



Back



Previous



Next

TOP

ENG

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Canon

Reference Guide

imageCLASS
M F 4 b 9 0



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

How to Use This Guide



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Manuals for the Machine

- Machine Set-Up
- Software Installation

Starter Guide

- Basic Features
- Maintenance
- Trouble Shooting
- Specifications

Basic Operation Guide

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

Reference Guide
(This Document)



- Scanning Features

Scanner Driver Guide



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

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Things You Can Do

Select a scan mode depending on
the type of image

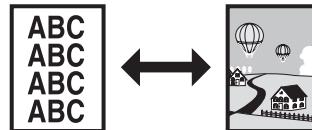
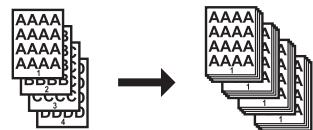


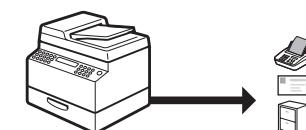
Image Quality
→ p. 3-4

Sort copies by page order



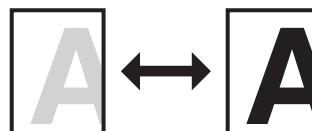
Collate Copying
→ p. 3-7

Send documents with diverse
sending methods



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

Adjust the density level of scanned
images



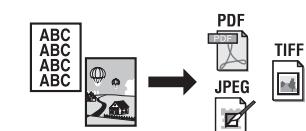
Density
→ p. 3-4

Make two-sided copies



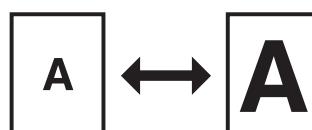
Two-Sided Copy
→ p. 3-9

Send documents in a variety of file
formats



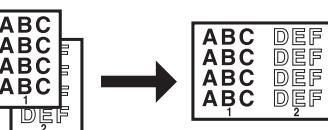
Send Settings
→ p. 4-7

Enlarge or reduce copied images



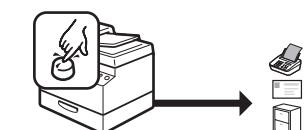
Zoom Ratio
→ p. 3-5

Copy two documents on one sheet



2 on 1 Combination
→ p. 3-8

Specify a recipient with a single
key



Sending with One-Touch Keys
→ p. 4-20



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

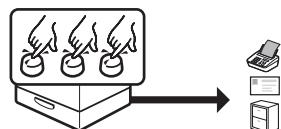
Appendix

11

Table of Contents

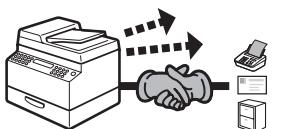
Index

Specify a recipient with a three-digit code



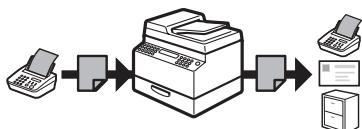
Sending with Coded Dial Codes
→ p. 4-21

Retry sending documents automatically



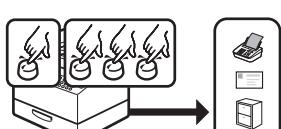
Auto Retry
→ p. 4-29

Forward received documents



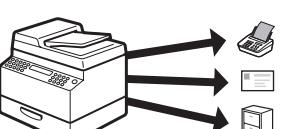
Forwarding Documents
→ p. 4-41, 7-15

Specify multiple recipients as a group



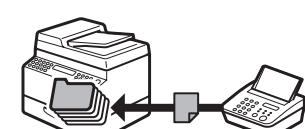
Sending to Group Addresses
→ p. 4-22

Send documents to multiple recipients



Broadcasting
→ p. 4-26

Receive faxes in memory without printing out



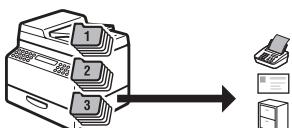
Memory Reception
→ p. 4-38

Look up a particular recipient



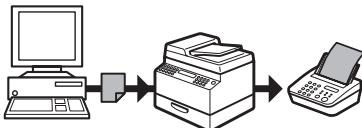
Address Book Search
→ p. 4-23

Recall the last three sending jobs



Job Recall
→ p. 4-27

Send a fax from a PC



PC Faxing
→ [Online Help](#)



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

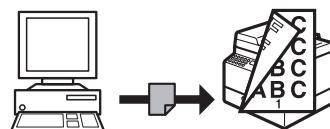
Appendix

11

Table of Contents

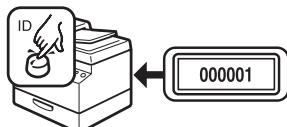
Index

Print a document from a PC



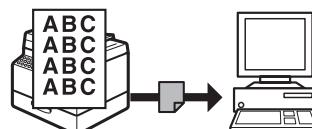
Printing
→ [Online Help](#)

Restrict the use of the machine with department IDs



Department ID Management
→ [p. 8-6](#)

Specify detailed scanning options to suit various images



Scanning
→ [Scanner Driver Guide](#)

Access and manage the machine from a PC



Remote UI
→ [Chapter 7](#)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Table of Contents

Manuals for the Machine.....	i
Things You Can Do.....	ii
How to Use This Guide	xxiv
Using the Top Page.....	xxiv
Using the Chapter Topic List	xxv
Legal Notices	xxvii
1 Before Using the Machine.....	1-1
Machine Components.....	1-3
Operation Panel.....	1-6
Main Operation Panel.....	1-6
Send/Fax Operation Panel	1-9



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****LCD (Standby Mode)** 1-10

Copy Mode 1-10

Send/Fax Mode 1-10

Scan Mode 1-10

Log In Mode 1-11

Department/User ID Management 1-12

Procedure before Using the Machine 1-12

Procedure after Using the Machine 1-12

Toner Cartridge 1-13

Maintaining the Toner Cartridge 1-14

Checking the toner level 1-15

Timer Settings 1-16

Setting the Sleep Mode 1-16

Setting Auto Clear Time 1-17

Setting Time Zone 1-17

Setting Daylight Saving Time 1-18



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

2 Document and Paper..... 2-1

 Document Requirements..... 2-2

 Scanning Area 2-3

 Loading Documents 2-4

 On the Platen Glass 2-4

 In the ADF 2-5

 Paper Requirements..... 2-7

 Printable Area..... 2-9

 Loading Paper 2-10

 Into the Multi-Purpose Tray..... 2-10

 Setting Paper Size and Type 2-13



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3 Copying 3-1

 Basic Copying Method 3-3

 Scan Settings 3-4

 Image Quality 3-4

 Density 3-4

 Zoom Ratio 3-5

 Advanced Copy Features 3-7

 Collate Copy 3-7

 2 on 1 Combination 3-8

 Two-Sided Copying 3-9

 Reserved Copy 3-10

 Printing a Sample Page 3-11

 Canceling Copy Jobs 3-12

 Checking and Deleting Jobs 3-13

 Checking and Deleting Copy Jobs 3-13



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4 Sending and Receiving.....4-1

 Basic Sending Method4-5

 Scan Settings4-6

 Image Quality (Fax)4-6

 Density4-6

 Send Settings (E-Mail/File Server)4-7

 Storing/Editing Address Book4-9

 Storing/Editing One-Touch Keys/Coded Dial Codes4-10

 Storing/Editing Group Addresses4-15

 Specifying Destinations4-20

 Using One-Touch Keys4-20

 Using Coded Dial Codes4-21

 Using Group Addresses4-22

 Using Address Book Key4-23

 Manual Sending (Fax)4-25



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Advanced Sending Features 4-26

Broadcasting 4-26

Job Recall 4-27

PC Faxing 4-28

Customizing Sending Features 4-29

Setting Number of Retry Attempts (E-Mail/File Server) 4-29

Setting Automatic Redialing (Fax) 4-29

Setting Detail Information (E-Mail/File Server/USB Memory) 4-30

Fax Dialing Features 4-32

Switching Temporarily to Tone Dialing 4-32

Checking Dialing Line 4-33

Dialing an Overseas Number (With Pauses) 4-33

Basic Receiving Method 4-35



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Receiving Features..... 4-36

- FaxTel: Optional Settings..... 4-36
- DRPD: Optional Settings 4-37
- Manual Reception..... 4-37
- Memory Reception..... 4-38
- Memory Lock Reception 4-38
- Forwarding Received Documents 4-41
- Remote Reception 4-42
- Printing Received Documents..... 4-44

Canceling TX/RX Jobs 4-46

Checking and Deleting Jobs 4-47

- Checking Transmission/Reception Results..... 4-47
- Checking the Arrival of I-Fax..... 4-47
- Checking and Deleting Sending/Receiving Documents Stored in Memory 4-48



