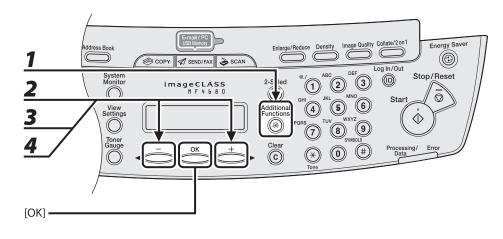**7** Press [Stop/Reset] to return to the standby mode.

Storing/Editing Group Addresses

✏️ **NOTE**

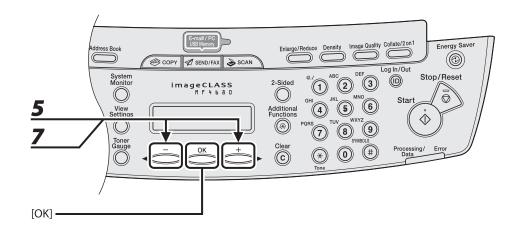The destinations must be registered in one-touch keys, or coded dial codes beforehand.

● Registering Group Addresses

[OK]

1 **Press [Additional Functions].**

2 **Press [◀ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◀ −] or [+ ►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◀ −] or [+ ►] to select an empty one-touch key or coded dial code that you want to set as the group address, then press [OK].**

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

[OK]

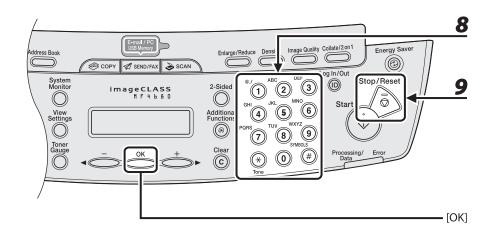**5** Press [◄ −] or [+ ►] to select <SELECT ADD/TEL NO>, then press [OK].

6 Select the destinations you want to register in the group (max. 198 destinations) until all destinations are registered, then press [OK].

To enter a destination stored under a one-touch key, press the desired one-touch key.
To enter a destination stored under a coded dial code, press [Coded Dial], then enter the three-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

📝 **NOTE**

You can review the destinations which have been already entered with [◄ −] or [+ ►].

7 Press [◄ −] or [+ ►] to select <NAME>, then press [OK].

[OK]

8 Enter the group name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

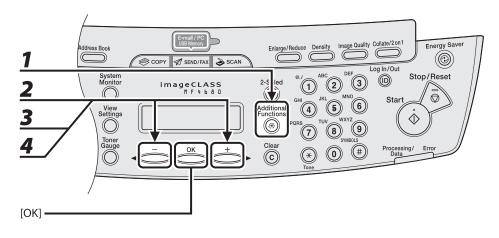To register another group, repeat the procedure from step 4.

Ex.

```
NAME                    :a
Canon  Group
```

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

● Adding New Destination to Group
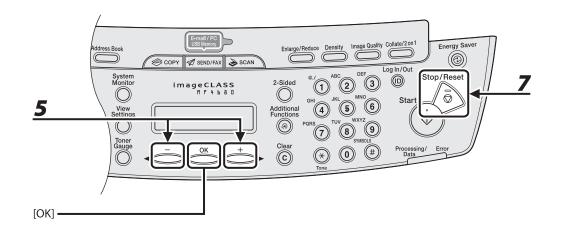
[OK]

1 Press [Additional Functions].

2 Press [◀ −] or [+ ▶] to select <ADDRESS BOOK SET.>, then press [OK].

3 Press [◀ −] or [+ ▶] to select <GROUP DIAL>, then press [OK].

4 Press [◀ −] or [+ ▶] to select a group to edit, then press [OK].

To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.

[OK]

5 Press [◄ −] or [+ ►] to select <SELECT ADD/TEL NO>, then press [OK].

6 Select the destination you want to add to the group, then press [OK].

For details on specifying a destination from Address Book, see "Registering Group Addresses," on p. 4-29.

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

Sending Documents

● Deleting Destination from Group


[OK]

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <GROUP DIAL>, then press [OK].**

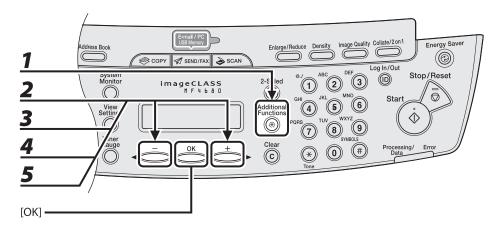*4* **Press [◄ −] or [+ ►] to select a group to edit, then press [OK].**

To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.

5 **Press [◄ −] or [+ ►] to select <SELECT ADD/TEL NO>, then press [OK].**

[OK]

6 **Press [◄ −] or [+ ►] to display the destination you want to delete from the group, then press [Clear].**

Repeat this step if you want to delete another destination.

7 **Press [OK].**

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

● Changing Group Name

[OK]

1 Press [Additional Functions].

2 Press [◀ −] or [+ ▶] to select <ADDRESS BOOK SET.>, then press [OK].

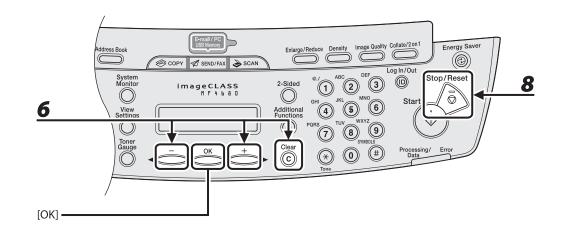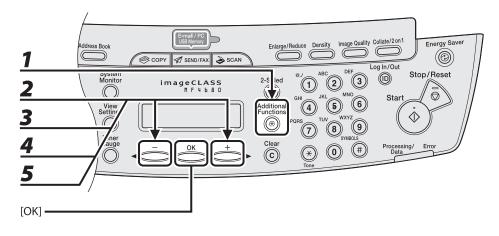## *3* Press [◀ −] or [+ ▶] to select <GROUP DIAL>, then press [OK].

4 Press [◀ −] or [+ ▶] to select a group to edit, then press [OK].

To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.

5 Press [◀ −] or [+ ▶] to select <NAME>, then press [OK].

[OK]

6 **Press [◄ −] repeatedly to go back to a wrong character, then press [Clear].**

To delete the entire name, press and hold [Clear].

7 **Enter a new character with the numeric keys, then press [OK].**

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

● Deleting Group Addresses

[OK]

---

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].**

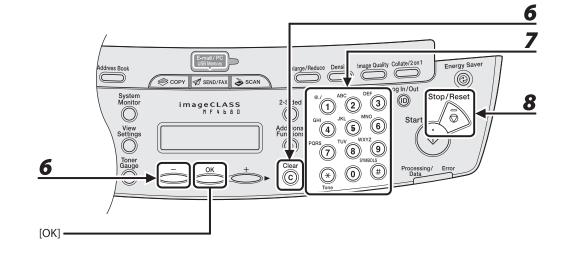*3* **Press [◄ −] or [+ ►] to select <GROUP DIAL>, then press [OK].**

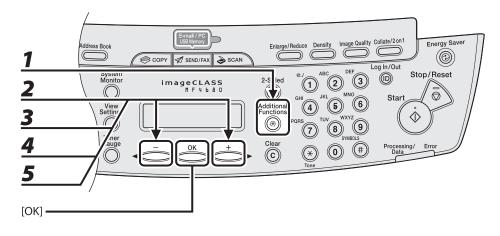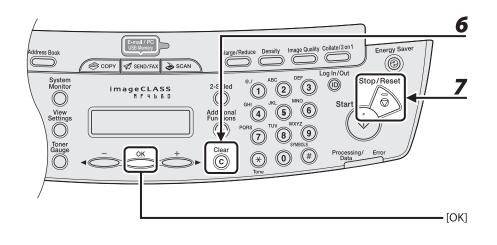*4* **Press [◄ −] or [+ ►] to select a group to delete, then press [OK].**

To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.

5 **Press [◄ −] or [+ ►] to select <SELECT ADD/TEL NO>, then press [OK].**

[OK]

6 Press [Clear] repeatedly until all destinations are deleted, then press [OK].

📌 **NOTE**

When you delete all destinations, the registered name is cleared automatically.

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

Specifying Destinations

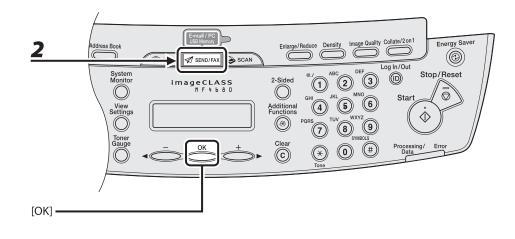**Follow the procedure below to send documents to registered recipients.**

📎 **NOTE**

To send documents to a file server, you can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book].

Using One-Touch Keys

You can specify up to 7 destinations using one-touch keys.

📎 **NOTE**

To use this feature, you must register destinations in one-touch keys beforehand. (See "Storing/Editing Address Book," on p. 4-11.)

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

To send documents to a file server, select any sending method.

3 Press the desired one-touch key (01 to 07).

If you pressed a wrong key, press [Clear] and try again.
If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

Ex.

```
T E L = 0 1 2 3 X X X X X X
[ 0 5 ] C A N O N   U S A
```

4 Press [Start].

When you set the documents on the platen glass, press [◄ –] or [+ ►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE
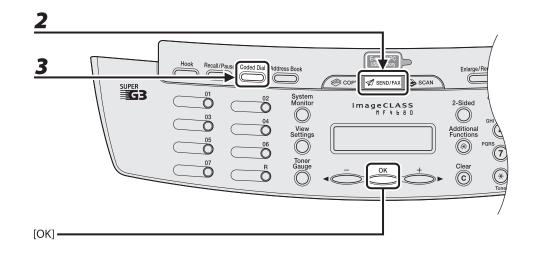
When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Using Coded Dial Codes

You can specify up to 192 destinations using coded dial codes.

📎 **NOTE**

To use this feature, you must register destinations in coded dial code beforehand. (See "Storing/Editing Address Book," on p. 4-11.)
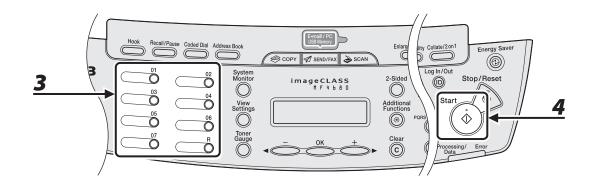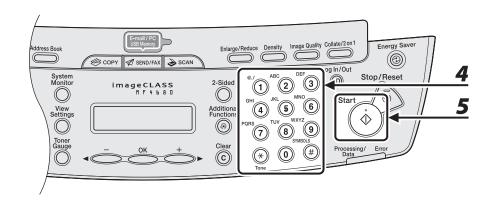

[OK]

---

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

To send documents to a file server, select any sending method.

3 Press [Coded Dial].

---

4 Enter the desired three-digit code (000 to 191) with the numeric keys.

Ex.

```
T E L = 0 1 2 3 X X X X X X
[ * 0 0 1 ] C A N O N
```

If you entered a wrong code, press [Clear], then try again from step 3.
If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

5 Press [Start].

When you set the documents on the platen glass, press [◄–] or [➕►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

🖉 NOTE
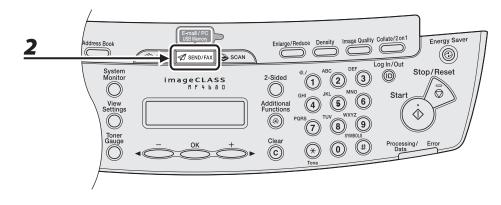
When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.
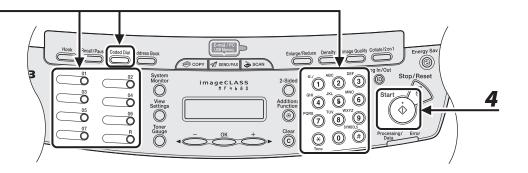
Using Group Addresses

NOTE

To use this feature, you must register destinations in a group address beforehand. (See "Storing/Editing Address Book," on p. 4-11.)

1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [SEND/FAX].

3

3 Press the one-touch key or [Coded Dial] followed by the three-digit code under which the desired address group is registered.

If you pressed a wrong key or code, press [Clear], and perform step 3 again.
If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

4 Press [Start].

When you set the documents on the platen glass, press [◄ −] or [+ ►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

📝 NOTE
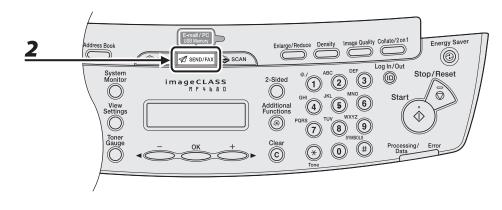
When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Using Address Book Key

[Address Book] search enables you to search for a recipient registered in the machine. This is useful when you forget which one-touch key or coded dial code the recipient you want is registered under.

NOTE
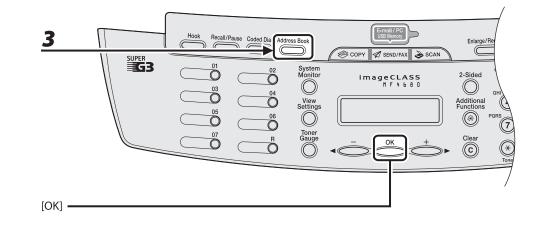
To use this feature, you must register destinations in Address Book beforehand. (See "Storing/Editing Address Book," on p. 4-11.)
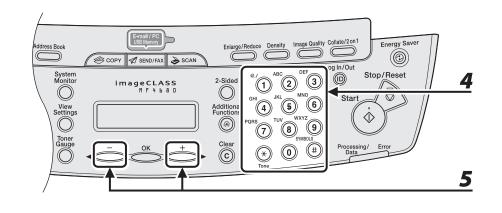
1 Set documents.

Place the first page on the platen glass if you are not using the ADF.

2 Press [SEND/FAX].

[OK]

3 Press [Address Book] repeatedly to select <NAME SEARCH> or <ADD/TEL SEARCH>, then press [OK].

If no recipient is registered in Address Book, <NOT REGISTERED> is displayed.
<NAME SEARCH>: searches a destination by name
<ADD/TEL SEARCH>: searches a destination by address or fax number

4 Enter the first letter of the recipient's name or the first part of the fax number/ address with the numeric keys.

For example, if you want to search for a name that starts with the letter "C," press [2] (ABC).
Entries starting with the letter you entered are displayed if any entries are registered.
Press [✳] to switch between input modes:
[:A]: Letter mode
[:1]: Number mode

Ex.

```
NAME  SEARCH          :A
CANON
```
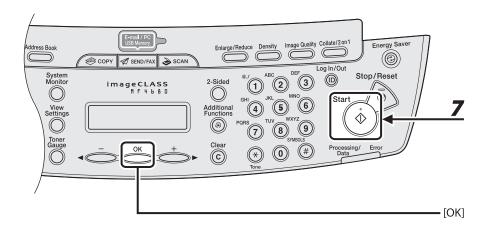
Ex.

```
ADD/TEL  SEARCH       :A
canon@XXX.XXX
```

5 Press [◄ —] or [+ ►] to search for the recipient.

[+ ►]: displays recipients in alphabetical order.
[◄ —]: displays recipients in reverse order.