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

5 Printing and Scanning.....5-1

 Printing Documents.....5-2

 Scanning to a Computer5-3

 Scanning to a USB Memory.....5-4

 Scanning to a USB Memory.....5-4

 Scan Settings.....5-6

 Canceling Scan Jobs.....5-8

 Canceling Scan Jobs to a Computer5-8

 Canceling Scan Jobs to a USB Memory.....5-8

 Checking and Deleting Jobs5-9

 Checking and Deleting Print Jobs5-9



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

6 Network 6-1

System Requirements 6-4

 Printing or Sending a Fax from a Computer 6-4

 Using E-Mail 6-5

 Sending Data to a File Server 6-5

Basic Network Settings 6-6

 Interface Settings 6-6

 Communication Environment Setup 6-8

Setting Up a Computer for Printing/Sending a Fax 6-11

 Settings from the Operation Panel 6-11

 Machine Connection Method (LPD/Raw) 6-12

 Print Server Settings 6-15

Setting Up E-Mail 6-16

 Settings from the Operation Panel 6-16



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Setting Up a Computer as a File Server..... 6-21

Settings from the Operation Panel..... 6-21

Configuring a Shared Folder..... 6-23

Additional Network Settings..... 6-35

TCP/IP Settings..... 6-35

Startup Time Settings..... 6-41

Checking Network Settings..... 6-43

Machine Management..... 6-44

Machine Management Using Web Browser (Remote UI) 6-44

Machine Management Using NetSpot Device Installer..... 6-44

Machine Management Using NetSpot Console 6-44

7 Remote UI..... 7-1

System Requirements..... 7-3

Windows..... 7-3

Macintosh 7-3



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Using the Remote UI	7-4
Starting the Remote UI	7-4
Displaying Device Status and Information	7-6
Job Management	7-7
Managing Print Jobs	7-7
Viewing the Activity Log	7-8
Managing the Address Book	7-9
Customizing System Settings	7-12
Customizing System Information	7-12
Specifying Forwarding Settings	7-15
Managing the Department/User ID	7-21



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Import/Export Function..... 7-27

Saving the Address Book 7-27

Loading an Address Book 7-28

Saving User Management Data in Files (Export) 7-29

Loading User Management Data Files (Overwrite/Import) 7-30

Saving Additional Functions Settings in Files (Export)..... 7-32

Loading Additional Functions Settings Files (Overwrite/Import) 7-33

Device Custom Settings..... 7-35

8 System Manager Settings 8-1

Specifying the System Manager Settings..... 8-3

Device Information Settings 8-5



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Department ID Management 8-6

 Registering the Department ID, Password, and Page Limit 8-6

 Changing the Password and Page Limit 8-8

 Erasing the Department ID and Password 8-10

 Checking Counter Information 8-10

 Clearing Page Totals 8-11

 Printing Counter Information (DEPT. INFO LIST) 8-12

 Accepting Print Jobs with Unknown IDs 8-12

Managing User IDs 8-14

Handling Documents with Forwarding Errors 8-15

Remote UI 8-16



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Restricting Access to Destinations..... 8-17

Setting a Password for the Address Book 8-17

Restricting the New Address 8-18

Restricting PC Faxing 8-18

Confirming Entered Fax Numbers 8-19

Restricting Job Recall 8-19

Restricting Broadcasting 8-20

Checking the Job Log 8-21

Restricting the USB Interface Port 8-22

9 Maintenance 9-1

Cleaning the Machine 9-2

Exterior 9-2

Interior 9-2

Fuser Roller 9-6

Scanning area 9-6



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Replacing the Toner Cartridge 9-10

 Redistributing Toner 9-10

 Replacing the Toner Cartridge with a New One 9-13

Recycling Used Cartridges 9-16

 The Clean Earth Campaign 9-16

 U.S.A. PROGRAM 9-17

 CANADA PROGRAM-CANADA PROGRAMME 9-20

Transporting the Machine 9-22

10 Troubleshooting 10-1

Clearing Jams 10-3

 Document Jams 10-3

 Paper Jams 10-5

LCD Messages 10-13

Error Codes 10-21



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

If <LOAD CORRECT PAPER> is displayed	10-29
Re-Loading the Paper.....	10-29
Changing the Paper Size Setting.....	10-29
General Problems.....	10-30
Paper Feeding Problems.....	10-32
Sending/Receiving Problems	10-33
Sending Problems	10-33
Receiving Problems.....	10-38
Copying Problems	10-44
Printing Problems	10-47
Telephone Problems	10-51
Network Problems	10-52
If a Power Failure Occurs.....	10-55



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

If You Cannot Solve a Problem 10-56

Customer Support (U.S.A.) 10-56

Customer Support (Canada) 10-56

11 Appendix 11-1

Machine Settings 11-4

Printing USER'S DATA LIST 11-4

Accessing the Setting Menu 11-4

Setting Menu 11-6

PAPER SETTINGS 11-6

VOLUME CONTROL 11-6

COMMON SETTINGS 11-7

COPY SETTINGS 11-9

TX/RX SETTINGS 11-11

ADDRESS BOOK SET 11-19

PRINTER SETTINGS 11-23



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

TIMER SETTINGS 11-28

ADJUST./CLEANING 11-30

REPORT SETTINGS 11-32

SYSTEM SETTINGS 11-34

Summary of Reports and Lists 11-48**Printing Reports Automatically** 11-49

TX REPORT 11-49

RX REPORT 11-50

ACTIVITY REPORT 11-51

Printing Reports and Lists Manually 11-53

Printing ACTIVITY REPORT 11-53

Printing 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST 11-54

Printing 1-TOUCH LIST 2, CODED DIAL LIST 2 11-54

Checking and Deleting Jobs 11-55

Checking and Deleting Report Jobs 11-55



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking Remaining Memory..... 11-56

Glossary 11-57

Index 11-68



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

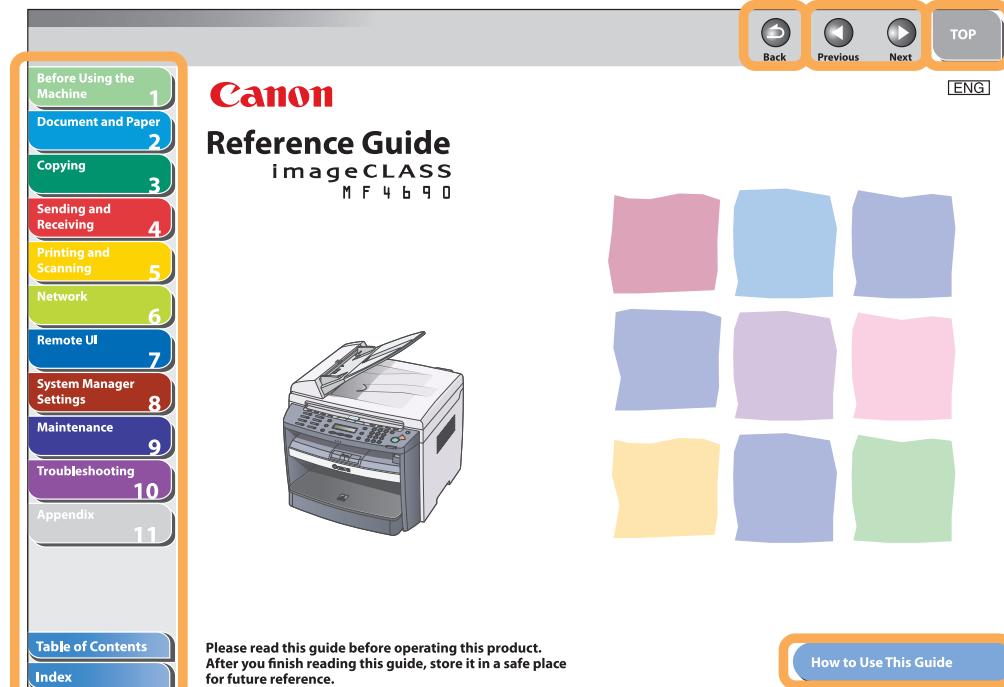
11

Table of Contents

Index

How to Use This Guide

Using the Top Page



Returns to the last page opened.

Displays the previous or next page.

Returns to the top page.



Back

Previous

Next

TOP

ENG

ENG

Back

Previous

Next

ENG

ENG

Displays the "How to Use This Guide" page.

Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.



Back



Previous



Next

TOP

Before Using the Machine	1
Document and Paper	2
Copying	3
Sending and Receiving	4
Printing and Scanning	5
Network	6
Remote UI	7
System Manager Settings	8
Maintenance	9
Troubleshooting	10
Appendix	11
Table of Contents	
Index	

Using the Chapter Topic List

Before Using the Machine	1
Document and Paper	2
Copying	3
Sending and Receiving	4
Printing and Scanning	5
Network	6
Remote UI	7
System Manager Settings	8
Maintenance	9
Troubleshooting	10
Appendix	11
Table of Contents	
Index	

1 Before Using the Machine

Machine Components	1-3
Operation Panel	1-6
Main Operation Panel.....	1-6
Send/Fax Operation Panel	1-9
LCD (Standby Mode)	1-10
Copy Mode.....	1-10
Send/Fax Mode.....	1-10
Scan Mode.....	1-10
Log In Mode.....	1-11

 Returns to the last page opened.
 Displays the previous or next page.
 Returns to the top page.

 Table of contents for the chapter.

 Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 items appears on the PC (Menus, Menu commands, buttons etc.) in angle brackets: [Save].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Legal Notices

Trademarks

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

Microsoft, Windows and Windows Server are registered trademarks of Microsoft Corporation in the United States and other countries.

Windows Vista is a trademark of Microsoft Corporation in the United States and other countries.

All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

Copyright

Copyright © 2007 by Canon Inc. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Canon Inc.

Disclaimer

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

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

1 Before Using the Machine

Machine Components 1-3**Operation Panel** 1-6

Main Operation Panel 1-6

Send/Fax Operation Panel 1-9

LCD (Standby Mode) 1-10

Copy Mode 1-10

Send/Fax Mode 1-10

Scan Mode 1-10

Log In Mode 1-11



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Department/User ID Management 1-12

Procedure before Using the Machine 1-12

Procedure after Using the Machine 1-12

Toner Cartridge 1-13

Maintaining the Toner Cartridge 1-14

Checking the toner level 1-15

Timer Settings 1-16

Setting the Sleep Mode 1-16

Setting Auto Clear Time 1-17

Setting Time Zone 1-17

Setting Daylight Saving Time 1-18

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

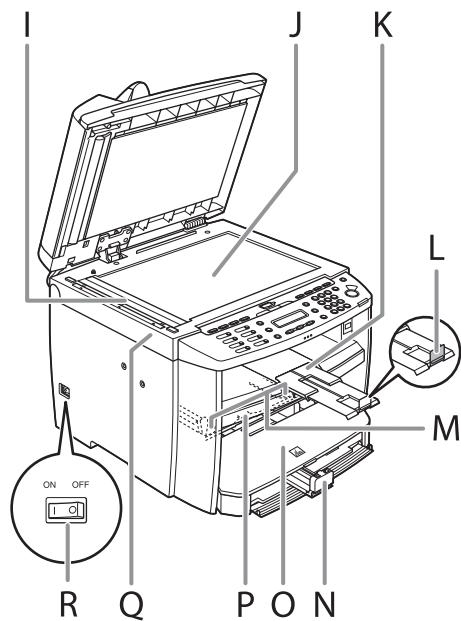
10

Appendix

11

Table of Contents

Index



I Scanning area
Scans documents from the ADF.

J Platen glass
Place documents.

K Output tray extension
Extends for the output tray.

L Paper stopper
Prevents the paper from falling off the output tray.
Open the paper stopper from its original position for LTR/A4 paper. For LGL paper, pull out the output tray extension first, and then open the paper stopper.

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.

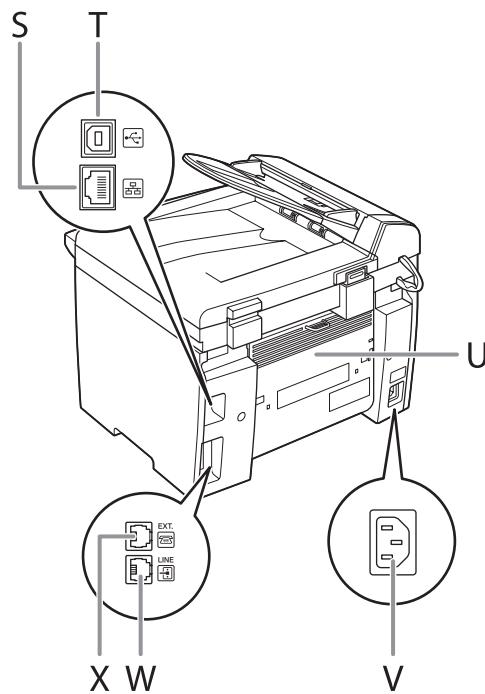
P Multi-purpose tray
Feeds paper when you insert one by one manually.

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.



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

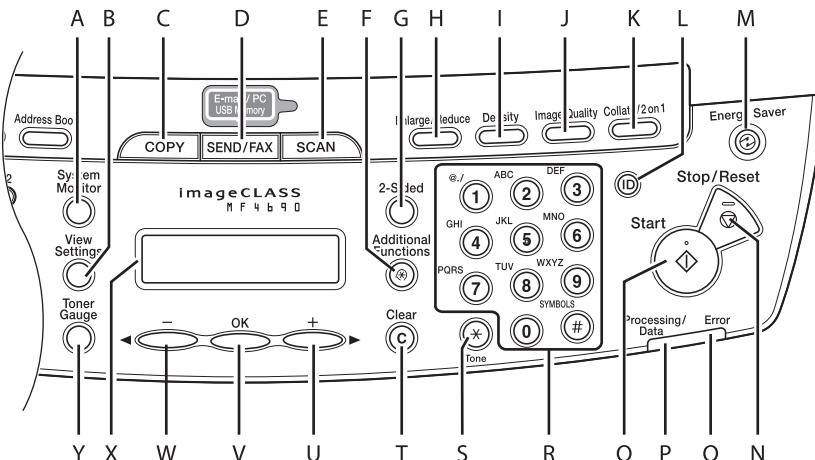
10

Appendix

11

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

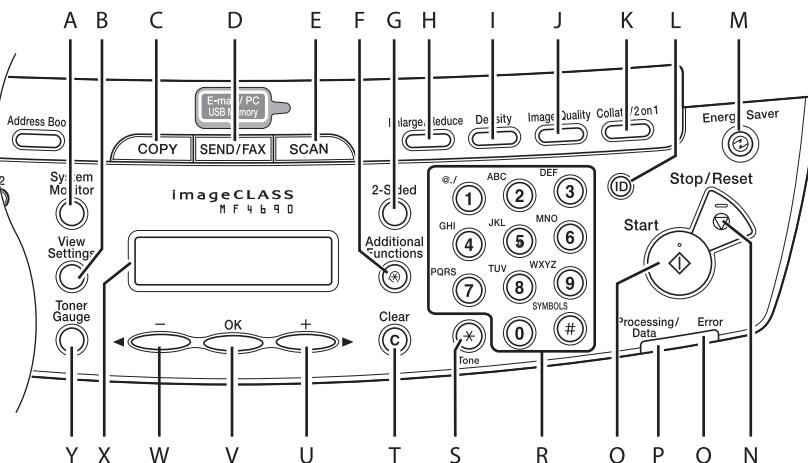
10

Appendix

11

Table of Contents

Index



- 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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

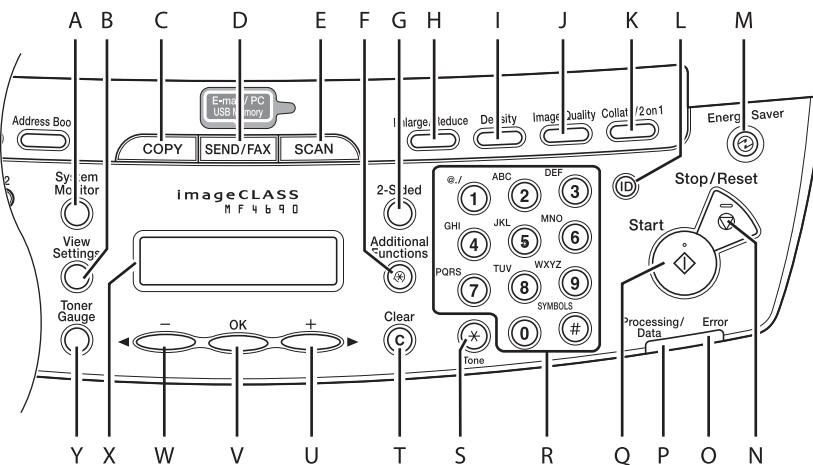
10

Appendix

11

Table of Contents

Index



Q	[Start] key Press to start copying, scanning and sending faxes.	V	[OK] key Press to accept a set function or mode.
R	Numeric keys Enter letters and numbers.	W	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. 3-11.
S	[Tone] key Press to switch from rotary pulse to tone dialing.	X	[◀▶] key Press to decrease the value for various settings. Also press to see the previous item in the menu.
T	[Clear] key Press to clear entered alphanumeric characters.	Y	LCD display Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
U	[+▶] key Press to increase the value for various settings. Also press to see the next item in the menu.	Y	[Toner Gauge] key Press to check the toner remaining in the toner cartridge.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

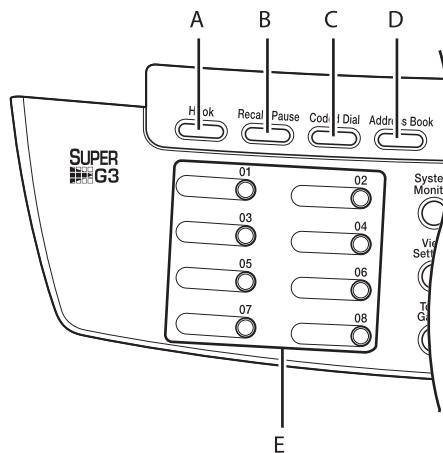
Appendix

11

Table of Contents

Index

Send/Fax Operation Panel



- A [Hook] key
Press when you want to dial without lifting up 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 One-Touch keys
Press to specify destinations registered under one-touch keys.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

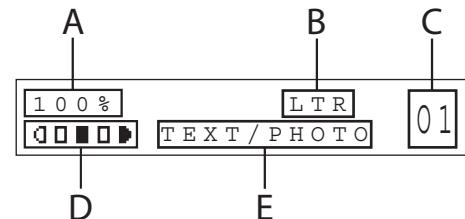
11

Table of Contents

Index

LCD (Standby Mode)

■ Copy Mode



A Zoom ratio

B Paper size

C Quantity

D Density

E Image quality

■ Send/Fax Mode

FAX

■ Scan Mode

SCANNING MODE



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Log In Mode

● For Department ID Management

ENTER DEPT. ID

—

● For User ID Management

ENTER USER ID : 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. 11-6.
- 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. 1-12.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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."