7

[OK]

6 When the recipient's name is displayed, press [OK].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

7 Press [Start].

When you set the documents on the platen glass, press [◄─] or [+►] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE
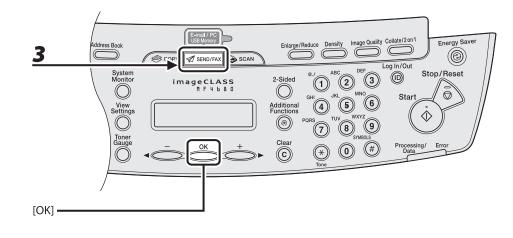
When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Manual Sending (Fax)

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

📝 **NOTE**

– You cannot use the platen glass for manual sending.
– You cannot use group dialing for manual sending.

[OK]

---
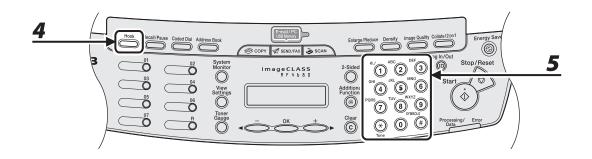
1 Connect the optional handset or an external telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect the optional handset or an external telephone to the machine, see "Set Up the Machine," in the Starter Guide.

2 Load the document in the ADF.

3 Press [SEND/FAX] repeatedly to select <FAX>, then press [OK].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-4.

4 Press [Hook] or pick up the optional handset or handset of your external telephone.

5 Dial the recipient's fax/telephone number.

📝 NOTE

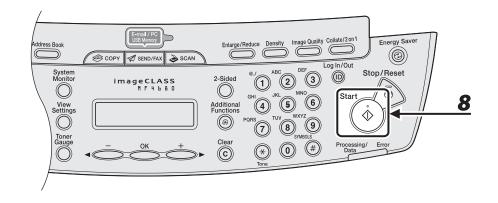Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

---

6 **Talk through the handset to the recipient.**
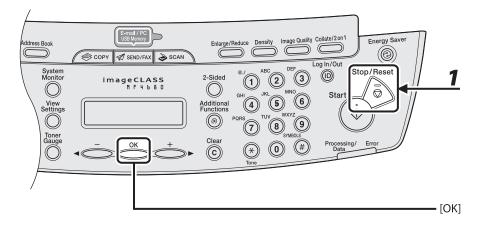
If you press [Hook] in step 4, you can pick up the handset when you hear the recipient's voice.
If you hear a high-pitched signal instead of the recipient's voice, go to step 8.

7 **Ask the recipient to set their fax machine to receive faxes.**

8 **When you hear a high-pitched signal, press [Start], then hang up the handset.**

Canceling TX Jobs

Cancel an ongoing job as follows.

[OK]

---

1 Press [Stop/Reset].

2 When the <STOP KEY PRESSED> message appears, press [OK].

● When scanning using the ADF:

```
STOP  KEY  PRESSED
PRESS  OK  KEY
```

▶▶▶

4-53

2

● **When scanning using the platen glass:**

```
STOP  KEY  PRESSED
```

When the <CANCEL?> message appears, press [◄ ─] to select <YES>.

```
CANCEL?
  < YES           NO >
```
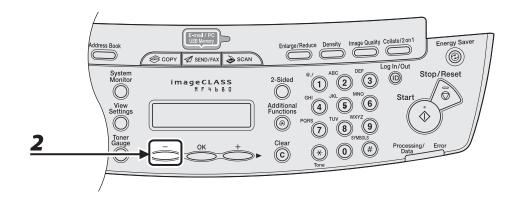
Checking and Deleting Jobs
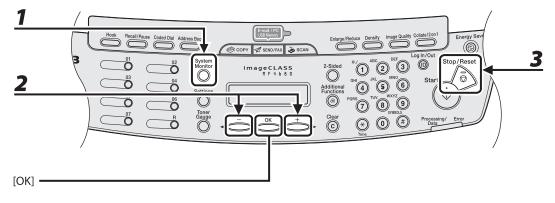
System monitor enables you to view the transmission results, monitor the status of the send jobs currently being processed.

Checking Transmission Results

[OK]

---

1 Press [System Monitor] repeatedly to select <TX/RX LOG>, then press [OK].

NOTE

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, transmission/reception result does not appear in the LCD.

2 Press [◄ —] or [+ ►] to view the required transmission/reception result.

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

Checking and Deleting Sending Documents Stored in Memory

1 **Press [System Monitor] repeatedly to select <TX/RX STATUS> then press [OK].**

2 **Press [◄ −] or [+ ►] to scroll through the job list.**
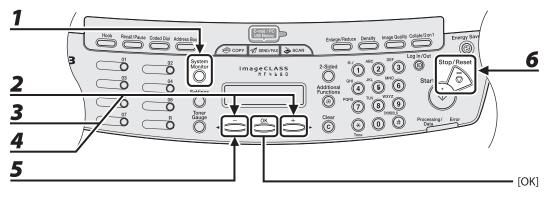
If you want to delete the job, go to step 3. Otherwise, press [Stop/Reset] to return to the standby mode.

3 **Press [◄ −] or [+ ►] to select the desired document, then press [OK].**

4 **Press [◄ −] or [+ ►] to select <CANCEL>, then press [OK].**

5 **Press [◄ −] to select <YES>.**

If you do not want to cancel the job, press [+ ►] to select <NO>.

6 **Press [Stop/Reset] to return to the standby mode.**
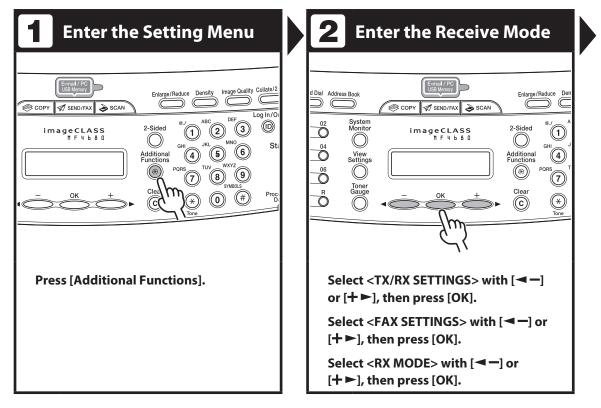
5 Receiving Documents
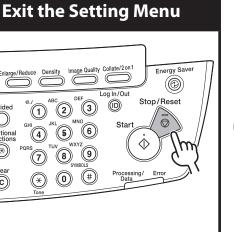
Basic Receiving Method

Follow this procedure to set the machine for receiving faxes.
For advanced receiving features, see Chapter 4, "Sending and Receiving," in the Reference Guide.

1 Enter the Setting Menu

Press [Additional Functions].

2 Enter the Receive Mode

Select <TX/RX SETTINGS> with [◄ ▬] or [➕ ►], then press [OK].

Select <FAX SETTINGS> with [◄ ▬] or [➕ ►], then press [OK].

Select <RX MODE> with [◄ ▬] or [➕ ►], then press [OK].

3 Select the Receive Mode

Select the receive mode with [◄ −] or [+ ►], then press [OK].

<FaxOnly>: Answers all calls as faxes.
<FaxTel>: Switches between fax and voice calls automatically if the optional handset or an external telephone is connected to the machine.
<AnsMode>: Receives faxes automatically and records voice messages.
<NET SWITCH>: Distinguishes between fax and voice calls.
<Manual>: Does not answer any calls. You have to manually receive faxes.
For details on these settings, see Chapter 4, "Sending and Receiving," in the Reference Guide.

✎ NOTE

– For <AnsMode>, make sure an answering machine is connected to the machine.
– The <NET SWITCH> mode is available for certain countries only and requires subscription to a network switch service.

4 Exit the Setting Menu

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

What if...

● **You press [Stop/Reset] to cancel a job:**
The <CANCEL?> message appears. Press [◄ −] to select <Yes>. The job is canceled, and the display returns to the standby mode.

● **The <TONER LOW/PREPARE NEW TONER> message appears:**
The toner cartridge is almost empty. Replace the toner cartridge or you can continue printing by setting <CONT. PRINTING> to <KEEP PRINTING>. For details on this error message, see "Replacing the Toner Cartridge," on p. 10-10.

Receiving Documents

Forwarding Received Documents

You can set the machine to forward received documents to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination. Forwarding settings can be made using the Remote UI.

📝 **NOTE**

For instructions on forwarding settings and how to turn on and off the forward mode, see Chapter 7, "Remote UI," in the Reference Guide.

Forwarding Documents Received in Memory
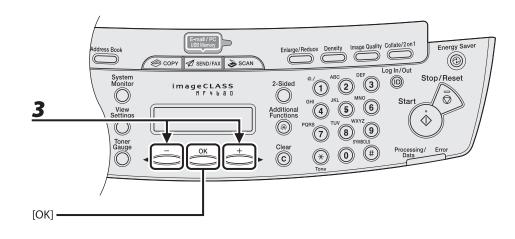
[OK]

1 Press [System Monitor] repeatedly to select <TX/RX STATUS>, then press [OK].

2 Press [◄−] or [+►] to select the desired document, then press [OK].

📝 **NOTE**

You can transfer only the documents received in memory, which appears with the message <RX STNDBY> in the system monitor.

[OK]

3 **Press [◀ −] or [+ ▶] to select <FORWARD>, then press [OK].**

4 **Specify the destination, then press [OK].**

The machine starts to send the selected document.

📝 **NOTE**
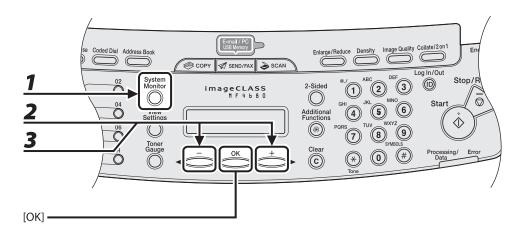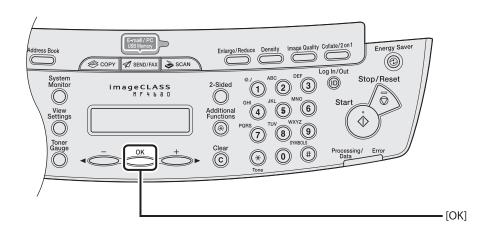
You can specify only one destination registered in a one-touch key or coded dial code.

Forwarding Documents with Forwarding Errors

[OK]

1 **Press [System Monitor] repeatedly to select <FORWARD ERR. STATUS>, then press [OK].**

2 **Press [◄ −] or [＋ ►] to select the desired document, then press [OK].**

3 **Press [◄ −] or [＋ ►] to select <FORWARD>, then press [OK].**
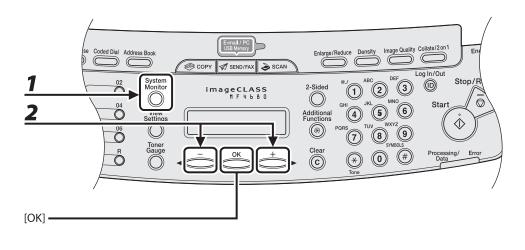
[OK]

4 Specify the destination, then press [OK].

The machine starts to send the selected document.

NOTE
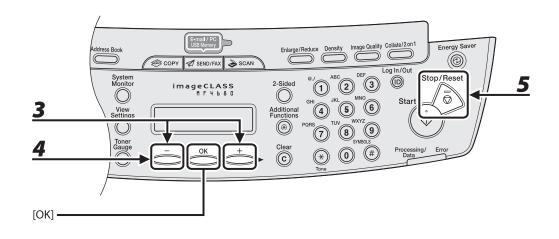
– You can specify only one destination registered in a one-touch key or coded dial code.
– The document is erased from memory if transferring is successful.

# Printing or Erasing Documents with Forwarding Errors

[OK]

1 Press [System Monitor] repeatedly to select <FORWARD ERR. STATUS>, then press [OK].

2 Press [◄−] or [+►] to select the desired document, then press [OK].

[OK]

3 Press [◄ −] or [+ ►] to select <PRINT> or <CANCEL>, then press [OK].

NOTE
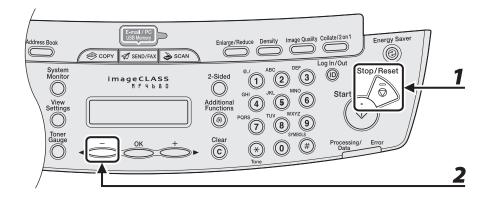
If <MEMORY LOCK> is <ON> in <COMMUNICATIONS> in <SYSTEM SETTINGS>, the documents cannot be printed.

4 Press [◄ −] to select <YES>.

If you do not want to print or erase the job, press [+ ►] to select <NO>.

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

Canceling RX Jobs

Cancel an ongoing job as follows.

1 Press [Stop/Reset].
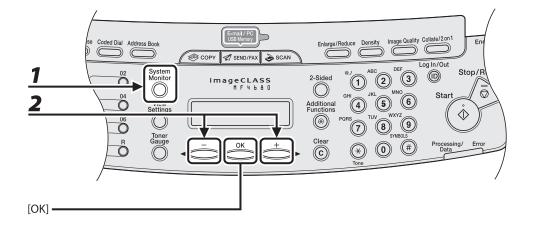
2 When the <CANCEL?> message appears, press [◄ ─] to select <YES>.

```
CANCEL?
 < YES            NO >
```

Checking and Deleting Jobs

System monitor enables you to view the reception results, and monitor the status of the receive jobs currently being processed.

Checking Reception Results

[OK]

---

1 Press [System Monitor] repeatedly to select <TX/RX LOG>, then press [OK].

NOTE
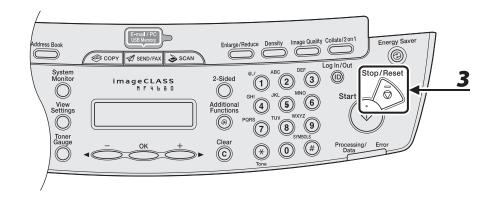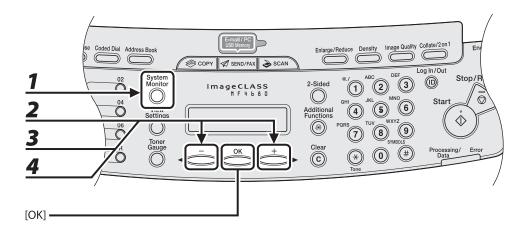
If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, reception result does not appear in the LCD.

2 Press [◄ −] or [＋ ►] to view the required reception result.

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

Checking and Deleting Receiving Documents Stored in Memory

[OK]

---

1 **Press [System Monitor] repeatedly to select <TX/RX STATUS>, then press [OK].**

2 **Press [◄ —] or [＋ ►] to scroll through the job list.**

If you want to delete the job, go to step 3. Otherwise, press [Stop/Reset] to return to the standby mode.