■ Procedure after Using the Machine

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

■ Procedure before Using the Machine

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

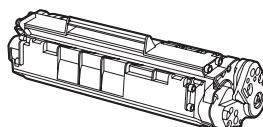
Index

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 Canon dealer or Canon Customer Care Center (U.S.A.:1-800-828-4040, Canada:1-800-652-2666).

* "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 Cartridge 104



Model Name	Type	Supported Canon Genuine Cartridge	Print Yield
MF4690	Bundled	Canon Cartridge 104 Starter	Approx. 1,000 pages
	Replacement	Canon Cartridge 104	Approx. 2,000 pages



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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.



Back



Previous



Next

TOP

Before Using the Machine 1**Document and Paper** 2**Copying** 3**Sending and Receiving** 4**Printing and Scanning** 5**Network** 6**Remote UI** 7**System Manager Settings** 8**Maintenance** 9**Troubleshooting** 10**Appendix** 11**Table of Contents****Index**

■ 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. 9-10.)

Toner full



Toner high



Toner low



Toner empty



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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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 [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <AUTO SLEEP TIME>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] 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.



The default setting is 5 minutes.

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



NOTE

- [Energy Saver] lights green when the machine enters the Sleep mode.
- To resume the 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 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 handset of the external telephone is off the hook
 - a print job is sent from a computer, and the print is started



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ 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).

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <AUTO CLEAR TIME>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] 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 the standby mode.

■ Setting Time Zone

The standard time zones of the world are expressed globally in terms of the difference in hours (\pm 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 [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <TIME ZONE SETTING>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] 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.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Setting Daylight Saving Time

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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <DAYLIGHT SV.TIME>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <START DATE/TIME>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <MONTH>, then press [OK].
7. Press [\leftarrow] or [\rightarrow] to select the month, then press [OK].
8. Press [\leftarrow] or [\rightarrow] to select <WEEK>, then press [OK].
9. Press [\leftarrow] or [\rightarrow] to select the week, then press [OK].
10. Press [\leftarrow] or [\rightarrow] to select <DAY>, then press [OK].
11. Press [\leftarrow] or [\rightarrow] to select the day, then press [OK].
12. Press [\leftarrow] or [\rightarrow] to select <END DATE/TIME>, then press [OK].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

13. Press [**◀**] or [**▶**] to select <MONTH>, then press [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 the standby mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

2 Document and Paper

Document Requirements.....2-2**Scanning Area**.....2-3**Loading Documents**.....2-4

On the Platen Glass2-4

In the ADF2-5

Paper Requirements2-7**Printable Area**.....2-9**Loading Paper**2-10

Into the Multi-Purpose Tray2-10

Setting Paper Size and Type2-13



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Document Requirements

	Platen Glass	ADF
Type	<ul style="list-style-type: none"> – 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. 1" (24 mm)) 	Plain paper (Multipage documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 8 1/2" x 11 5/8" (Max. 216 x 297 mm)	Max. 8 1/2" x 14" (Max. 216 x 356 mm) Min. 4 1/8" x 5 7/8" (Min. 105 x 148.5 mm)
Weight	Max. 4.4 lb (2 kg)	11 to 28 lb bond (40 to 105 g/m ²)
Quantity	1 sheet	Max. 35 sheets ^{*2} (Max. 10 sheets for LGL documents)

*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 21 lb bond (80 g/m²) 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

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

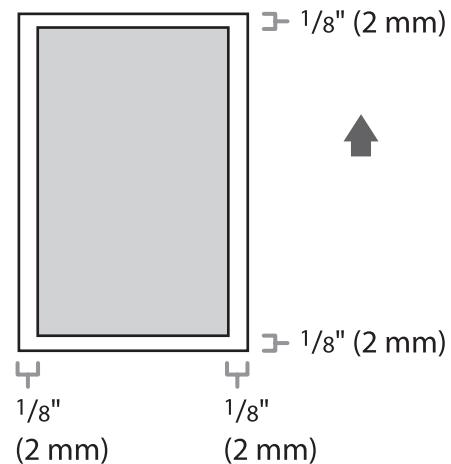
10

Appendix

11

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.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

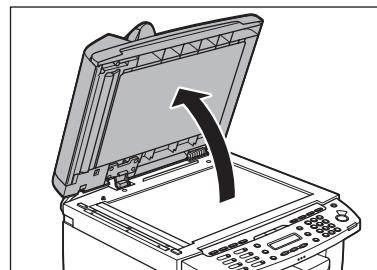
Table of Contents

Index

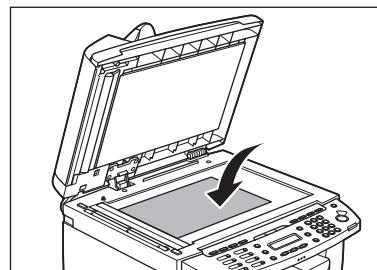
Loading Documents

■ On the Platen Glass

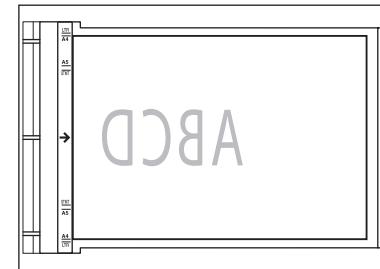
1. Lift up the ADF.



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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

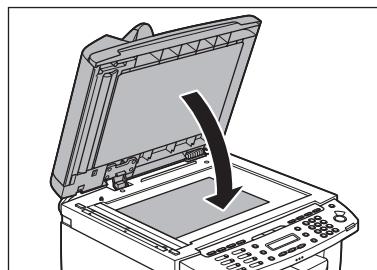
Appendix

11

Table of Contents

Index

4. Gently close the ADF.



The document is ready for scanning.



CAUTION

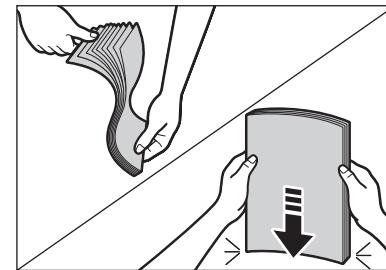
- When closing the ADF be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the ADF forcefully, as this may damage the platen glass and cause personal injury.



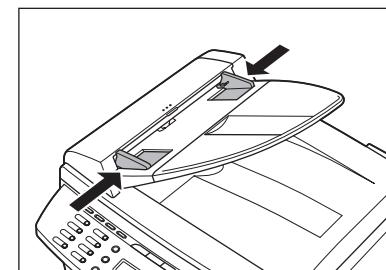
Remove the document from the platen glass when scanning is complete.

■ In the ADF

1. Fan the document stack and even the edges.



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





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

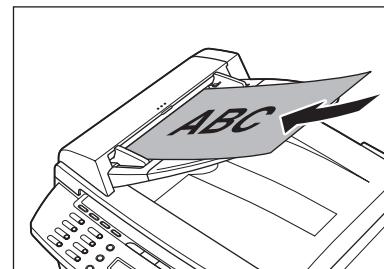
Appendix

11

Table of Contents

Index

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. 9-2.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Paper Requirements

	Paper cassette	Multi-purpose tray
Size (W x L)	LTR, LGL, A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5 (6 3/8" x 9" (162 x 229 mm))), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap (3" x 5" to 8 1/2" x 14" (76 x 127 to 216 x 356 mm))	
Weight	16 to 43 lb bond (60 to 163 g/m ²)	
Quantity	Max. 250 sheets (Height: max. 1" (25 mm))	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	



NOTE

The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-13.)

● 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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

- 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 64.4°F–75.2°F (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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

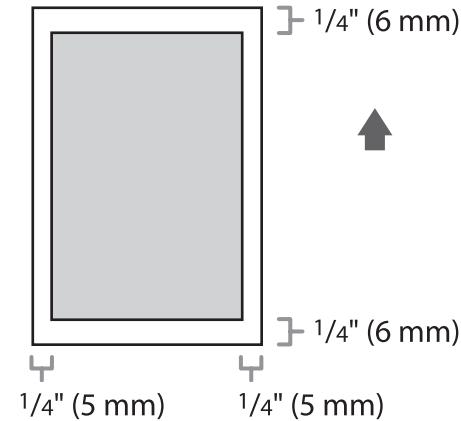
11

Table of Contents

Index

Printable Area

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





Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Loading Paper

To load paper in the paper cassette, see "Set Up the Machine," in the Starter Guide.

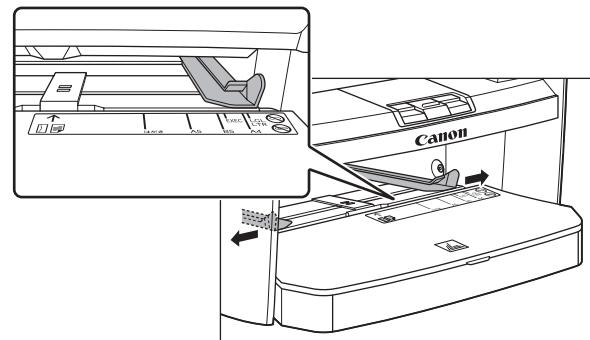
■ Into the Multi-Purpose Tray

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.





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

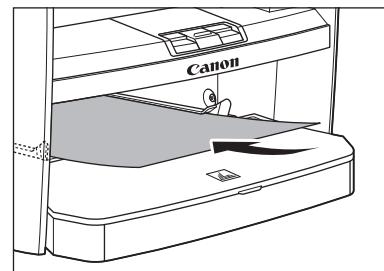
Appendix

11

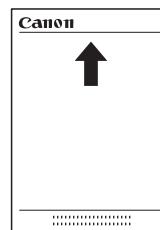
Table of Contents

Index

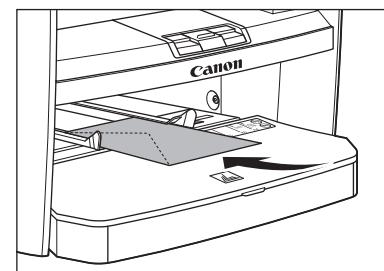
2. When setting paper, gently insert the paper into the multi-purpose tray with the print side up.



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.





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

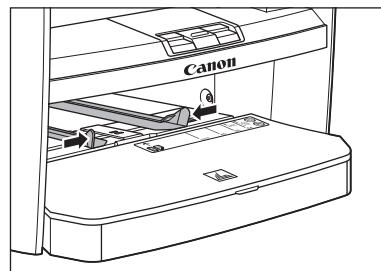
Appendix

11

Table of Contents

Index

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. 2-13.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Setting Paper Size and Type

The default setting is <LTR> 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.

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].

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

You can select from the following paper sizes:

<LTR>, <LGL>, <A4>, <B5>, <A5>, <EXECUTIV>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP>



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.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

**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 (17 lb to 24 lb
(64 g/m² to 90 g/m²))

<HEAVY PAPER> or <HEAVY PAPER H>^{*2} for Heavy paper (Paper
cassette: 28 lb to 34 lb (105 g/m² to 128 g/m²), Multi-purpose tray: 28
lb to 43 lb (105 g/m² to 163 g/m²)) 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.**



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

3 Copying

Basic Copying Method 3-3**Scan Settings** 3-4

Image Quality 3-4

Density 3-4

Zoom Ratio 3-5

Advanced Copy Features 3-7

Collate Copy 3-7

2 on 1 Combination 3-8

Two-Sided Copying 3-9

Reserved Copy 3-10

Printing a Sample Page..... 3-11**Table of Contents****Index**



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Canceling Copy Jobs 3-12

Checking and Deleting Jobs..... 3-13

Checking and Deleting Copy Jobs..... 3-13



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Basic Copying Method

Follow this procedure to make a copy.

1. Set documents.

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

2. Press [COPY].



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. 3-11.

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

4. Press [Start].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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

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



NOTE

The image quality is automatically set to <TEXT>.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Adjusting Manually

1. Press [COPY].
2. Press [Density] repeatedly to select the manual mode.
3. Press [◀] or [▶] to adjust the copy density, then press [OK].

Ex.



[◀]: 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. 11-6.)

Zoom Ratio

Preset Zoom

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

1. Press [COPY].
2. Press [Enlarge/Reduce].
3. Press [◀] or [▶] to select the copy ratio, then press [OK].
 - 200% MAX.
 - 129% STMT → LTR
 - 100%
 - 78% LGL → LTR
 - 64%
 - 50% MIN.



NOTE

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <A> or <AB>, the preset copy ratios change as follows:
A: 50%, 70%, 100%, 141%, 200%
AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Zoom Designation

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

- 1. Press [COPY].**
- 2. Press [Enlarge/Reduce] twice.**
- 3. Enter the copy ratio with the numeric keys, then press [OK].**

You can use [$\leftarrow\rightarrow$] or [$+\blacktriangleright$] to adjust the zoom ratio. To increase the zoom ratio, press [$+\blacktriangleright$]. To decrease the zoom ratio, press [$\leftarrow\rightarrow$].

**NOTE**

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



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Advanced Copy Features

■ 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. 3-9) and "2 on 1 Combination" (see p. 3-8).

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 steps 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. 3-8) 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. 3-9.

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. 11-6.
- 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 standby mode, and print, send, or delete any documents stored in memory.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

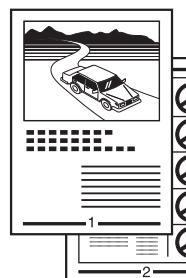
Table of Contents

Index

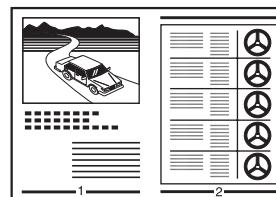
■ 2 on 1 Combination

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. 3-7) and "Two-Sided Copying" (see p. 3-9).

Originals



Copy



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. 3-7) 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. 3-9.

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 1/8" (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. 11-6.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

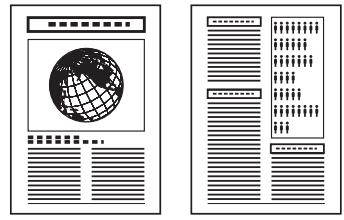
Table of Contents

Index

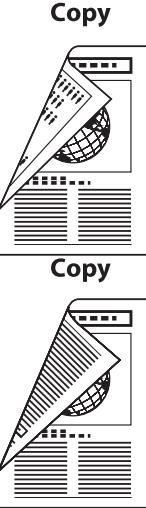
■ Two-Sided Copying

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. 3-7) and "2 on 1 Combination" (see p. 3-8).

Portrait Oriented Documents



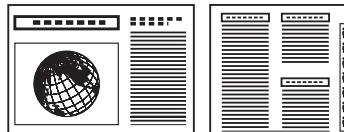
Book Type selected



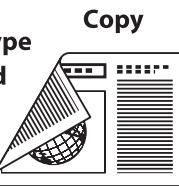
Calendar Type selected



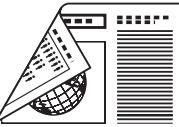
Landscape Oriented Documents



Book Type selected



Calendar Type selected



NOTE

Paper used to make two-sided copies must conform to the following specifications:

- Paper size: LTR and A4
- Paper weight: 17 to 21 lb (64 to 80 g/m²)

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].

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.



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.



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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. 11-6.
- Instead of performing step 4, you can just press [OK]. In this case, the machine makes <BOOK TYPE> copies.

■ Reserved Copy

You can make copy settings and scan documents even if the machine is currently printing. The scanned documents are processed after the current job is complete.

1. Set documents.

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

2. Press [COPY].

3. Set the desired copy mode and quantity (1 to 99), then press [Start].

You can reserve up to 5 copy jobs, with different settings for each job.

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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 LTR or A4.
- The paper type must be Plain Paper (17 to 21 lb (64 to 80 g/m²)).
- If the paper setting is not appropriate or the paper is not loaded correctly, printing does not start without any error messages.
- 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.

1. Press [COPY].

2. Press and hold [OK].

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.
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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4 Sending and Receiving

Basic Sending Method 4-5

Scan Settings 4-6

 Image Quality (Fax)..... 4-6

 Density..... 4-6

 Send Settings (E-Mail/File Server)..... 4-7

Storing/Editing Address Book..... 4-9

 Storing/Editing One-Touch Keys/Coded Dial Codes 4-10

 Storing/Editing Group Addresses 4-15



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Specifying Destinations.....**4-20**

Using One-Touch Keys 4-20

Using Coded Dial Codes 4-21

Using Group Addresses 4-22

Using Address Book Key 4-23

Manual Sending (Fax)**4-25**

Advanced Sending Features.....**4-26**

Broadcasting 4-26

Job Recall 4-27

PC Faxing.....**4-28**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Customizing Sending Features 4-29

Setting Number of Retry Attempts (E-Mail/
File Server) 4-29

Setting Automatic Redialing (Fax) 4-29

Setting Detail Information (E-Mail/File Server/
USB Memory) 4-30

Fax Dialing Features 4-32

Switching Temporarily to Tone Dialing 4-32

Checking Dialing Line 4-33

Dialing an Overseas Number (With Pauses) 4-33

Basic Receiving Method 4-35



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Receiving Features 4-36

- FaxTel: Optional Settings 4-36
- DRPD: Optional Settings 4-37
- Manual Reception 4-37
- Memory Reception 4-38
- Memory Lock Reception 4-38
- Forwarding Received Documents 4-41
- Remote Reception 4-42
- Printing Received Documents 4-44

Canceling TX/RX Jobs 4-46

Checking and Deleting Jobs 4-47

- Checking Transmission/Reception Results 4-47
- Checking the Arrival of I-Fax 4-47
- Checking and Deleting Sending/Receiving Documents Stored in Memory 4-48



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.