3 **Press [◄ —] or [＋ ►] to select the desired document, then press [OK].**

4 **Press [◄ —] or [＋ ►] to select <CANCEL>, then press [OK].**

5 Press [◄ −] to select <YES>.

If you do not want to cancel the job, press [+ ►] to select <NO>.

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

6 Printing

Printing

Printing Documents

Follow this procedure to print a document from your computer.

Make sure that the printer driver is installed. To check if the driver is installed, see "Installing/Uninstalling Software," in the Starter Guide.

For details on printer driver settings, see <u>Online Help.</u>

📝 NOTE

How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command

From an open document on an application, click [File] > [Print].

2 Select the Printer

Select the printer icon for the machine ([Canon MF4600 Series UFRII LT]), then click [Preferences] or [Properties] to open the dialog box.

3 Adjust Preferences

After finished setting, click [OK].

4 Print the Document

Click [Print] or [OK].

✎ **NOTE**

Printing speed may be slower when sending an e-mail.

What if...

● **You want to cancel printing:**
See Chapter 5, "Printing and Scanning," in the Reference Guide.

Checking and Deleting Jobs

System monitor enables you to monitor the status of the print jobs currently being processed.

NOTE

Make sure that the Processing/Data indicator is turned on. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.
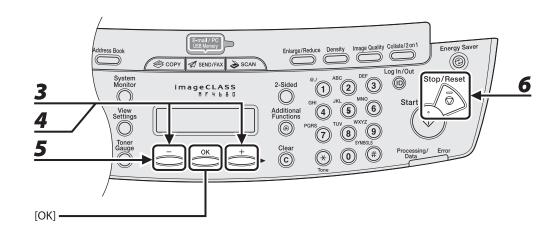
Checking and Deleting Print Jobs

[OK]

1 Press [System Monitor] repeatedly to select <PRINT STATUS>, then press [OK].

2 Press [◄ −] or [+ ►] to scroll through the job list, and check the status of the print jobs.

If you want to delete the job, go to step 3. Otherwise, press [Stop/Reset] to return to the standby mode.

[OK]

3 Press [◄ −] or [+ ►] to select the desired job, then press [OK].

4 Press [◄ −] or [+ ►] to select <CANCEL>, then press [OK].

5 Press [◄ −] to select <YES>.

If you do not want to cancel the job, press [+ ►] to select <NO>.

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

7 Scanning
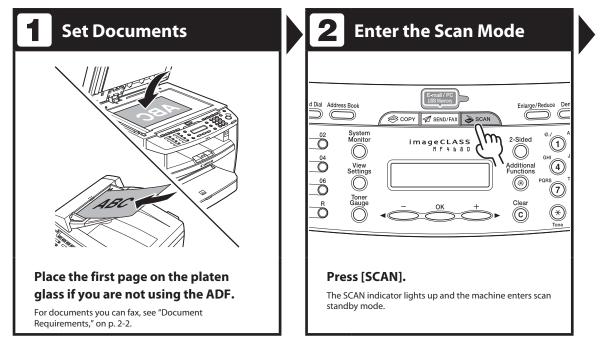
Scanning to a Computer
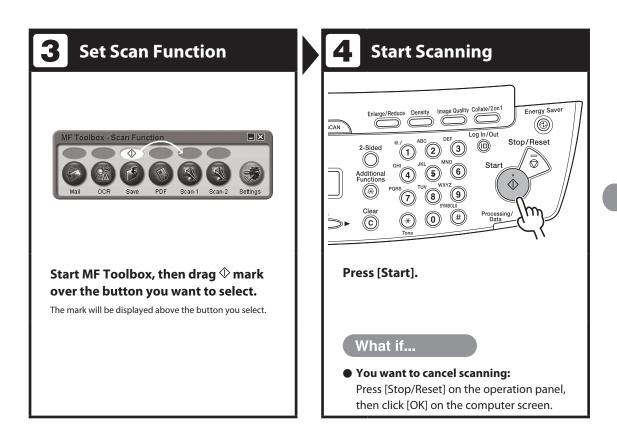
Follow this procedure to scan a document to your computer.
Make sure that the scanner driver is installed. To check if the driver is installed, see "Installing/Uninstalling Software," in the Starter Guide.
For details on scanner driver settings, see the Scanner Driver Guide (in the User Software CD).

1 Set Documents

Place the first page on the platen glass if you are not using the ADF.

For documents you can fax, see "Document Requirements," on p. 2-2.

2 Enter the Scan Mode

Press [SCAN].

The SCAN indicator lights up and the machine enters scan standby mode.

3 | Set Scan Function

Start MF Toolbox, then drag ◇ mark over the button you want to select.

The mark will be displayed above the button you select.

4 | Start Scanning

Press [Start].

What if...

● **You want to cancel scanning:**
Press [Stop/Reset] on the operation panel, then click [OK] on the computer screen.

Scanning to a USB Memory

Follow this procedure to scan a document to your USB memory.

📝 **NOTE**

- Do not connect anything other than USB memory to the USB memory port.
- Supported file systems of USB memory are FAT16 and FAT32.
- Supported maximum sizes of a USB memory are as follows;
  FAT32: 8GB
  FAT16: 2GB
- USB memory with security function or card readers are not supported.
- USB memory used with an extension cable is not supported.
- Use of a USB memory through a USB hub is not supported.
- A USB memory that does not comply with USB specifications is not supported.
- In other cases not mentioned above, images may not be saved correctly due to the type of USB memory used.

Scanning

Scanning to a USB memory

[OK]

1 Connect a USB memory into the USB memory port.
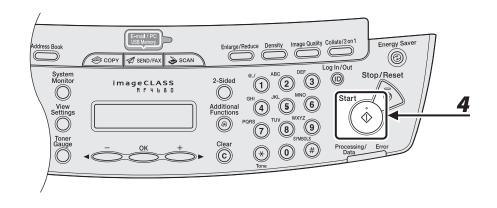
NOTE

Insert the USB memory straight into the USB memory port. Inserting a USB memory at an angle or inserting a USB memory that does not comply with USB specifications may damage the USB memory port.

2 Set documents.

3 Press [SEND/FAX] repeatedly to select <USB MEMORY: B&W> or <USB MEMORY: COLOR>, then press [OK].

4 Press [Start].

If you want to set the optional settings, press [OK] instead of pressing [Start]. (See "Optional Settings," on p. 7-10.)

When you set the documents on the platen glass, press [◄ –] or [+ ►] to select the document size, then press [Start].

You can remove the USB memory when <USB STORE COMPLETE/OK TO REMOVE USB> message appears.

To scan another document, press [OK] or [Clear], and then repeat the procedure from step 2.

📝 NOTE
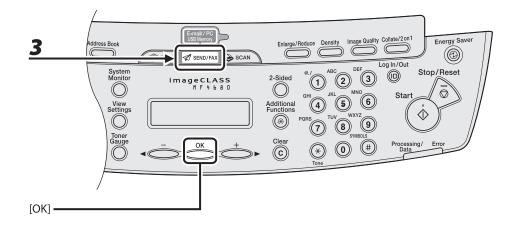
- The default file format is <PDF>.
- If you want to scan multipage documents, scan the documents by the ADF.
- The scanned images will be saved with serial numbers from 0001_0001.
- You can set the document's name and message body text. For instructions, see Chapter 4, "Sending and Receiving," in the Reference Guide.
- When scanning multiple page documents, <MEMORY FULL> or <USB MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [OK] to return to standby mode. When <MEMORY FULL> is displayed, print, send, or delete any documents stored in memory. When <USB MEMORY FULL> is displayed, delete any documents stored in USB memory.
- For a USB memory formatted with the FAT16 file system, the maximum number of files that can be saved in the root directory (the top level of the directory tree in the USB memory) is only 255. It is recommended that you use a computer to organize the root directory of your USB memory beforehand by moving existing files to a newly created folder or by deleting unnecessary files. If all files in the USB memory are unnecessary, formatting the USB memory to FAT32 is also recommended.
- If the destination folder of the scanned images contains many files, the time it takes to save will increase. It is recommended that you use a computer to organize your destination folder beforehand by moving existing files to a newly created folder or by deleting unnecessary files.
- If you are using a USB memory that show multiple drives on a computer instead of just one, saving scanned images to a specific drive is not possible. To find and check where they are saved, use your computer to open and check each drive or search them by their file names or the date modified.

Scanning

Scan Settings

You can adjust the scanning density and optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type according to the type of document you are scanning.
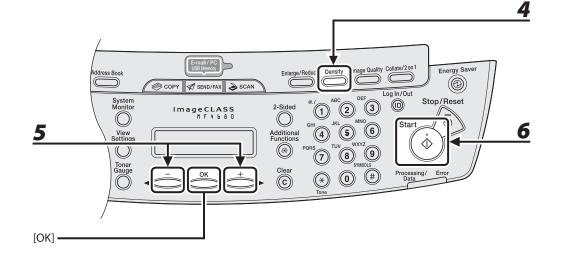
● Density

[OK]

---

1   **Connect a USB memory into the USB memory port.**

2   **Set documents.**

3   **Press [SEND/FAX] repeatedly to select <USB MEMORY: B&W> or <USB MEMORY: COLOR>, then press [OK].**

[OK]

4 Press [Density].

5 Press [◄ −] or [+ ►] to adjust the density, then press [OK].

[◄ −]: to make dark documents lighter.
[+ ►]: to make light documents darker.

6 Press [Start].
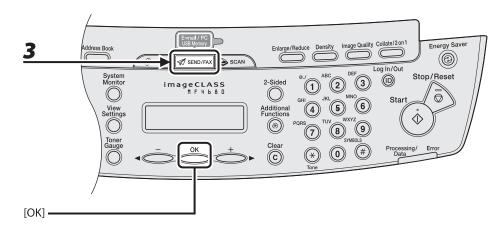
When you set the documents on the platen glass, press [◄ −] or [+ ►] to select the document size, then press [OK] or [Start].
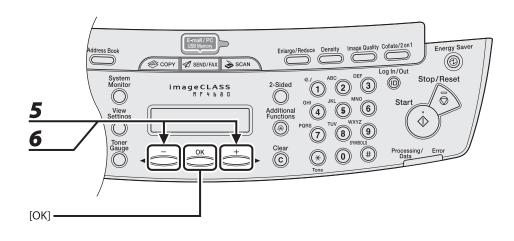
NOTE

These settings return to the default values after all documents are scanned. If you want to keep the settings, set the density as following;

[Additional Functions] → <TX/RX SETTINGS> → <TX/RX COMMON SET.> → <TX SETTINGS> → <SCANNING DENSITY> (See "Setting Menu," on p. 12-6.)

Scanning

● Optional Settings

3

[OK]

---

1 **Connect a USB memory into the USB memory port.**

2 **Set documents.**

3 **Press [SEND/FAX] repeatedly to select <USB MEMORY: B&W> or <USB MEMORY: COLOR>, then press [OK].**

[OK]

4 Press [OK] to select the optional settings.

5 Press [◄ −] or [+ ►] to select the file format, then press [OK].

USB Memory (B&W): <TIFF (B&W)>, <PDF>
USB Memory (Color): <PDF (COMPACT)>, <JPEG>
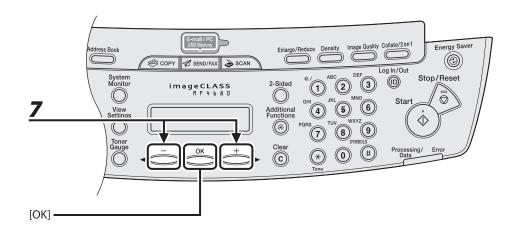
6 Press [◄ −] or [+ ►] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

<OFF>: Sends multiple images as a single file without dividing them.
<ON>: Separates multiple images and send them as separate files.

📝 NOTE

If you have selected <JPEG> in step 5, this setting is not available. <DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

Scanning

▶▶▶

[OK]
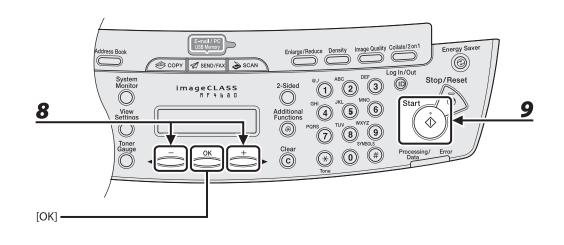
7 Press [◄ −] or [+ ►] to select the resolution, then press [OK].

USB Memory (B&W): <200X200dpi>, <300X300dpi>, <400X400dpi>, <600X600dpi>, <150X150dpi>, <200X100dpi>
USB Memory (Color): <200X200dpi>, <300X300dpi>, <100X100dpi>, <150X150dpi>

📝 **NOTE**

If you have selected <PDF (COMPACT)> as the file format in step 5, only <300X300dpi> can be selected for sending color images attached to an e-mail message.

[OK]

8 Press [◀ −] or [+ ▶] to select the original type, then press [OK].

<TEXT/PHOTO>: For documents that contain text and photos.
<TEXT>: For text documents.
<PHOTO>: For documents that contain fine text or photos.

📝 NOTE

If you have selected <PDF (COMPACT)> as the file format in step 5, this setting is not available. The original type is automatically set to <TEXT/PHOTO>.

9 Press [Start].
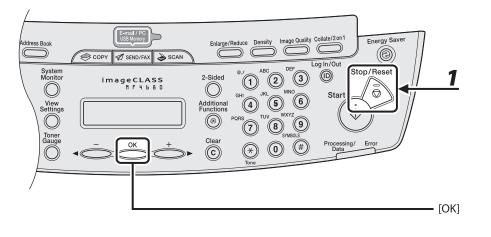
When you set the documents on the platen glass, press [◀ −] or [+ ▶] to select the document size, then press [Start].
You can remove the USB memory when <USB STORE COMPLETE/OK TO REMOVE USB> message appears.

Scanning

Canceling Scan Jobs

Cancel an ongoing job as follows.

Canceling Scan Jobs to a Computer

[OK]

1 Press [Stop/Reset].
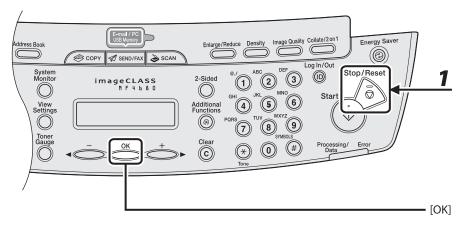
2 When the <STOP KEY PRESSED> message appears, press [OK].

```
STOP  KEY  PRESSED
PRESS  OK  KEY
```

3 Click [OK] on the computer screen.

Canceling Scan Jobs to a USB Memory

[OK]

1 Press [Stop/Reset].

2 When the <STOP KEY PRESSED> message appears, press [OK].

● **When scanning using the ADF:**

```
STOP KEY PRESSED
PRESS OK KEY
```

● **When scanning using the platen glass:**

```
STOP KEY PRESSED
```

📝 NOTE

The scanned pages might be saved to the USB memory even if you pressed [Stop/Reset] while scanning the document. If you want to delete the files from the USB memory, delete them from a computer.