1. Set documents.

Place the first page on the platen glass if you are not using the ADF. 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. Press [SEND/FAX] repeatedly to select the sending method, then press [OK].

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. 4-20.) You cannot specify a file server addresses with the numeric keys. Skip to step 4.

3. 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. 4-20.)

4. Press [Start].

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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)

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

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.



[◀]: 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. 11-6.)



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ 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.

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. 4-20.



NOTE

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

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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>



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

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.



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 "Setting Detail Information (E-Mail/File Server/USB Memory)," on p. 4-30.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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. 4-20)

You can specify destinations by pressing one-touch keys. You can register up to 8 one-touch keys, including group addresses.

● Using Coded Dial Codes (p. 4-21)

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. 4-22)

You can specify groups of destinations registered in one-touch keys and coded dial codes. You can register up to 199 destinations in a group.

● Using Address Book key (p. 4-23)

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."
- For easy reference, print out the list of recipients registered in one-touch keys or coded dial codes. (See "REPORT SETTINGS," on p. 11-32.)



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Storing/Editing One-Touch Keys/Coded Dial Codes

Registering Fax Numbers

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select a one-touch key (01 to 08) 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.
5. Press [\leftarrow] or [\rightarrow] to select <FAX>, then press [OK].

6. Press [\leftarrow] or [\rightarrow] 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
0 1 2 X X X X X X X _
```

8. Press [\leftarrow] or [\rightarrow] to select <NAME>, then press [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
```



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

- 10.** Press [**◀**] or [**▶**] to select <OPTIONAL SETTING>, then press [OK].
- 11.** Press [**◀**] or [**▶**] to select <ON>, then press [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.

- 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

- 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].



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [**◀**] or [**▶**] to select a one-touch key (01 to 08) 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 <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 - M A I L A D D R E S S	:	a
s a l e s @ X X X . c o m		

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

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

Ex.

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

Registering File Server Addresses

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].



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [**◀**] or [**▶**] to select a one-touch key (01 to 08) 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_

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].
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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Editing One-Touch Keys/Coded Dial Codes

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select the one-touch key (01 to 08) 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.

5. Press [\leftarrow] or [\rightarrow] to select <TEL NUMBER ENTRY> or <E-MAIL ADDRESS>, then press [OK].
6. Go back to the wrong digit with [\leftarrow] when you edit a fax number. Or press [\leftarrow] 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 [\leftarrow] or [\rightarrow] to select <NAME>, then press [OK].
9. Press [\leftarrow] 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. 4-10.

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



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Deleting One-Touch Keys/Coded Dial Codes

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select the one-touch key (01 to 08) 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.
5. Press [\leftarrow] or [\rightarrow] 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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.

5. Press [**◀**] or [**▶**] to select <SELECT ADD/TEL NO>, then press [OK].
6. Select the destinations you want to register in the group (max. 199 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].
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

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <ADDRESS BOOK SET.>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

- 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].**
- 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. 4-15.
- 7. Press [Stop/Reset] to return to the standby mode.**

Deleting Destination from Group

- 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].**
- 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.**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Changing Group Name

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <GROUP DIAL>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] 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 [\leftarrow] or [\rightarrow] to select <NAME>, then press [OK].
6. Press [\leftarrow] 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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <ADDRESS BOOK SET.>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <GROUP DIAL>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] 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 [\leftarrow] or [\rightarrow] to select <SELECT ADD/TEL NO>, then press [OK].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 8 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. 4-9.)

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 08).

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. 4-6.

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ 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. 4-9.)

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. 4-6.

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Using Group Addresses



To use this feature, you must register destinations in a group address beforehand. (See "Storing/Editing Address Book," on p. 4-9.)

1. Set documents.

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

2. Press [SEND/FAX].

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. 4-6.

4. Press [Start].

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



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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ 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. 4-9.)

1. Set documents.

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

2. Press [SEND/FAX].

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 [\ast] to switch between input modes:

[:A]: Letter mode

[:1]: Number mode

Ex.

NAME	SEARCH	:	A
C A N O N			

Ex.

ADD / TEL	SEARCH	:	A
c a n o n @ X X X . X X X			

5. Press [\leftarrow] or [\rightarrow] to search for the recipient.

[\leftarrow]: displays recipients in alphabetical order.

[\rightarrow]: displays recipients in reverse order.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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. 4-6.

7. Press [Start].

When you set the documents on the platen glass, press [\leftarrow] or [\rightarrow] 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.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.

1. **Connect an external telephone to the machine if you want to talk to the recipient before sending a document.**

For details on how to connect 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. 4-6.

4. **Press [Hook] or pick up the 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.**



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Advanced Sending Features

The machine provides the following additional fax modes: broadcasting and job recall.

■ Broadcasting

Broadcasting enables you to send the same document to multiple recipients.



NOTE

- A maximum of 201 destinations can be specified at the same time. (Out of the 201 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.
- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.
- When <REST. MULTI DEST> is set to <PROHIBIT>, you cannot send the documents to multiple recipients. (See "Restricting Broadcasting," on p. 8-20.)
- You cannot send color images to multiple recipients using broadcasting. If you want to send color images to multiple recipients, send documents one by one, or otherwise, send documents as black and white images. (See "Send Settings (E-Mail/File Server)," on p. 4-7.)

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].

If you are specifying destinations registered in Address Book, you can skip this step.

3. Specify the destination.

Use the numeric keys, one-touch keys, coded dial codes or [Address Book] key to specify destinations.



NOTE

Only one destination can be specified using the numeric keys.

4. Repeat step 3 to enter all required recipients.

- If you want to enter a fax number or e-mail address using the numeric keys in the middle of the procedure, press [SEND/FAX], select the sending method, and then enter the number or address.
- To check all the specified destinations, press [\leftarrow] or [\rightarrow] to scroll the display.
- If e-mail addresses and file server addresses are included in the destinations, you can enter the send settings by pressing [OK] after specifying destinations. All the addresses without fax will use the same send settings. For details, see "Send Settings (E-Mail/File Server)," on p. 4-7.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

5. Press [Start].

When you set the documents on the platen glass, press [\leftarrow] or [\rightarrow] 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.

■ Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.



NOTE

When <REST. REDIAL/CALL> is set to <ON>, [Recall/Pause] is not available. (See "Restricting Job Recall," on p. 8-19.)

1. Set documents.

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

2. Press [SEND/FAX].

3. Press [Recall/Pause].

4. Press [\leftarrow] or [\rightarrow] to select <1 BEFORE>, <2 BEFORE>, or <3 BEFORE>, then press [OK].

5. Confirm that the desired recipient is displayed.

You can change the recalled scan and send settings if necessary.

6. Press [Start].

When you set the documents on the platen glass, press [\leftarrow] or [\rightarrow] 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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 the fax driver settings, see [Online Help](#).



NOTE

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

1. From an open document on an application, click [File] > [Print].
2. Select the fax icon ([Canon MF4600 Series (FAX)]), then click [Print] or [OK].
3. Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].
4. Click [OK] in the Fax Sending Settings.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Customizing Sending Features

■ Setting Number of Retry Attempts (E-Mail/ File Server)

You can set how many times the machine automatically resends data when the data cannot be sent because the receiver is busy sending or receiving, or when an error occurs.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <TX/RX COMMON SET.>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <TX SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <RETRY TIMES>, then press [OK].

6. Use [\leftarrow], [\rightarrow], or numeric keys to enter the number of retry attempts (0 to 5 times) the machine will make, then press [OK].

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

■ Setting Automatic Redialing (Fax)

Automatic redialing enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs. Auto Redial can be turned <ON> or <OFF>. If you set <AUTO REDIAL> to <ON>, you can set how many times the machine redials the number, and the redial interval.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3. Press [\leftarrow] or [\rightarrow] to select <FAX SETTINGS>, then press [OK].

4. Press [\leftarrow] or [\rightarrow] to select <TX SETTINGS>, then press [OK].

5. Press [\leftarrow] or [\rightarrow] to select <AUTO REDIAL>, then press [OK].

6. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].

7. Press [\leftarrow] or [\rightarrow] to select <REDIAL TIMES>, then press [OK].

8. Use [\leftarrow], [\rightarrow], or numeric keys to enter the number of redials (1 to 10 times) the machine will make, then press [OK].

9. Press [\leftarrow] or [\rightarrow] to select <REDIAL INTERVAL>, then press [OK].

10. Use [\leftarrow], [\rightarrow], or numeric keys to enter the time (2 to 99 minutes, in one-minute increments) between redials, then press [OK].

11. Press [\leftarrow] or [\rightarrow] to select <TX ERROR REDIAL>, then press [OK].

12. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].