8 PC Faxing

PC Faxing

Follow this procedure to send a fax from your computer.
Make sure that the fax driver is installed. To check if the driver is installed, see
"Installing/Uninstalling Software," in the Starter Guide.
For details on fax driver settings, see <u>Online Help.</u>
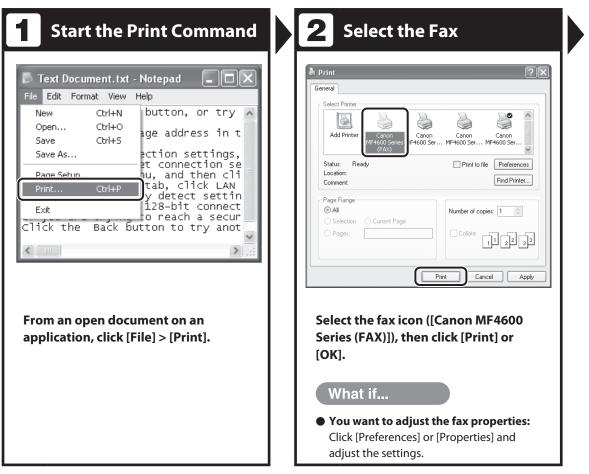
🖉 **NOTE**

How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command

From an open document on an application, click [File] > [Print].

2 Select the Fax

Select the fax icon ([Canon MF4600 Series (FAX)]), then click [Print] or [OK].

What if...

● **You want to adjust the fax properties:**
Click [Preferences] or [Properties] and adjust the settings.

3 Set the Destination

Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

What if...

● **You want to send a fax with a cover sheet:**
Click the [Cover Sheet] tab and set the format for the cover sheet attachment.

4 Send the Document

Click [OK] in the Fax Sending Settings.

What if...

● **You want to cancel sending a fax:**
See Chapter 4, "Sending and Receiving," in the Reference Guide.

PC Faxing

9 Remote UI
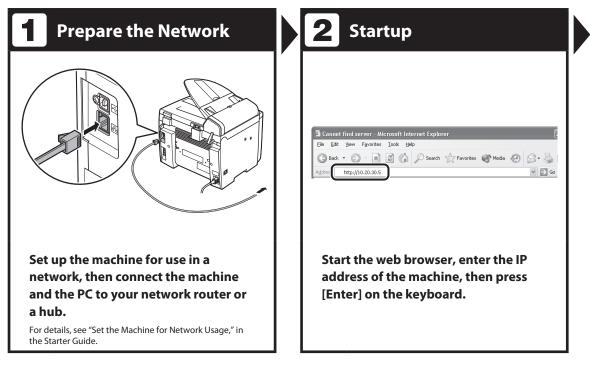
Remote UI

Follow this procedure for Remote UI management.

For details, see Chapter 7, "Remote UI, in the Reference Guide.

1 Prepare the Network

Set up the machine for use in a network, then connect the machine and the PC to your network router or a hub.

For details, see "Set the Machine for Network Usage," in the Starter Guide.

2 Startup

Start the web browser, enter the IP address of the machine, then press [Enter] on the keyboard.

3 Log on

Select the user mode, then click [OK].

4 Operate the Machine

Now you can manage the machine on the web browser.

For details, see Chapter 7, "Remote UI," in the Reference Guide.

10 Maintenance

Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no document is stored in memory, then turn off the main power switch and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**

⚠ CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

📝 NOTE

When you turn off the main power switch, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:
- Checking and Deleting Copy Jobs on p. 3-19
- Checking and Deleting Sending Documents Stored in Memory on p. 4-56
- Checking and Deleting Receiving Documents Stored in Memory on p. 5-13
- Checking and Deleting Print Jobs on p. 6-4

Exterior
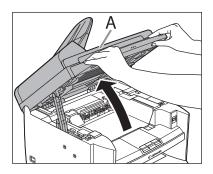
1 **Turn off the main power switch and disconnect the power cord.**

2 **Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**

3 **Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.**

Interior
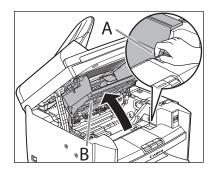
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

1
Turn off the main power switch and disconnect the power cord.

2
Lift the scanning platform until it is locked (A). (You will hear an audible "click.")
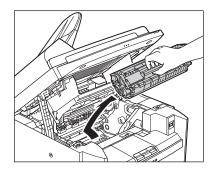
3
Open the toner cover (B), using the knob which covers over on dent (A).

4
Remove the toner cartridge.

Maintenance

▶▶▶

– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE
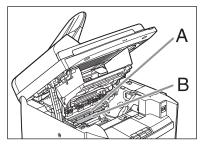
Always hold the toner cartridge by its handle.

5 Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.
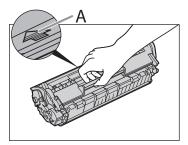
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

6 Hold the toner cartridge by its handle.
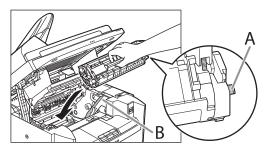
The arrow (A) on the toner cartridge should be facing away from you and pointing down.

7 Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.

8 Push the toner cartridge to make sure it is properly set in the machine.
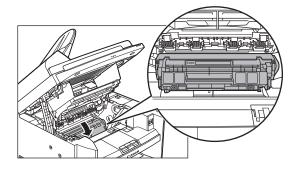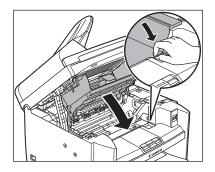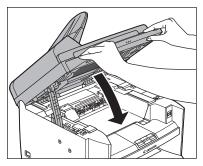
9 Close the toner cover using the tab.

10 Lower the scanning platform.

⚠ **CAUTION**

Be careful not to get your fingers caught.

11 Reconnect the power cord and turn on the main power switch.

Maintenance

Fuser Roller
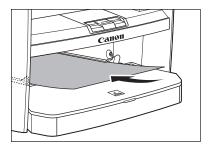
If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank A4 paper into the multi-purpose tray and start cleaning.

NOTE

– Cleaning the roller takes approximately 130 seconds.
– When some jobs are stored in memory, this function is not available.

1 **Press [Additional Functions].**

2 **Press [◄ –] or [+ ►] to select <ADJUST./CLEANING>, then press [OK].**

3 **Load a sheet of blank A4 paper in the multi-purpose tray.**

4 **Press [◄ –] or [+ ►] to select <FIX. UNIT CLEANING>, then press [OK].**

5 **Press [◄ –] to select <YES>.**

Cleaning starts. When finished, press [Stop/ Reset] to return to the standby mode.

NOTE

– Use standard paper as the cleaning paper.
– Throw away the cleaning paper after use.
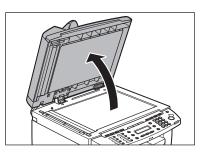
Scanning area

Keep the scanning area clean to avoid dirty copies or faxes to be sent.
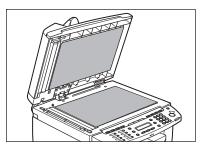
● Platen glass

1 Open the ADF.

2 Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.
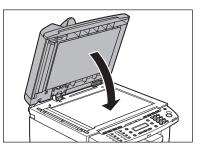
NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

3 Close the ADF.

CAUTION
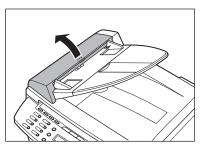
Be careful not to get your fingers caught.
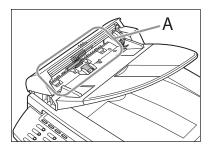
● ADF

If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area and roller.

1 **Turn off the main power switch and disconnect the power cord.**

2 **Open the ADF cover.**

3 **Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**

NOTE
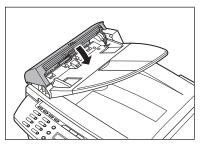
Do not dampen the cloth too much, as this may tear the document or damage the machine.

4 **Close the ADF cover.**

CAUTION

Be careful not to get your fingers caught.

Maintenance
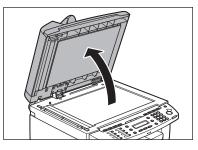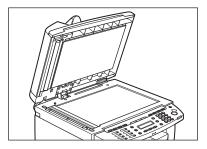
5 Open the ADF.
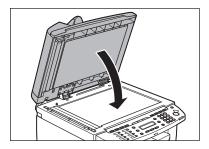
6 Clean the ADF scanning area (on the left side of the platen glass) with a cloth dampened with water. Then wipe the area with a soft, dry cloth.

7 Close the ADF.

⚠ **CAUTION**

Be careful not to get your fingers caught.

## 8 Reconnect the power cord and turn on the main power switch.

Maintenance

Replacing the Toner Cartridge

When the LCD displays <TONER LOW/ PREPARE NEW TONER>, the machine will not print and stores all documents in memory if it receives data. In this case, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge.

If you want to print out the documents without replacing the toner cartridge, set <CONT. PRINTING> to <KEEP PRINTING> in <RX SETTINGS> of <TX/RX COMMON SET.> in <TX/RX SETTINGS>. (See "Setting Menu," on p. 12-6.)

⚠ **CAUTION**
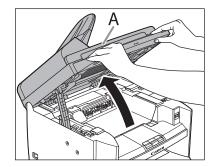
– When <CONT. PRINTING> is set to <KEEP PRINTING>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
– Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

✐ **NOTE**
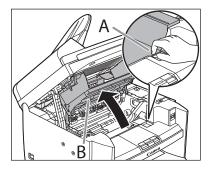
When the toner level is low by pressing [Toner Gauge], replace the toner cartridge.

Redistributing Toner
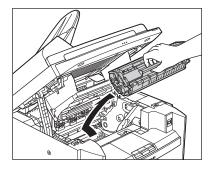
1 Lift the scanning platform until it is locked (A). (You will hear an audible "click.")

2 Open the toner cover (B), using the knob which covers over on dent (A).
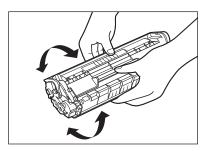
3 Remove the toner cartridge.
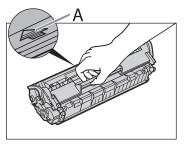
4 Gently rock the toner cartridge five or six times to distribute toner evenly.

5 Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.

⚠ CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

✎ NOTE

Always hold the toner cartridge by its handle.

Maintenance
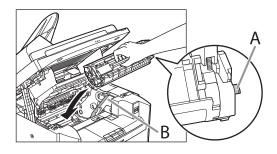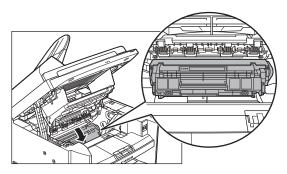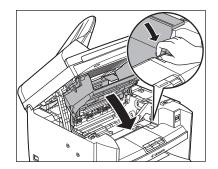
6 Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.

7 Push the toner cartridge to make sure it is properly set in the machine.
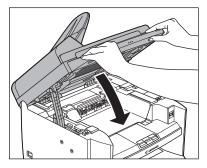
8 Close the toner cover using the tab.

9 Lower the scanning platform.

⚠ **CAUTION**
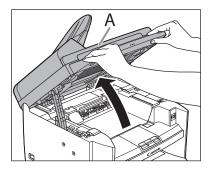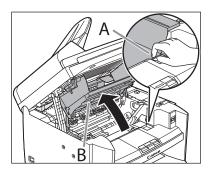
Be careful not to get your fingers caught.

Replacing the Toner Cartridge with a New One
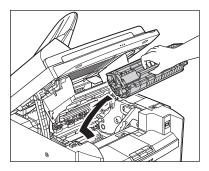
1 **Lift the scanning platform until it is locked (A). (You will hear an audible "click.")**

2 **Open the toner cover (B), using the knob which covers over on dent (A).**

3 **Remove the toner cartridge.**
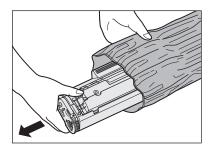
4 **Remove the new toner cartridge from the protective bag.**

✎ **NOTE**
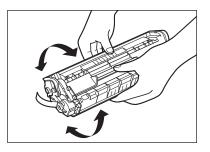
Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

▶▶▶

10-13

Maintenance
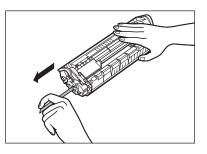
5   Gently rock the toner cartridge five or six times to distribute toner inside.

6   Hold the toner cartridge with one hand, and pull the seal completely out.
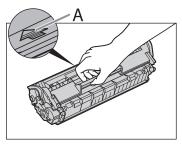
📝 NOTE

Do not pull the seal out at an angle.

7   Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.

⚠️ CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

📝 NOTE

Always hold the toner cartridge by its handle.

8 **Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.**

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

10 **Close the toner cover using the tab.**

11 **Lower the scanning platform.**

⚠ **CAUTION**

Be careful not to get your fingers caught.

Maintenance

Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.
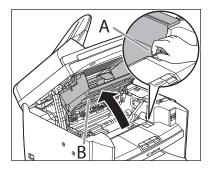
1 Turn off the main power switch.

2 Disconnect the power cord and all the cables from the back of the machine.

3 If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.


4 Lift the scanning platform until it is locked (A). (You will hear an audible "click.")
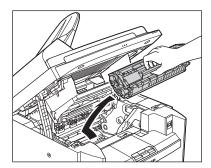
## 5 Open the toner cover (B), using the knob which covers over on dent (A).
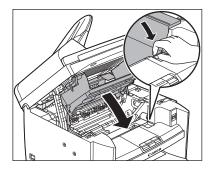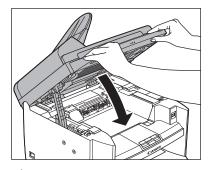

6 Remove the toner cartridge.

7 Close the toner cover using the tab.

Maintenance

▶▶▶

8 Lower the scanning platform.

⚠️ **CAUTION**
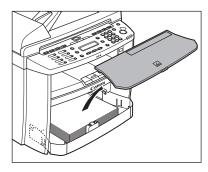
Be careful not to get your fingers caught.
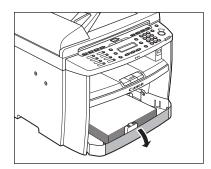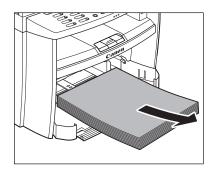
9 Remove the dust cover from the paper cassette.

10 Open the front panel of the paper cassette.
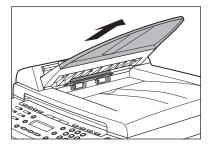
11 Remove the paper from the paper cassette.
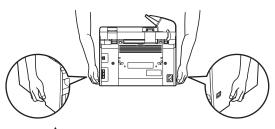
12 Remove the paper cassette by lifting up the front-end of the paper cassette and pulling it forward.

13 Detach the Document feeder tray.

14 Make sure all the covers are closed.

15 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.

⚠️ **CAUTION**

– Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
– If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 13-2.)