<ON>: Resends all pages if an error occurs during transmission.

<OFF>: Does not redial even if an error occurs during transmission.

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

■ Setting Detail Information (E-Mail/File Server/USB Memory)

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. The following settings will be effective when sending documents depending on the sending method you select:

- E-mail: <TX FILE NAME>, <SUBJECT>, <MESSAGE TEXT>, <REPLY-TO>, <E-MAIL PRIORITY>
- File server (SMB): <TX FILE NAME>, <MESSAGE TEXT>
- USB: <TX FILE NAME>, <MESSAGE TEXT>.



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Confirm that <TX/RX COMMON SET.> is selected, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <TX SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <SEND SETTINGS>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <TX FILE NAME>, then press [OK].
7. Use the numeric keys to enter the document's name (up to 24 characters), then press [OK].
8. Press [\leftarrow] or [\rightarrow] to select <SUBJECT>, then press [OK].
9. Use the numeric keys to enter the subject (up to 40 characters), then press [OK].
10. Press [\leftarrow] or [\rightarrow] to select <MESSAGE TEXT>, then press [OK].
11. Use the numeric keys to enter the message body text (up to 140 characters), then press [OK].
12. Confirm that <REPLY-TO> is displayed, then press [OK].
13. Use the numeric keys to enter the reply-to address (up to 120 characters), then press [OK].
14. Press [\leftarrow] or [\rightarrow] to select <E-MAIL PRIORITY>, then press [OK].
15. Press [\leftarrow] or [\rightarrow] to select the priority (<NORMAL>, <LOW> or <HIGH>), then press [OK].
16. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Fax Dialing Features

■ Switching Temporarily to Tone Dialing

If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).



To talk to the other party, you will need to connect an external telephone to the machine.

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



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 be connected, or the wrong number may be dialed.

4. Use the numeric keys to dial the required information service.
5. When the recorded message of the information service answers, press [Tone] to switch to tone dialing.
6. Use the numeric keys to enter the numbers requested by the information service.
7. If you want to receive faxes, press [Start].

If you are using the external telephone, hang up the handset after pressing [Start].



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Checking Dialing Line

Checking dialing line function enables you to configure the setting on whether to check for a dial tone.

1. Press [Additional Functions].
2. Use [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Use [\leftarrow] or [\rightarrow] to select <FAX SETTINGS>, then press [OK].
4. Use [\leftarrow] or [\rightarrow] to select <TX SETTINGS>, then press [OK].
5. Use [\leftarrow] or [\rightarrow] to select <DIALING LINE CHCK>, then press [OK].
6. Use [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
7. Press [Stop/Reset] to return to the standby mode.

■ Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

1. Set documents.
2. Press [SEND/FAX] repeatedly to select <FAX>, then press [OK].
3. Use the numeric keys to dial the international access code.
4. If necessary, press [Recall/Pause] to insert a pause.

Ex.

F A X N U M B E R
T E L = 1 2 3 p 1 2 X X X X

- The letter <p> is displayed between the numbers.
- You can enter successive pauses within the fax number to make the pause time longer.
- You can change the length of a pause inserted within the fax number in the <PAUSE TIME> menu. The default setting is two second. (See “TX/RX SETTINGS,” on p. 11-11.)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

5. Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the recipient.

6. If necessary, press [Recall/Pause] to enter a pause at the end of the number.

- The letter <P> appears at the end of the fax number.
- Pauses entered at the end of fax numbers are always 10 seconds long.

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Basic Receiving Method

Follow this procedure to set the machine for receiving faxes.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <FAX SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <RX MODE>, then press [OK].

5. Press [\leftarrow] or [\rightarrow] to select the receive mode, then press [OK].

<FaxOnly>: Answers all calls as faxes.

<FaxTel>: Switches between fax and voice calls automatically if an external telephone is connected to the machine. For optional settings, see "FaxTel: Optional Settings" on p. 4-36.

<AnsMode>: Receives faxes automatically and records voice messages.

<DRPD> (Distinctive Ring Pattern Detection): Distinguishes between fax and voice calls using distinctive ring patterns. Select the ring pattern assigned by your telephone company. For optional settings, see "DRPD: Optional Settings" on p. 4-37.

<Manual>: Does not answer any calls. You have to manually receive faxes. See "Manual Reception," on p. 4-37.



NOTE

- For <FaxTel> or <Manual>, make sure an external telephone is connected to the machine.
- For <AnsMode>, make sure an answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required. Contact your telephone company for availability.

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Receiving Features

You can set the fax receive mode to suit your needs, set the machine to receive fax documents into memory (memory lock), forward received fax documents to other machines or file servers, and use the external telephone connected to the machine to receive faxes manually (remote reception). You can also set how the received documents are printed.

■ FaxTel: Optional Settings

If required, change the optional settings as follows:

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <FAX SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <RX SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <FAX/TEL OPT. SET>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <RING START TIME>, then press [OK].

7. Use [\leftarrow], [\rightarrow], or the numeric keys to specify the duration (0 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.

8. Press [\leftarrow] or [\rightarrow] to select <F/T RING TIME>, then press [OK].
9. Use [\leftarrow], [\rightarrow], or the numeric keys to specify the duration (15 to 300 seconds) of ringing, then press [OK].
10. Press [\leftarrow] or [\rightarrow] to select <F/T SWITCH ACTION>, then press [OK].
11. Press [\leftarrow] or [\rightarrow] to select the action the machine will take after the ringing ends, then press [OK].
<RECEIVE>: Receives a fax.
<DISCONNECT>: Disconnects the call.
12. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ DRPD: Optional Settings

Select the ring pattern assigned by your telephone company.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <TX/RX SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <FAX SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <RX SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <DRPD:SELECT FAX>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select a ring pattern, then press [OK].

<DOUBLE RING>
<SHORT-SHORT-LONG>
<SHORT-LONG-SHORT>
<OTHER RING TYPE>
<NORMAL RING>

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

■ Manual Reception

When you select <Manual> in <RX MODE>, follow the procedure below to receive a fax.

1. When the telephone rings, pick up the external telephone.
2. Confirm that the modem's connecting sound is heard, then press [Start].
3. Hang up the external telephone.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Memory Reception

The machine automatically receives faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out).

When the problem is cleared, the machine automatically prints the fax which was stored in the memory.



NOTE

- The machine memory can store up to 512 fax jobs or approximately 512 pages.*
* Based on the condition that the other party sends the fax by the imageCLASS MF4690 with ITU-T Standard Chart No. 1, standard mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.
- Once the pages are printed, they are deleted from the memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

■ Memory Lock Reception

You can also set the machine to store all documents in memory without automatically printing them.

You can also forward the documents received in memory to other destinations. (See "Forwarding Documents Received in Memory," on p. 4-41.)

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <COMMUNICATIONS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <MEMORY LOCK>, then press [OK].
If the memory lock password has already been set, enter the password, then press [OK].



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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



When you select <OFF>, the machine starts to print the received documents in memory.

6. Press [**◀**] or [**▶**] to select <PASSWORD>, then press [OK].
7. Use the numeric keys to enter the memory lock reception password (up to seven digits), then press [OK].

Ex.
P A S S W O R D
1 2 3 4 5 6 7 _
8. Press [**◀**] or [**▶**] to select <REPORT PRINT>, then press [OK].

9. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not print a RX report.
<ON>: Prints a RX report.



<RX REPORT> should also be set to <ON> so that RX reports are automatically printed when documents are received in memory. For instructions, see "RX REPORT" on p. 11-50.

10. Press [**◀**] or [**▶**] to select <MEMORY RX TIME>, then press [OK].

If you do not need to set the timer for memory lock, skip to step 16.

11. Press [**◀**] or [**▶**] to select <ON>, then press [OK].

12. Press [**◀**] or [**▶**] to select <MEM RX START TIME>, then press [OK].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

13. Use the numeric keys to enter the start time (in 24-hour format), then press [OK].

Ex.

MEM	RX	START	TIME
00 : 00			

14. Press [\leftarrow] or [\rightarrow] to select <MEM. RX END TIME>, then press [OK].

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

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

Printing All Documents Stored in Memory

1. Perform step 1 to 3 in "Memory Lock Reception," on p. 4-38.

2. Press [\leftarrow] or [\rightarrow] to select <MEMORY LOCK>, then press [OK].

3. Use the numeric keys to enter the memory lock reception password, then press [OK].

4. Press [\leftarrow] or [\rightarrow] to select <OFF>, then press [OK].

The received documents are printed.

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



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ 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 "Specifying Forwarding Settings," on p. 7-15.

Forwarding Documents Received in Memory

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.

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

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].



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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

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 <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.

■ Remote Reception

Remote reception enables you to use an external telephone connected to the machine to receive faxes manually. This can be useful when the machine is not nearby or is being used by someone else.

Registering Remote Reception ID

Follow this procedure if you want to change the default remote reception ID of 25.