Maintenance

11 **Troubleshooting**

Clearing Jams

This section describes how to remove jammed paper. When error messages appear on the LCD display, see "LCD Messages," on p. 11-12. For other troubles, see Chapter 10, "Troubleshooting," in the Reference Guide, or Chapter 3, "Troubleshooting," in the Scanner Driver Guide. When <CHECK DOCUMENT>, <PAPER JAM/LIFT PANEL TO OPEN>, <FEEDER PAPER JAM/CHECK THE FEEDER> or <DOCUMENT TOO LONG> appears on the LCD display, remove jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

– **Fan and tap the paper stack on a flat surface before loading it in the machine.**
– **Check that the paper you are using meets the requirements for use. (See "Paper Requirements," on p. 2-9.)**
– **Make sure you have removed any scraps of paper from the inside of the machine.**

⚠ CAUTION

– When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
– 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.
– If you tear the paper, remove any torn pieces to avoid further jams.
– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

📝 NOTE
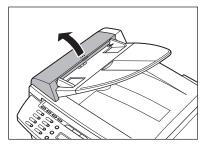
Do not force a jammed document or paper out of the machine. Contact your local authorized Canon dealer or the Canon help line for assistance if needed.

Document Jams
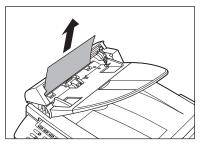
When <CHECK DOCUMENT>, <FEEDER PAPER JAM/CHECK THE FEEDER> or <DOCUMENT TOO LONG> appears on the LCD display, remove a jammed document from the ADF.

1   Open the ADF cover.
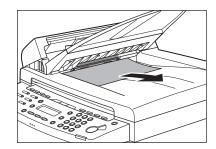
2   Hold both sides of any jammed documents and gently pull them out straight upward.

NOTE
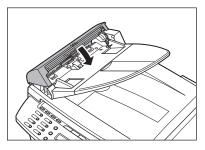
Do not pull the document forcefully as it may tear.

3   Hold both sides of any jammed documents and gently pull them out.

4   Close the ADF cover.

CAUTION

Be careful not to get your fingers caught.

Troubleshooting

5 **Open the ADF and then hold both sides of any jammed documents and gently pull them out.**

6 **Close the ADF.**

⚠ **CAUTION**

Be careful not to get your fingers caught.

Paper Jams
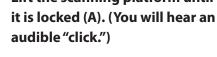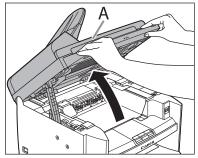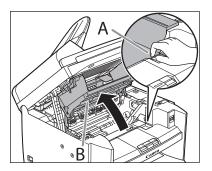
When <PAPER JAM/LIFT PANEL TO OPEN> appears on the LCD display, remove jammed paper from the inside of the machine first, then from the paper cassette or multi-purpose tray if necessary.

1 **Lift the scanning platform until it is locked (A). (You will hear an audible "click.")**

2 **Open the toner cover (B), using the knob which covers over on dent (A).**

3 Remove the toner cartridge from the machine.

⚠ CAUTION
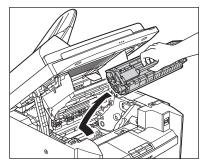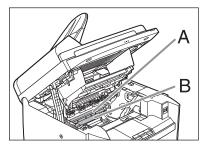
– Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

📝 NOTE

Always hold the toner cartridge by its handle.

⚠ CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

4 Hold both sides of the jammed paper and gently pull it out.
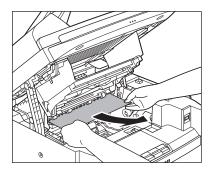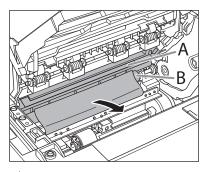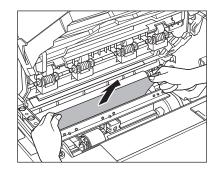
5 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.
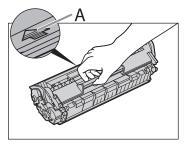
⚠️ **CAUTION**

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

6 Hold both sides of the jammed paper and carefully pull it out.

7 Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.

⚠️ **CAUTION**

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

📝 **NOTE**

Always hold the toner cartridge by its handle.

8 Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.
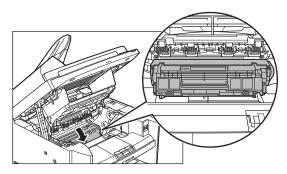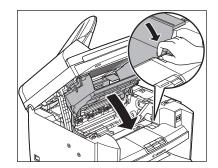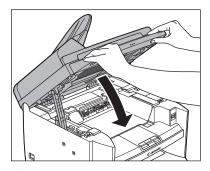
9 Push down the toner cartridge to make sure it is properly set in the machine.

10 Close the toner cover using the tab.


11 Lower the scanning platform.

⚠ **CAUTION**
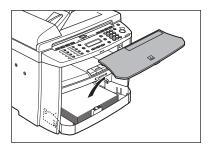
Be careful not to get your fingers caught.

12 Remove the dust cover from the paper cassette.
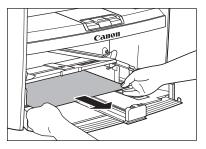
13 Open the front panel of the paper cassette.
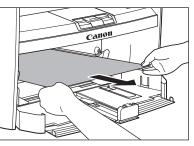
14 Remove the paper in the paper cassette.
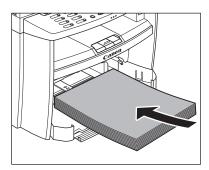
15 Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

– When feeding paper from the paper cassette:
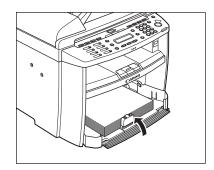
– When feeding paper from the multi-purpose tray:
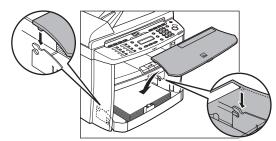
16 Load the paper into the paper cassette.

17 Close the front panel of the paper cassette.
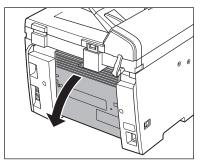
18 Set the dust cover on the paper cassette.
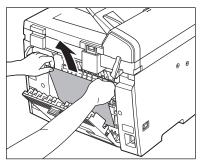
19 Open the rear cover.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.
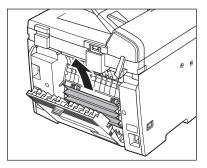
20 Hold both sides of the jammed paper and gently pull it out upward.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.
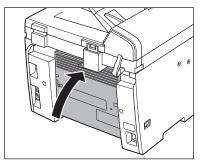
If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.

21 Close the rear cover.

This operation is required only when <OPEN REAR COVER> appears on the LCD display.

⚠ CAUTION

Be careful not to get your fingers caught.

✍ NOTE

To reset the machine, open the toner cover and then close it.

LCD Messages

See the table below when the LCD displays error and status messages.

Message	Description	Action
AVAILABLE MEMORY nn%	This message shows the percentage of the memory currently available.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
CANNOT PRINT RX DATA FIX ERROR TO PRINT	The machine temporarily received the fax in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. – <TONER COVER OPEN/ CLOSE COVER> – <LOAD CORRECT PAPER> – <PAPER IN MP TRAY/ REMOVE PAPER> – <CHANGE REG'D SIZE/-> PAPER SETTINGS> – <TONER LOW/PREPARE NEW TONER> – <TONER IS NOT SET/INSERT TONER> – <PAPER JAM/LIFT PANEL TO OPEN> – <LOAD PAPER>	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.

Message	Description	Action
CANNOT SEND CHECK SETTINGS	– You have specified the group dialing when the line is off the hook.	– Specify the recipient other than group dialing.
	– You have specified the one-touch key or coded dial code that has registered with other than fax number when the line is off the hook.	– Make sure that the line is disconnected.
	– The registered group is already nested for three levels of subgroups (e.g., a group registered in a group in a group in a group).	– You cannot register a group to contain more than three levels of subgroups. Modify the group so that it contains three levels of groups or less.
CHANGE PAPERSIZE	The paper size is not appropriate for a two-sided copy.	Set the paper size to <A4> or <LTR>, then load paper of the same size.

Message	Description	Action
CHANGE REG'D SIZE →**PAPER SETTINGS**	– The paper size is not appropriate for printing a report or list. – The paper ran out while printing a received document, report or list. – The size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	– Set the paper size to <A4>, <OFICIO>, <B-OFI>, <M-OFI>, <FOLIO>, <FLSP>, <LTR> or <LGL>, and then load paper of the same size. – Load paper in the paper cassette. – Change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see "If <LOAD CORRECT PAPER> is displayed," on p. 11-29.
CHECK DOCUMENT	A document jam may have occurred in the ADF.	Remove the jammed document.
CHECKING MEDIA... **PLEASE WAIT**	Checking the media connected to the USB memory port.	Wait until the message disappears.
COLOR MODE IS SET **CANNOT MULTI DEST TX**	You have specified multiple recipients when using a color sending.	When using a color sending, you can specify only one recipient. Send one by one, or use black and white sending.

Message	Description	Action
DATA ERROR **PRESS START KEY**	The machine may have trouble.	Press [Start] to restore all settings to the default. If the message persists, contact your local authorized Canon dealer or the Canon help line.
DOCUMENT TOO LONG	The document fed from the ADF is longer than 630 mm, or is not feeding correctly.	– Scan the document on the platen glass. – Reduce the length of the document to within 630 mm, then try again.
FAILED TO WRITE	Some kind of error occurred in the machine when you are scanning a document to a USB memory (e.g., the USB memory is disconnected from the machine.).	Make sure that the USB memory is inserted correctly to the machine. Press [OK] and try again.
FAILED TO WRITE **CHECK MEDIA**	– USB memory locked or with security function is connected to the USB memory port. – The type of the USB memory connected to the USB memory port is not supported. – The USB memory is full of data or the number of file limit has reached.	– Release the lock on the USB memory or use a USB memory without security function. – Use a USB memory with a file system FAT16 or FAT32. – Get enough space in the USB memory or organize your destination folder from your computer.
FEEDER PAPER JAM **CHECK THE FEEDER**	A document jam may have occurred in the ADF.	Remove the jammed document.

Message	Description	Action
INITIALIZING... PLEASE WAIT	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.
LOAD CORRECT PAPER	The size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	Load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see "If <LOAD CORRECT PAPER> is displayed," on p. 11-29.
LOAD PAPER	– No paper is loaded in the paper cassette or multi-purpose tray when copying or printing. – No paper is loaded in the paper cassette or multi-purpose tray when printing a received document. Or, when printing a report or list, this massage appears if the paper size is not appropriate for printing a report or list even if paper is loaded. This error message appears with one of the messages below. <CHANGE REG'D SIZE → PAPER SETTINGS> <CANNOT PRINT RX DATA/ FIX ERROR TO PRINT>	– Load paper correctly. Then press [OK] when using the paper cassette. – Load paper correctly. Then press [OK] when using the paper cassette. For report or list, set the paper size to <A4>, <OFICIO>, <B-OFI>, <M-OFI>, <FOLIO>, <FLSP>, <LTR> or <LGL>, and then load paper of the same size.

Message	Description	Action
MEMORY FULL	– The machine is full of jobs.	– Print, send, or delete any documents stored in memory.
		– Divide the document stack or data into a few parts and try again one by one.
		– Send the document with low resolution.
		– When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF.
	– The number of TX/RX jobs that can be stored in memory reached the maximum.	– The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the imageCLASS MF4680 with ITU-T No. 1 Chart standard mode); Up to 70 jobs for sending or 90 jobs for receiving, 95 fax jobs including sending and receiving, or 75 e-mail and I-fax jobs for receiving. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.

Message	Description	Action
NO USB MEMORY INSERT USB MEMORY	A USB memory is not inserted correctly into the USB memory port when you are scanning a document to a USB memory.	Insert the USB memory correctly.
NOT AVAILABLE NOW	– You pressed the one-touch key or coded dial code that has already been registered, when you are registering group addresses. – You pressed the group dialing that has already been registered, when you are registering a one-touch or coded dial address.	Register the one-touch key or coded dial code that is not used.
NOT REGISTERED	No destination is registered for the one-touch key or coded dial code you pressed.	Register the destinations before using the Address Book function.
OVER PAGE LIMIT	You cannot print because the page limit has been reached.	Contact your system manager.
PAPER IN MP TRAY REMOVE PAPER	Paper is loaded in the multipurpose tray.	Remove the paper from the multi-purpose tray. The machine will not print faxes, reports, or lists when paper is loaded in the multipurpose tray. They will be stored in memory.

Message	Description	Action
PAPER JAM **LIFT PANEL TO OPEN**	Paper jams have occurred in the machine. <OPEN PRINTER COVER> or <OPEN REAR COVER> appears alternately.	Clear the paper jam (See "Paper Jams," on p. 11-4.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.
PHONE OFF HOOK **HANG UP PHONE**	The optional handset or the external telephone is off the hook.	Hang up the optional handset or the external telephone.
PLATEN GLASS DIRTY **CLEAN PLATEN GLASS**	The ADF scanning area on the left side of the platen glass may be dirty.	Clean the ADF scanning area, then press [OK].
PREPARING SCANNER... **PLEASE WAIT**	The machine is not ready for scanning.	Wait until the machine is ready.
SAME FILE NAME	The same file name exists when you are scanning a document to a USB memory.	Press [OK] and rename the file.
START AGAIN	A transmission error has occurred because the line condition was poor.	Check the line condition, then try again.
STOP KEY PRESSED **PRESS OK KEY**	[Stop/Reset] has been pressed while scanning the document using the ADF.	Press [OK], then set the document again.

Troubleshooting

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Message	Description	Action
SYSTEM ERROR	Some kind of error has occurred in the machine.	Turn off the main power switch, wait for more than 10 seconds, then turn it on again. If the message persists, turn off the main power switch, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line.
TONER COVER OPEN CLOSE COVER	A cover is open.	Check the cover, and make sure that it is completely closed.
TONER LOW PREPARE NEW TONER	The toner is running low.	Prepare a new toner cartridge.
UNKNOWN USB DEVICE	A USB device which is not supported (e.g., USB mouse, USB keyboard) is connected to the USB memory.	Do not connect anything other than a USB memory.
USB MEMORY FULL	The USB memory is full of data or the number of file limit has reached.	Get enough space in the USB memory or organize your destination folder from your computer.

Message	Description	Action
USB/USB PORT ERROR TURN POWER OFF → ON	A USB memory error or USB memory port error has occurred.	Disconnect the USB memory from the USB memory port, turn off/on the main power switch, and connect the USB memory again. If the message appears after connecting the USB memory to the USB memory port, the USB memory may have problem. If the message persists after turning on the main power switch, the USB memory port may have problem. In this case, turn off the main power switch, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line.

Error Codes

An error code is a four-digit code shown on an ERROR TX REPORT or an ERROR RX REPORT when an error occurs.

```
31/12/2007  10:50 FAX 123XXXXXX        CANON                              ☑ 0001

                        ***************************
                        ***   ERROR TX REPORT   ***
                        ***************************


               TX FUNCTION WAS NOT COMPLETED

               TX/RX NO              0005
               DEPT. ID              0000001
               RECIPIENT ADDRESS     111XXXXX
               DESTINATION ID
               ST. TIME              31/12 10:50
               TIME USE              00'00
               PAGES SENT               0
               RESULT                NG     # 0018 BUSY/NO SIGNAL
```

For details on reports, see Chapter 11, "Appendix," in the Reference Guide.

See the table below for individual error codes.

Error Code	Description	Action
#0001	A document may be jammed.	Remove the jammed document.
#0003	– An attempt was made to send a document of 630 mm or longer from the ADF. – A document takes a long time to send because it contains too much data. – A document takes a long time to receive.	– Divide the document into smaller parts and send from the platen glass. – Reduce the scanning resolution before sending. – Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.

Error Code	Description	Action
#0005	– The other fax machine did not respond within 35 seconds.	– Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number.
	– The other party may not be using a G3 fax machine.	– Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.
#0009	The paper has run out or the paper cassette is not set properly.	Load the paper or reset the paper cassette properly.
#0012	You could not send because the other party's fax machine is out of paper.	Contact the other party and ask them to load the paper.
#0018	There is no reply when you redial. You could not send, because your fax signal was not returned as the other party's line was engaged.	Check that the other party's line is not engaged and try again from the beginning.
#0037	The memory is full.	Print, send, or delete any documents stored in memory.
#0401	The USB memory is full of data or the number of file limit has reached.	Get enough space in the USB memory or organize your destination folder from your computer.

Error Code	Description	Action
#0403	The same file name exists when you are scanning a document to a USB memory.	Press [OK] and rename the file.
#0406	Some kind of error has occurred in the machine when you are scanning a document to a USB memory (e.g., the USB memory is disconnected from the machine, or file system is not supported.).	Make sure that the USB memory is inserted correctly to the machine, or file system is supported. Press [OK] and try again.
#0703	The memory for image data is full when sending documents.	– Wait a few moments, and then try sending again after other send jobs are complete. – Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0705	The send operation was interrupted because the size of the image data is larger than that specified in <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>.	– Change the setting for <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>. – Select a lower resolution. – Set <DIVIDE INTO PAGES> to <ON> in send settings.

Error Code	Description	Action
#0752	– Some kind of error occurred in the machine when sending a color e-mail.	– Try sending again before checking the network conditions or settings.
	– The SMTP server name or POP server name for e-mail is not correct, or the server is not functioning.	– Check the SMTP server name, domain name, POP server name, and e-mail address in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
	– The domain name or e-mail address may not be set.	– Check that the SMTP server is operating properly.
	– The network is down.	– Check the network status.
#0753	A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)	Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0755	– You cannot send jobs because TCP/IP is not functioning correctly.	– Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
	– The IP address is not set.	– Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
	– When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.	– Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Or wait a while, and then try sending again.

Troubleshooting

▶▶▶

Error Code	Description	Action
#0801	– A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message. – The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server.	– Check that the SMTP server is functioning normally, or check the network status. – Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.
#0802	– The name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. – The DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. – Connection to the DNS server failed.	– Check the name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check the DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check that the DNS server is functioning normally.
#0804	You have no permission to access the folder.	Change the setting on the server to enable access to the folder.

Error Code	Description	Action
#0806	– An incorrect user name or password was specified for the sending of a file to a file server. – An incorrect destination was specified for the sending of an e-mail message.	– Change the user name or password. – Check the e-mail address.
#0810	– The POP server returned an error during the connection. – A timeout error occurred on the server while connecting to the POP server.	Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Confirm that the POP server is functioning normally. Check the network status.
#0812	The POP password setting is incorrect.	Check the POP Server password in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
#0813	The POP Server name setting is incorrect.	Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

Error Code	Description	Action
#0819	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data.
#0820	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).	Check the settings, and then ask the sender to resend the data.
#0821	You have received data that cannot be processed (TIFF analysis error).	Check the settings, and then ask the sender to resend the data.
#0827	You have received data that cannot be processed (contains MIME information that is not supported).	Check the settings, and then ask the sender to resend the data.
#0828	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
#0829	Data containing more pages that the machine can hold in the memory is received.	Print the received documents, and ask the sender to resend the remaining pages.
#0839	The user name or password for the SMTP authentication in <SMTP AUTH> is incorrect.	Check the user name and password for <SMTP AUTH> in <AUTH/ENC SETTINGS> in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. (See "SYSTEM SETTINGS," on p. 12-30.)

Troubleshooting
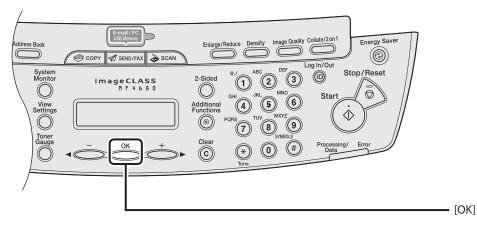
If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the LCD display, the size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. You need to load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.

📝 **NOTE**

For print jobs, you need to specify the paper size from your computer.
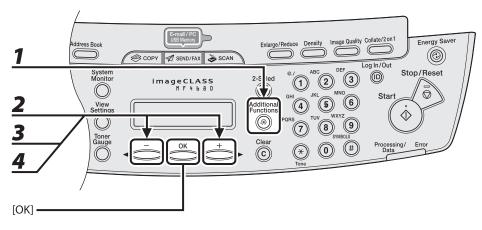
Re-Loading the Paper

[OK]
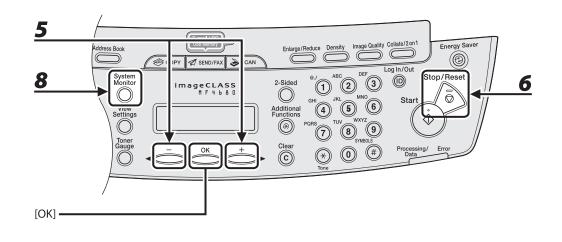
1 Load the correct size paper as shown on LCD display, then press [OK] to resume the job.

The machine re-starts printing.

Changing the Paper Size Setting

[OK]

---

1 **Press [Additional Functions].**

2 **Press [◄ −] or [+ ►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄ −] or [+ ►] to select <CASSETTE> or <MP TRAY>, then press [OK].**

4 **Press [◄ −] or [+ ►] to select <PAPER SIZE>, then press [OK].**

[OK]

5 Press [◄ −] or [+ ►] to select the paper size same as paper loaded into the machine, then press [OK].

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

For a fax job, go to step 7.
For a copy job, or report print or list print job, go to step 8.

7 Press [OK] to resume the job.

No further operation is required.

8 Cancel the job on the system monitor.

For a copy job, you can also cancel the job by pressing [Stop/Reset].
For details on how to cancel the copy job, see "Checking and Deleting Copy Jobs," on p. 3-19.
For details on how to cancel the report or list print job, see Chapter 11, "Appendix," in the Reference Guide.
Now ready to resume the job.

If a Power Failure Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. Any sent or received documents stored in memory are backed up for about 30 minutes.
During a power cut, functions are limited as follows:

– You cannot send, receive, copy, scan, or print documents.
– You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.
– You can receive telephone calls using the optional handset. You can also receive telephone calls using an external telephone depending on the type of telephone you use.

🖉 NOTE

To fully charge the built-in battery, it takes approximately 12 hours when the main power switch is on. If the built-in battery is not fully charged, the data may not be saved properly.

If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon dealer or the Canon help line. Please have the following information ready when you contact Canon:

– Product name (imageCLASS MF4680)
– Serial number (On the label located at the back of the machine)
– Place of purchase
– Nature of problem
– Steps you have taken to solve the problem and the results

⚠ **CAUTION**

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.

📝 **NOTE**

Attempting to repair the machine yourself may void the limited warranty.
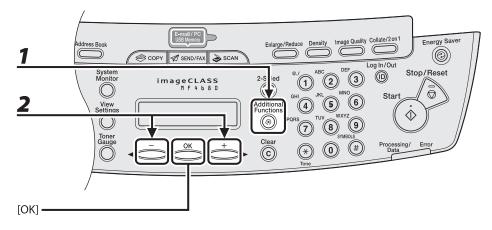
12 Machine Settings

Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out USER'S DATA LIST.

Printing USER'S DATA LIST

[OK]

---

1 Press [Additional Functions].

2 Press [◄ −] or [+ ►] to select <REPORT SETTINGS>, then press [OK].

[OK]

3 Press [◀ −] or [+ ▶] to select <LIST PRINT>, then press [OK].
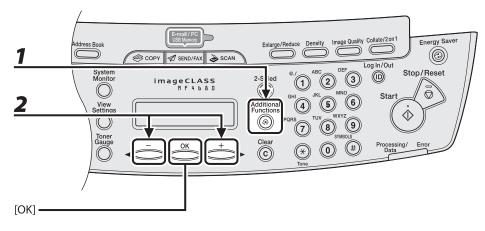
4 Press [◀ −] or [+ ▶] to select <USER DATA LIST>, then press [OK].

5 Press [◀ −] to select <YES>.

Printing starts, and the screen automatically returns to the standby mode.
If you do not want to print the list, press [+ ▶] to select <NO>.
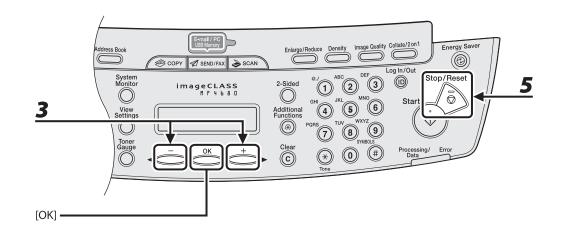
Accessing the Setting Menu

[OK]

1 Press [Additional Functions].

2 Press [◀ −] or [+ ▶] to select the menu you want to access, then press [OK].

<PAPER SETTINGS>
<VOLUME CONTROL>
<COMMON SETTINGS>
<COPY SETTINGS>
<TX/RX SETTINGS>
<ADDRESS BOOK SET.>
<PRINTER SETTINGS>
<TIMER SETTINGS>
<ADJUST./CLEANING>
<REPORT SETTINGS>
<SYSTEM SETTINGS>

[OK]

3 Press [◄ −] or [+ ►] to select a submenu, then press [OK].

📝 **NOTE**

For details on the submenu, see "Setting Menu," on p. 12-6.

4 To register the settings or go to a submenu item, press [OK].

5 When finished, press [Stop/Reset] to return to standby mode.

📝 **NOTE**

– If you press [Stop/Reset] before pressing [OK], the setting will not be registered.
– Press [Additional Functions] to return to the previous display.

Setting Menu

PAPER SETTINGS

Setting Item	Description
1. CASSETTE	Sets the paper size and type on the paper cassette. (See "Setting Paper Size and Type," on p. 2-15.)
2. MP TRAY	Sets the paper size and type on the multi-purpose tray. (See "Setting Paper Size and Type," on p. 2-15.)

VOLUME CONTROL

Setting Item	Description
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. – ON (1-3) – OFF
2. RING VOLUME	Sets the volume of the ring produced when the machine detects a call. (1-3)
3. ENTRY TONE	Beeps when pressing the keys on the operation panel. – ON (1-3) – OFF

Machine Settings

VOLUME CONTROL	
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. – ON (1-3) – OFF
5. TX JOB DONE TONE	Beeps when a document is sent. – ERROR ONLY (1-3) – OFF – ON (1-3)
6. RX JOB DONE TONE	Beeps when a document is received. – ERROR ONLY (1-3) – OFF – ON (1-3)
7. SCAN DONE TONE	Beeps when scanning is completed. ERROR ONLY (1-3) OFF ON (1-3)
8. PRINT DONE TONE	Beeps when printing is completed. ERROR ONLY (1-3) OFF ON (1-3)

COMMON SETTINGS

Setting Item	Description
1. INITIAL FUNCTION	Selects which standby display appears when turning on the power. – COPY – SEND – SCAN
2. AUTO CLEAR SET.	Selects which standby display appears after the Auto Clearing function is activated.
INITIAL FUNCTION	Sets to return standby display that is selected in <INITIAL FUNCTION>.
SELECTED FUNCTION	Sets to return standby display of the current mode.
3. TONER SAVER MODE	Sets whether to reduce toner consumption. – OFF – ON * This function is not effective for print jobs. (See "PRINTER SETTINGS," on p. 12-22.)
4. PRINTER DENSITY	Recalibrates the density adjustment scale if differences between the image in the document and the print occur. (1-9) * This function is not effective for print jobs. (See "PRINTER SETTINGS," on p. 12-22.)
5. DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 13-2.)
6. ADF DIRTY ERROR	Sets whether the error message will appear when the ADF is dirty. – DO NOT DISPLAY – DISPLAY
7. INIT. COMMON SET.	Restores all <COMMON SETTINGS> to the default except for <DISPLAY LANGUAGE>. Press [◄–] to select <YES>. If you do not want to restore all settings, press [+►] to select <NO>.

COPY SETTINGS

Setting Item	Description
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. – TEXT/PHOTO – TEXT/PHOTO+ – TEXT – PHOTO
2. DENSITY	Sets the density for copying. – MANUAL (1-9) – AUTO
3. ZOOM RATIO	Sets the zoom ratio for copying.
PRESET RATIO	Selects the zoom from the preset ratios. (100%, 115% B5→A4, 122% A5→B5, 129% STMT→LTR, 141% A5→A4, 200% MAX., 50% MIN., 64%, 70% A4→A5, 78% LGL→LTR, 81% B5→A5, 86% A4→B5)
ZOOM 50-200%	Enters the zoom ratio by 1% increments. (50%–200%)
4. COPIES	Sets the number of copies. (1-99)
5. COLLATE	Sets whether to collate the copies automatically. – OFF – ON
6. 2-SIDED	Sets whether to make the two-sided copies automatically. – OFF – 1 > 2-SIDED
2. SHARPNESS	Adjusts the sharpness of the copied image. (1-9)

Machine Settings

COPY SETTINGS	
3. PAPER SIZE GROUP	Selects a paper size group for your machine. – AB – INCHES – A
4. INIT. COPY SET.	Restores all <COPY SETTINGS> to the default. Press [◄ −] to select <YES>. If you do not want to restore all settings, press [+ ►] to select <NO>.

TX/RX SETTINGS

Setting Item	Description
1. TX/RX COMMON SET.	Sets the features common to the fax and send functions.
1. TX SETTINGS	Sets the transmission features.
1. UNIT NAME	Registers your name/company name (max. 24 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. DATA COMPRESSION	Sets the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images. – NORMAL – HIGH RATIO – LOW RATIO
3. RETRY TIMES	Sets the number of retry attempts for sending jobs to an e-mail or file server address. (0-5) (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
4. SCANNING DENSITY	Adjusts the scanning density for sending documents. (1-9)
5. STANDARD SETTINGS	Sets the default settings for sending documents.
1. DENSITY	Sets the default density for the document you send. – STANDARD – DK – LT
2. RESOLUTION	Sets the default resolution for the document you send. (200X200dpi, 200X400dpi, 300X300dpi, 400X400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200X100dpi)

TX/RX SETTINGS

3. IMAGE FORMAT	Sets the default file format for the document you send. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG	
4. ORIGINAL TYPE	Sets the default original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO	
5. DIVIDE INTO PAGES	Sets whether to use <DIVIDE INTO PAGES> as default. – OFF – ON	
6. SEND SETTINGS	Sets the options for sending documents to an e-mail address or file server.	
1. TX FILE NAME	Sets the name of the document you send to an e-mail address or file server. (max. 24 characters, including spaces.)	
2. SUBJECT	Sets the subject for your e-mail message. (max. 40 characters, including spaces.)	
3. MESSAGE TEXT	Sets the message body text for your e-mail message. (max. 140 characters, including spaces.)	
4. REPLY-TO	Sets the reply-to address for your e-mail message. (max. 120 characters, including spaces.)	
5. E-MAIL PRIORITY	Sets the priority for your e-mail message. – NORMAL – LOW – HIGH	

TX/RX SETTINGS

7. TX TERMINAL ID		Sets the options for sender information.
ON		Sender information is printed in small type at the top of each page.
	1. PRINTING POSITION	Selects where the sender information is printed in small type at the top of each page. – OUTSIDE IMAGE – INSIDE IMAGE
	2. TELEPHONE # MARK	Prefixes your number with the abbreviations FAX or TEL in your sender information. – FAX – TEL
OFF		Sender information is not printed.
8. COLOR TX GAMMA		Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. (GAMMA 1.8, GAMMA 2.2, GAMMA 1.0, GAMMA 1.4)
9. SHARPNESS		Sets the contrast of the images you scan. (1-7)
10. LOG USB MEM.STORE		Sets whether to leave the log of saving images to the USB memory. – OFF – ON
11. INIT STANDARD SET		Sets whether to restore <STANDARD SETTINGS> in <TX SETTINGS> to the default. Press [◄─] to select <YES>. If you do not want to restore all settings, press [+►] to select <NO>.
2. RX SETTINGS		Sets the reception features.

TX/RX SETTINGS		
1. TWO-SIDED PRINT	Sets whether the machine prints received documents on both sides of the paper. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) – OFF – ON	
2. RECEIVE REDUCTION	Sets whether the received images print out at a reduced size. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)	
ON	Image reduction is turned on.	
	1. RX REDUCTION	Selects the reducing type. – AUTO – FIXED REDUCTION (90%, 95%, 97%, 75%)
	2. REDUCE DIRECTION	Selects the reducing direction. – VERTICAL ONLY – HORIZ & VERTICAL
OFF	Image reduction is turned off.	
3. RX PAGE FOOTER	Sets whether to insert the machine's fax number and the sender information on received faxes. – OFF – ON	
4. CONT. PRINTING	Selects how the machine responds when the <TONER LOW/ PREPARE NEW TONER> message appears.	
RX TO MEMORY	The machine stores all documents in memory.	
KEEP PRINTING	The machine does not store documents in memory if the toner runs out. Reset to <RX TO MEMORY> after replacing the toner cartridge.	

TX/RX SETTINGS

2. FAX SETTINGS	Set the fax features.
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.) – FaxOnly – FaxTel – AnsMode – NET SWITCH – Manual
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number (max. 20 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. TEL LINE TYPE	Selects the telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.) – TOUCH TONE – ROTARY PULSE
3. OFFHOOK ALARM	Sets whether the alarm sounds when the optional handset or the handset of the external telephone is off the hook. – ON – OFF
3. TX SETTINGS	Sets the transmission features.
1. ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated. – ON – OFF
2. PAUSE TIME	Sets the pause time when you insert pause into the dialing sequence. (1SEC–15SEC)

TX/RX SETTINGS	
3. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES)
2. REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN.)
3. TX ERROR REDIAL	Sets whether the machine redials automatically when transmission error occurs. – ON – OFF
OFF	After the first attempt at dialing fails, redialing is not attempted.
4. TIME OUT	Sets whether to scan a document automatically after specifying the destination. * This function is not available when you dial with the numeric keys. – OFF – ON
5. DIALING LINE CHCK	Sets whether to check the telephone line condition. – OFF – ON
4. RX SETTINGS	Sets the reception features.
1. ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. – ON – OFF

Machine Settings

TX/RX SETTINGS

2. FAX/TEL OPT. SET		Sets the optional items in the <FaxTel> mode. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
	1. RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (0SEC–30SEC)
	2. F/T RING TIME	Selects the ring length for voice calls. (15SEC–300SEC)
	3. F/T SWITCH ACTION	Selects whether the optional handset or the machine switches to the receive mode after the ring time has elapsed, or whether if disconnects the call. – RECEIVE – DISCONNECT
3. INCOMING RING		Sets whether the optional handset or the external telephone rings when the machine receives a fax. This function is only available when the <RX MODE> is set to <FaxOnly> or <FaxTel>.
ON		The optional handset or the telephone rings when the machine receives a fax if an external telephone is connected.
	RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–99TIMES)
OFF		The optional handset or the telephone does not ring when the machine receives a fax. (In the Sleep mode, the telephone may ring one or two times.)

TX/RX SETTINGS	
4. REMOTE RX	Sets whether to use remote receiving. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9, * and # is possible.
OFF	The machine disables remote receiving.
5. MANUAL/AUTO	Sets whether the machine switches to the document receive mode after the optional handset or the external telephone rings for a specified length of time in the manual receive mode.
OFF	The optional handset or the external telephone keeps ringing until someone answers the call manually.
ON	The machine switches to the document receive mode after the optional handset or the external telephone rings for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to document receiving. (1SEC–99SEC)

ADDRESS BOOK SET.

Setting Item	Description
1. 1-TOUCH SPD DIAL	Registers the destinations on one-touch keys. Up to 7 destinations can be registered. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-12.)
FAX	Registers fax numbers.
1. TEL NUMBER ENTRY	Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. OPTIONAL SETTING	Sets the optional settings for sending faxes.
OFF	The optional setting is not set.
ON	The optional setting is set.
1. LONG DISTANCE	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See "Registering Fax Numbers," on p. 4-12.)
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
3. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF
E-MAIL	Registers e-mail addresses.
1. E-MAIL ADDRESS	Registers the recipient's e-mail address (max. 120 digits).

ADDRESS BOOK SET.		
2. NAME		Registers the recipient's name (max. 16 characters, including spaces).
SMB		Registers SMB addresses.
1. HOST NAME		Registers the name of the file server (max. 120 characters).
2. NAME		Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH		Registers the path to the file server (max. 120 characters).
4. LOGIN NAME		Registers the login name to access the file server (max. 24 characters).
5. PASSWORD		Registers the password to access the file server (max. 14 characters).
2. CODED SPD DIAL		Registers the destinations for coded dial codes. Up to 192 destinations can be registered. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-12.)
FAX		Registers fax numbers.
1. TEL NUMBER ENTRY		Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME		Registers the recipient's name (max. 16 characters, including spaces).
3. OPTIONAL SETTING		Sets the optional settings for sending faxes.
OFF		The optional setting is not set.
ON		The optional setting is set.
1. LONG DISTANCE		Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See "Registering Fax Numbers," on p. 4-12.)

ADDRESS BOOK SET.		
	2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
	3. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF
E-MAIL		Registers e-mail addresses.
	1. E-MAIL ADDRESS	Registers the recipient's e-mail address (max. 120 digits).
	2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
SMB		Registers SMB addresses.
	1. HOST NAME	Registers the name of the file server (max. 120 characters).
	2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
	3. FILE PATH	Registers the path to the file server (max. 120 characters).
	4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
	5. PASSWORD	Registers the password to access the file server (max. 14 characters).
3. GROUP DIAL		Registers destinations in group addresses. Up to 198 destinations can be registered in a group. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-12.)
	1. SELECT ADD/TEL NO	Registers the recipient's numbers and addresses by specifying the one-touch keys or coded dial codes.
	2. NAME	Registers the group name (max. 16 characters, including spaces).

PRINTER SETTINGS

Setting Item	Description
1. DEFAULT PAPERSIZE	Sets the default paper size when no paper source is specified. (A4, B5, A5, LGL, LTR, EXECUTIV, ISO-C5, COM10, MONARCH, DL)
2. DEFAULT PAPERTYPE	Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type. (PLAIN PAPER, PLAIN PAPER L, HEAVY PAPER, HEAVY PAPER H, TRANSPARENCY)
3. COPIES	Sets the number of documents printed. (1-999)
4. 2-SIDED PRINTING	Sets whether to activate two-sided printing. – OFF – ON
5. PRINT QUALITY	Sets the image quality, density or toner saving mode for printing.
1. IMAGE REFINEMENT	Sets whether to print smoothly the jagged outlines of characters and graphics. – ON – OFF
2. DENSITY	Adjusts the print density. (1-9)
3. TONER SAVER	Sets whether the toner saving mode is enabled. – OFF – ON
6. PAGE LAYOUT	Sets the printing layout.

PRINTER SETTINGS	
1. BINDING	Sets the binding position for two-sided printing. – LONG EDGE – SHORT EDGE
2. MARGIN	Sets the page margin in inches or millimeters. – mm (-50.0 mm–50.0 mm) – INCHES (-01.90INCHES–01.90INCHES)
7. COLLATE	Sets whether to collate the printouts automatically. – OFF – ON
8. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (5SEC–300SEC)
OFF	The error time out is off.
9. INIT. PRINTER SET	Restores all <PRINTER SETTINGS> to the default. Press [◄ −] to select <YES>. If you do not want to restore all settings, press [+ ►] to select <NO>.
10. RESET PRINTER	Clears all print jobs in progress and resets the printer function. Press [◄ −] to select <YES>. If you do not want to restore all settings, press [+ ►] to select <NO>.

TIMER SETTINGS

Setting Item	Description
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. TIME ZONE SETTING	Sets the time zone of your machine's location. (See "Setting Time Zone," on p. 1-20.)
3. DATE TYPE SELECT	Sets the date format. – DD/MM YYYY – YYYY MM/DD – MM/DD/YYYY
4. AUTO SLEEP TIME	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN.) (See "Setting the Sleep Mode," on p. 1-16.) – ON – OFF
5. AUTO CLEAR TIME	Sets the auto clear mode when the machine has no operation idle for a certain period of time. (1MIN.–9MIN.) The machine returns to the standby mode. (See "Setting Auto Clear Time," on p. 1-18.) – ON – OFF

Machine Settings

TIMER SETTINGS	
6. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting Daylight Saving Time," on p. 1-21.)
ON	Activates the daylight saving time mode.
OFF	Deactivates the daylight saving time mode.
1. BEGIN DATE/TIME	Sets the begin date. – 1. MONTH – 2. WEEK – 3. DAY
2. END DATE/TIME	Sets the end date. – 1. MONTH – 2. WEEK – 3. DAY

ADJUST./CLEANING

Setting Item	Description
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 10-6.)
2. SPECIAL MODE T	Sets whether to prevent blur from appearing on the printouts for copying, receiving info, and reports. When this setting is set to <ON>, the density of printouts may become light. – OFF – ON
3. SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions.
OFF	Select in normal condition.
MODE1	Select to improve print quality in low temperature and low humidity conditions, or when using thick paper or an envelope.
MODE2	Select to improve print quality in high temperature and high humidity conditions.
4. SPECIAL MODE V	Sets whether to prevent small size paper (B5, A5, EXECUTIV, etc) from being curled. – OFF – ON

ADJUST./CLEANING	
5. SPECIAL MODE W	Sets whether to prevent blur from appearing on the printouts for PDL jobs.
OFF	Select in normal condition.
MODE1	Sets the density of printouts becomes two-levels lighter than normal condition.
MODE2	Sets the density of printouts becomes four-levels lighter than normal condition.
6. SPECIAL MODE X	This setting is not functional in this model.
7. SPECIAL MODE Y	Sets to enhance the fixing characteristics of toner under the conditions of a low temperature environment When this setting is set to <ON>, first copy time and the time to resume from the sleep mode may take longer. – OFF – ON

REPORT SETTINGS

Setting Item	Description
1. SETTINGS	Sets the report functions. (See Chapter 11, "Appendix," in the Reference Guide.)
1. TX REPORT	Sets whether the transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON
OUTPUT NO	No report is printed.
2. RX REPORT	Sets whether the reception report prints out. – OUTPUT NO – PRINT ERROR ONLY – OUTPUT YES
3. ACTIVITY REPORT	Sets whether to automatically print the transaction report and selects its type.
1. AUTO PRINT	Sets whether an activity report is printed automatically every 40 transactions. – OUTPUT YES – OUTPUT NO

REPORT SETTINGS	
2. TX/RX SEPARATE	Sets whether an activity report is printed separately for sending and receiving or not. – OFF – ON
2. LIST PRINT	Prints reports/lists.
1. ACTIVITY REPORT	Prints the transaction report (max. last 40 transactions) manually. Press [◄ −] to select <YES>. If you do not want to print the list, press [+ ►] to select <NO>.
2. SPEED DIAL LIST	Prints the list of destinations registered in Address Book. – 1. 1-TOUCH LIST – 2. CODED DIAL LIST – 3. GROUP DIAL LIST Press [◄ −] to select <YES>. If you do not want to print the list, press [+ ►] to select <NO>.
3. ADD BOOK DETAILS	Prints the details of Address Book. – 1. 1-TOUCH (DETAILS) – 2. CODED (DETAILS) Press [◄ −] to select <YES>. If you do not want to print the list, press [+ ►] to select <NO>.
4. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER'S DATA LIST," on p. 12-2.) Press [◄ −] to select <YES>. If you do not want to print the list, press [+ ►] to select <NO>.

SYSTEM SETTINGS

Setting Item	Description
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system manager ID and system password is set, they must be entered every time you access the <SYSTEM SETTINGS> menu.
1. SYS. MANAGER ID	Sets the system manager ID (seven digits).
2. SYSTEM PASSWORD	Sets the system manager password (seven digits).
3. SYSTEM MANAGER	Sets the system manager name (max. 32 characters, including spaces).
2. DEVICE INFO	Sets device information.
1. DEVICE NAME	Registers the machine name (max. 32 characters, including spaces).
2. LOCATION	Registers the machine location (max. 32 characters, including spaces).
3. MANAGE DEPT. ID	Sets if the department ID management is used.
OFF	The department ID management is not used.
ON	The department ID management is used.
1. REGISTER DEPT. ID	Registers the department ID. (0001-0030)
1. PASSWORD	Registers the department ID management password.
2. PAGE LIMIT SET.	Sets page limits for scans, prints, and copies from 0 to 999,999 pages.
1. TOTAL PRINT LIMIT	Sets if the total page limit is used. – OFF – ON (000000-999999)

SYSTEM SETTINGS

2. COPY LIMIT	Sets if the copy limit is used. – OFF – ON (000000-999999)
3. BLACK SCAN LIMIT	Sets if the scan limit is used. – OFF – ON (000000-999999)
4. COLOR SCAN LIMIT	Sets if the color scan limit is used. – OFF – ON (000000-999999)
5. PRINT LIMIT	Sets if the print limit is used. – OFF – ON (000000-999999)
3. ERASE	Erases the department ID and password. Press [◄ –] to select <YES>. If you do not want to erase all settings, press [+ ►] to select <NO>.
2. PAGE TOTALS	Displays, clears, and prints counter information.
1. VIEW PAGE TOTALS	Displays how much paper was used by each department. – 1. TOTAL PRINT – 2. COPY – 3. SCAN – 4. COLOR SCAN – 5. PRINT
2. CLEAR ALL TOTAL	Clears counter information. Press [◄ –] to select <YES>. If you do not want to clear the settings, press [+ ►] to select <NO>.

SYSTEM SETTINGS

3. PRINT LIST	Prints counter information. Press [◄−] to select <YES>. If you do not want to print the list, press [+►] to select <NO>.
3. PDL JOBS W/OUT ID	Sets if print jobs from computers with unknown IDs are accepted or rejected.
ON	Accepts print jobs from computers with unknown IDs.
OFF	Rejects print jobs from computers with unknown IDs.
4. MANAGE USER ID	Sets if the user ID management is used. − OFF − ON
5. NETWORK SETTINGS	Sets the network setting. (See Chapter 6, "Network," in the Reference Guide.)
1. TCP/IP SETTINGS	Sets TCP/IP network.
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.
ON	Enables an IP address to the machine automatically. − 1. DHCP (ON/OFF) − 2. BOOTP (OFF/ON) − 3. RARP (OFF/ON)
OFF	Allocates an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See "Set the Machine for Network Usage," in the Starter Guide.)
3. SUBNET MASK	Registers a fixed subnet mask to the machine.
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine.
5. DNS SETTINGS	Sets the DNS server settings.
1. PRIM. DNS SERVER	Registers the primary server address.

SYSTEM SETTINGS

2. SECOND DNS SERVER		Registers the secondary server address.
3. HOST NAME		Registers the host name of the DNS server.
4. DOMAIN NAME		Registers the domain name of the DNS server.
5. DNS DYNA. UPDATE		Sets whether to use the DNS server dynamic update function. – OFF – ON
6. CONFIGURE WINS		Sets the WINS settings to resolve a name with WINS.
1. WINS RESOLUTION		Sets whether to resolve a name with WINS. – OFF – ON
2. WINS SERVER		Registers the IP address of a WINS server.
7. LPD PRINT		Sets whether to use LPD as the print application. – ON – OFF
8. RAW PRINT		Sets whether to use RAW as the print application.
ON		Enables to use RAW.
	USE BIDIRECTIONAL	Sets whether to use bi-directional communication. – ON – OFF
OFF		Disables to use RAW.
9. USE HTTP		Sets whether to activate HTTP (Hyper Text Transfer Protocol) for the Remote UI. – ON – OFF

SYSTEM SETTINGS	
10. PORT NO.	Sets the port number settings.
1. LPD	0~65535 (default:515)
2. RAW	0~65535 (default:9100)
3. HTTP	0~65535 (default:80)
4. SMTP RX	0~65535 (default:25)
5. POP3 RX	0~65535 (default:110)
6. SMTP TX	0~65535 (default:25)
7. SNMP	0~65535 (default:161)
11. SET IP ADD RANGE	Sets whether to restrict the range of IP addresses.
OFF	Disables restriction of IP address of computers.
ON	Enables restriction of IP address of computers from which data (print/fax jobs) can be sent to the machine.
1. PERMIT/ REJECT	Selects whether to permit or reject access from a specified IP address. – REJECT – PERMIT
2. SET IP ADDRESS	Specifies the IP address range. <START IP ADDRESS> and <END IP ADDRESS> must be entered for each setting. – 1. IP ADDRESS 1 – 2. IP ADDRESS 2 – 3. IP ADDRESS 3 – 4. IP ADDRESS 4
12. PERMIT RX MAC ADD	Sets whether to activate a MAC address filter.
OFF	Disables MAC address filter.

SYSTEM SETTINGS	
ON	Specifies a MAC address filter to access. MAC address must be entered for each setting. – 1. PERMIT RX ADD1 – 2. PERMIT RX ADD2 – 3. PERMIT RX ADD3 – 4. PERMIT RX ADD4 – 5. PERMIT RX ADD5
2. USE SMB CLIENT	Sets the SMB settings to use the machine on a NetBIOS network.
OFF	SMB client is not used.
ON	SMB client is used.
1. SERVER	Enters the NetBIOS name of the machine.
2. WORKGROUP	Enters the name of the workgroup the machine belongs to.
3. COMMENT	Enters a comment about the printer.
4. LM ANNOUNCE	Sets if the machine notifies the LAN Manager of its existence. – OFF – ON
3. SNMP SETTINGS	Sets detailed information about SNMP.
1. USE SNMP	Sets whether to activate SNMP. – ON – OFF
2. COMMUNITY NAME 1	Sets SNMP community name 1 (default: public).
3. COMMUNITY NAME 2	Sets SNMP community name 2.
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. – ON – OFF

SYSTEM SETTINGS	
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. – OFF – ON
4. DEDICATED PORT	Sets or browses detailed information on the machine with a Canon printer driver or utility. – ON – OFF
5. ETHERNET DRIVER	Specifies the type of network connection.
1. DETECT	Selects the detection method of Ethernet driver.
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.
MANUAL	Sets the communication mode and Ethernet type manually.
1. COMMUNICATN MODE	Selects the communication mode. – HALF DUPLEX – FULL DUPLEX
2. ETHERNET TYPE	Selects the Ethernet type. – 10 BASE-T – 100 BASE-TX
6. VIEW IP ADDRESS	Checks the current network settings.
1. IP ADDRESS	Checks the IP address.
2. SUBNET MASK	Checks the subnet mask.
3. GATEWAY ADDRESS	Checks the gateway address.

SYSTEM SETTINGS

7. E-MAIL/I-FAX		Sets detailed settings for e-mail/I-fax.
	1. SMTP RX	Sets whether to receive e-mail using the machine's own SMTP receiving function. – OFF – ON
	2. SMTP SERVER	Registers the host name of the machine with the DNS server.
	3. POP	Sets whether to receive e-mail using a POP server. – OFF – ON
	4. AUTH/ENC SETTINGS	Specifies authenticating method before sending e-mail.
	1. POP BEFORE SEND	Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON
	2. SMTP AUTH	Sets whether to use the SMTP server requires SMTP Authentication (method for authenticating users who have logged in the POP server before sending e-mail).
	OFF	Disables SMTP Authentication.
	ON	Enables SMTP Authentication. 1. USER 2. PASSWORD
	5. E-MAIL ADDRESS	Enters the e-mail address your machine will use (max. 64 characters).
	6. POP SERVER	Enters the POP server IP address or name (max. 48 characters).
	7. POP ADDRESS	Enters the login name for access to the POP server (max. 32 characters).

Machine Settings

SYSTEM SETTINGS

8. POP PASSWORD	Enters the password for access to the POP server (max. 32 characters).
9. POP INTERVAL	Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically (0MIN.–99MIN.).
8. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine (0SEC–300SEC).
6. COMMUNICATIONS	Sets the fax and e-mail communication.
1. E-MAIL SETTINGS	Sets the e-mail communications.
1. MAX TX DATA SIZE	Sets the maximum data size for outgoing e-mail messages. If the e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent (0MB-99MB).
2. DIVIDED OVER MAX	Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify. – OFF – ON
2. FAX SETTINGS	Sets the facsimile communication.
1. TX START SPEED	Sets the transmission start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)
2. RX START SPEED	Sets the reception start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)
3. R-KEY SETTING	Registers the [R] key to access an outside line easily. (See Chapter 4, "Sending and Receiving," in the Reference Guide.) – PSTN – PBX (HOOKING/PREFIX)
3. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 4, "Sending and Receiving," in the Reference Guide.)

SYSTEM SETTINGS

OFF	Disables memory lock reception.
ON	Enables memory lock reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. REPORT PRINT	Sets whether to print a report on memory lock reception. – OFF – ON
3. MEMORY RX TIME	Sets whether to set a period for memory lock reception.
OFF	Disables setting a period of memory lock reception.
ON	Enables setting a period of memory lock reception. – 1. MEM RX START TIME – 2. MEM. RX END TIME
7. FORWARD ERR. SET.	Sets the machine to print and/or store received documents when document forwarding fails.
1. PRINT	Sets whether to print out the image if forwarding fails. – ON – OFF
2. STORE TO MEMORY	Sets whether to store the image in memory if forwarding fails. – OFF – ON
8. REMOTE UI	Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser. – ON – OFF

SYSTEM SETTINGS

9. ACCESS TO DEST.	Sets restriction of the access to destinations.
1. ADD. BOOK PASSWORD	Sets a password to restrict editing the Address Book. (7 digits maximum) – OFF – ON
2. RESTRICT NEW ADD.	Sets whether to restrict registering or changing destinations for one-touch keys and coded dial codes[*1]. Sets whether to restrict making calls to the destinations not registered in Address Book. – OFF – ON[*2] [*1] Registration of group addresses is not restricted. [*2] You can still make calls using an external phone.
3. FAX DRIVER TX	Sets whether to restrict sending faxes from a computer using the fax driver. – ON – OFF
4. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax. – OFF – ON
5. REST. REDIAL/CALL	Sets whether to disable the redial function of the [Recall/Pause] key. – OFF – ON

SYSTEM SETTINGS

6. REST. MUTI DEST	Sets whether to disable the broadcasting function.
OFF	The restrict broadcast setting is not set.
CONFIRMATION	Sets whether to confirm to enable the broadcasting function each time you send a fax.
PROHIBIT	Disables the broadcasting function.
10. CHECKING THE LOG	Sets whether to allow displaying the log.
ON	Enables confirmation of logs using [System Monitor].
OFF	Disables confirmation of logs using [System Monitor]. Activity Report will not be printed automatically.
11. USE DEVICE USB	Sets whether to restrict jobs through the USB interface. – ON – OFF
12. UPDATE FIRMWARE	This function is used only when the printer firmware needs to be updated.

13 Appendix

Specifications

General	
● **Type**	Personal Desktop
● **Power Source**	220-240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● **Power Consumption**	Max: Less than 730 W
● **Warm-up Time**	Less than 16.0 sec.* (temperature: 20°C, humidity: 65%; from when the main power switch is turned on until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● **Weight**	Approx. 13.4 kg (including toner cartridge)
● **Dimensions**	473 mm (W) x 442 mm (D) x 470 mm (H) (with the document feeder tray, the paper cassette, and the optional handset attached)
● **Installation Space**	673 mm (W) x 830 mm (D) (with the optional handset attached)

General

General	
● **Environmental Conditions**	Temperature: 7.5°C–35°C Humidity: 5%–90% RH
● **Display Languages**	ENGLISH/FRENCH/GERMAN/SPANISH/DUTCH/ITALIAN/ SLOVENE/SWEDISH/FINNISH/NORWEGIAN/ PORTUGUESE/ DANISH/HUNGARIAN/CZECH/RUSSIAN/TURKISH
● **Acceptable Documents**	» p. 2-2.
● **Acceptable Paper Stock**	» p. 2-9.
● **Printable Area**	» p. 2-11.
● **Scanning Area**	» p. 2-4.

Copier

Copier	
● **Scanning Resolution**	TEXT/PHOTO mode: 300 dpi x 300 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi x 600 dpi
● **Printing Resolution**	600 dpi x 600 dpi
● **Magnification**	1:1 ± 1.0%, 1:2.00, 1:1.41, 1:1.22, 1:1.15, 1:0.86, 1:0.81, 1:0.70, 1:0.50 Zoom 0.50–2.00, 1% increments
● **First Copy Time**	Platen glass: less than 8.5 sec. (A4)
● **Copy Speed**	Direct: A4 20 cpm
● **No. of Copies**	Max. 99 copies

Printer

● **Printing Method**	Indirect electrostatic method (On-demand fixing)
● **Paper Handling**	– Paper cassette: 250 sheets (Height: max. 25 mm) – Multi-purpose tray: 1 sheet
● **Paper Delivery**	100 sheets (64 to 80 g/m^2)
● **Print Speed**	See "Copy Speed," on p. 13-3.
● **Printing Resolution**	600 dpi x 600 dpi
● **Number of Tones**	256
● **Toner Cartridge**	» p. 1-12.

Facsimile

● **Applicable Line**	Public Switched Telephone Network (PSTN)[1]
● **Compatibility**	G3
● **Data Compression Schemes**	MH, MR, MMR, JBIG
● **Modem Speed**	33.6 Kbps Automatic fallback
● **Transmission Speed**	Approx. 3 seconds/page[2] at 33.6 Kbps, ECM-JBIG, transmitting from the memory
● **Transmission/Reception Memory**	Maximum approx. 512 pages[2] (total pages of transmission/reception)

[1] The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

[2] Based on ITU-T Standard Chart No. 1, JBIG standard mode.

Facsimile	
● **Fax Resolution**	FINE: 8 pels/mm x 7.7 lines/mm PHOTO: 8 pels/mm x 7.7 lines/mm SUPER FINE: 8 pels/mm x 15.4 lines/mm ULTRA FINE: 16 pels/mm x 15.4 lines/mm STANDARD: 8 pels/mm x 3.85 lines/mm
● **Dialing**	– Speed dialing One-touch speed dialing (7 destinations) Coded dialing (192 destinations) Group dialing (198 destinations) Address Book dialing (with Address Book key) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (with Recall/Pause key) – Sequential broadcast (200 destinations) – Automatic reception – Remote reception by telephone (Default ID: 25) – ACTIVITY REPORT (after every 40 transactions) – TX (Transmission)/RX (Reception) REPORT – TTI (Transmit Terminal Identification)

Appendix

Telephone	
● **Connection**	– Optional handset – External telephone/answering machine/ data modem

NOTE

Specifications are subject to change without notice.

Send	
Send to file server	
● **Communication Protocol**	SMB (TCP/IP)
● **Data Format**	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● **Resolution**	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● **System Environment**	Windows 98/Me, Windows XP Professional/ Home Edition, Windows 2000 Server/ Professional (SP1 or later), Windows Server 2003, Windows Vista
● **Interface**	100BASE-TX, 10BASE-T
● **Color Mode**	Color, B&W (black and white)
● **Original Type**	Text, Text/Photo, Photo

Appendix

13-6

Send	
E-mail	
● **Communication Protocol**	SMTP, POP3
● **Resolution**	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● **Data Format**	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● **Original Size**	A4, A5, A5R, B5, LTR, LGL, STMTR, STMT
● **Server Software**	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5
Scan to USB	
● **Data Format**	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● **Resolution**	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● **Interface**	USB 1.1
● **Color Mode**	Color, B&W (black and white)
● **Original Type**	Text, Text/Photo, Photo
● **File System**	FAT16, FAT32
● **Memory Capacity**	FAT16: Max 2GB FAT32: Max 8GB

Index

Appendix

Appendix

Appendix

Appendix

Appendix

230V

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