1. Press [Additional Functions].

2. Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3. Press [**◀**] or [**▶**] to select **<FAX SETTINGS>**, then press [OK].
4. Press [**◀**] or [**▶**] to select **<RX SETTINGS>**, then press [OK].
5. Press [**◀**] or [**▶**] to select **<REMOTE RX>**, then press [OK].
6. Press [**◀**] or [**▶**] to select **<ON>**, then press [OK].
7. Press [Clear] twice to delete the default remote reception ID of 25.
8. Use the numeric keys to enter a new remote reception ID (a combination of two characters using 0 to 9, and #), then press [OK].
9. Press [Stop/Reset] to return to the standby mode.

Receiving a Fax Remotely

1. When you receive a call, pick up the external telephone.
2. Use the numeric keys to enter the two-digit remote reception ID to start reception.

 **NOTE**
If the machine is set for pulse dialing, press [Tone] to switch to tone dialing before pressing the remote reception ID.

3. When the reception is complete, hang up the telephone.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Printing Received Documents

The machine provides the following printing features: two-sided printing and received image reduction.

Two-Sided Printing

You can print received documents on both sides of the paper.



NOTE

You can print the received documents on both sides of the paper only when <PAPER SIZE> is set to <LTR> or <A4>. The received documents are printed on one side of the paper when <PAPER SIZE> is not set to <LTR> or <A4>. (See "Setting Paper Size and Type," on p. 2-13.)

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <TX/RX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <TX/RX COMMON SET.>, then press [OK].
4. Press [◀] or [▶] to select <RX SETTINGS>, then press [OK].
5. Press [◀] or [▶] to select <TWO-SIDED PRINT>, then press [OK].

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

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

Received Image Reduction

You can print received documents in a reduced size.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <TX/RX SETTINGS>, then press [OK].
3. Press [◀] or [▶] to select <TX/RX COMMON SET.>, then press [OK].
4. Press [◀] or [▶] to select <RX SETTINGS>, then press [OK].
5. Press [◀] or [▶] to select <RECEIVE REDUCTION>, then press [OK].
6. Press [◀] or [▶] to select <ON>, then press [OK].



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

7. Press [**◀**] or [**▶**] to select <RX REDUCTION> or <REDUCE DIRECTION>, then press [OK].

If you select <REDUCE DIRECTION>, skip to step 11.

8. Press [**◀**] or [**▶**] to select <AUTO> or <FIXED REDUCTION>, then press [OK].

If you select <AUTO>, adjust the image reduction automatically. Skip to step 10.

9. Press [**◀**] or [**▶**] to select a preset reduction ratio (90%, 95%, 97 %, or 75%), then press [OK].

10. Press [**◀**] or [**▶**] to select <REDUCE DIRECTION>, then press [OK].

11. Press [**◀**] or [**▶**] to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].

<VERTICAL ONLY>: Reduces the document vertically only.

<HORIZ & VERTICAL>: Reduces the document both horizontally and vertically.

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Checking and Deleting Jobs

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

■ Checking Transmission/Reception Results

1. Press [System Monitor] repeatedly to select <TX/RX LOG>, then press [OK].
2. Press [◀] or [▶] to view the required transmission/reception result.
3. Press [Stop/Reset] to return to the standby mode.



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

■ Checking the Arrival of I-Fax

The machine regularly checks for the arrival of I-fax. However, you can check for the arrival of I-fax at any time using the System Monitor key.



To be able to check the arrival of I-fax using the System Monitor key, you must first set <POP> (Post Office Protocol) to <ON>, so that you can receive documents using POP. (See "Setting Up E-Mail," on p. 6-16.)

1. Press [System Monitor].
2. Press [◀] or [▶] to select <I-FAX>, then press [OK].
3. Press [◀] or [▶] to select <CHECK RX I-FAX JOB>, then press [OK].

The machine starts checking the arrival of I-fax and receives them.



Back



Previous



Next

TOP

Before Using the Machine	1
Document and Paper	2
Copying	3
Sending and Receiving	4
Printing and Scanning	5
Network	6
Remote UI	7
System Manager Settings	8
Maintenance	9
Troubleshooting	10
Appendix	11
Table of Contents	
Index	

■ Checking and Deleting Sending/Receiving Documents Stored in Memory

1. Press [System Monitor] repeatedly to select <TX/RX STATUS>, then press [OK].
2. Press [\leftarrow] or [\rightarrow] 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 [\leftarrow] or [\rightarrow] to select the desired document, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <CANCEL>, then press [OK].
5. Press [\leftarrow] to select <YES>.
If you do not want to cancel the job, press [\rightarrow] to select <NO>.
6. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

5 Printing and Scanning

Printing Documents 5-2**Scanning to a Computer** 5-3**Scanning to a USB Memory** 5-4

Scanning to a USB Memory 5-4

Scan Settings 5-6

Canceling Scan Jobs 5-8

Canceling Scan Jobs to a Computer 5-8

Canceling Scan Jobs to a USB Memory 5-8

Checking and Deleting Jobs 5-9

Checking and Deleting Print Jobs 5-9



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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 the printer driver settings, see [Online Help](#).



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

1. From an open document on an application, click [File] → [Print].
2. Select the printer icon for the machine ([Canon MF4600 Series UFRII LT], [Canon MF4600 Series PCL5e], [Canon MF4600 Series PCL6]), then click [Preferences] or [Properties] to open the dialog box.

3. After finished setting, click [OK].



When you use [Canon MF4600 Series PCL5e] and set the paper size as the custom size paper in the printer driver or the application, you need to set the machine settings as follows:

Press [Additional Functions] → <PRINTER SETTINGS> → <PCL SETTINGS> → <CUSTOM PAPER>. Select <ON> and set <Y DIMENSION> and <X DIMENSION> values identical to those set in the printer driver or the application.

4. Click [Print] or [OK].



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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 the scanner driver settings, see the Scanner
Driver Guide (in the User Software CD).

1. Set documents.
2. Press [SCAN].
3. Start MF Toolbox, then drag ◇mark over the
button you want to select.
The mark will be displayed above the button you select.
4. Press [Start].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 to a USB Memory

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].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [Start].

If you want to set the optional settings, press [OK] instead of pressing [Start]. (See "Optional Settings," on p. 5-6.)

When you set the documents on the platen glass, press [$\leftarrow\rightleftharpoons$] or [$\leftarrow\rightleftharpoons$] 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 "Setting Detail Information (E-Mail/File Server/USB Memory)," on p. 4-30.
- 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 shows 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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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

- 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].**
- 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. 11-6.)

Optional Settings

- 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].**
- 4. Press [OK] to select the optional settings.**



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.

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,

<300x300dpi> can be selected for sending color images attached to an e-mail message.

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Canceling Scan Jobs

Cancel an ongoing job as follows.

Canceling Scan Jobs to a Computer

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

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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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

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.
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 standby mode.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

6 Network

System Requirements 6-4

- Printing or Sending a Fax from a Computer 6-4
- Using E-Mail 6-5
- Sending Data to a File Server 6-5

Basic Network Settings 6-6

- Interface Settings 6-6
- Communication Environment Setup 6-8

Setting Up a Computer for Printing/Sending a Fax 6-11

- Settings from the Operation Panel 6-11
- Machine Connection Method (LPD/Raw) 6-12
- Print Server Settings 6-15



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Setting Up E-Mail.....6-16

Settings from the Operation Panel.....6-16

Setting Up a Computer as a File Server6-21

Settings from the Operation Panel.....6-21

Configuring a Shared Folder.....6-23

Additional Network Settings.....6-35

TCP/IP Settings.....6-35

Startup Time Settings6-41

Checking Network Settings6-43



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Machine Management 6-44

Machine Management Using Web Browser
(Remote UI) 6-44

Machine Management Using NetSpot Device
Installer 6-44

Machine Management Using NetSpot Console 6-44



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

System Requirements

This section describes the system environments with which the machine is compatible.

■ Printing or Sending a Fax from a Computer

The following system environments are compatible when printing or sending a fax from a computer:

● OS

- Microsoft Windows 98/98SE
- Microsoft Windows Me
- Microsoft Windows 2000 Server
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows Server 2003
- Microsoft Windows Vista

● Computers

- Windows; IBM PC/compatibles

● Protocol

- TCP/IP



If you are using Windows 2000, you need to install Service Pack 4 or later.



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Using E-Mail

The following system environments are confirmed for using the e-mail functions.

● Mail forwarding server software

- Sendmail 8.93 or later (UNIX)
- Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later)
- Lotus Domino R4.6 or later (Windows)

● Mail receiving server software

- Qpopper 2.53 or later (UNIX)
- Microsoft Exchange Server (Windows) (Microsoft Exchange Server 5.5 + Service Pack 1 or later)
- Lotus Domino R4.6 or later (Windows)

NOTE

- The machine sends e-mail to mail servers using SMTP.
- The machine can receive incoming messages from a mail server using the POP3 protocol or directly using the machine's own SMTP receiving function. If the latter method is used, it is not necessary for the mail server to support the POP3 protocol.
- The machine can receive I-fax images and plain text e-mails, but not any other type of e-mail.

■ Sending Data to a File Server

The following system environments are compatible when sending data from the machine to a file server, depending on the type of network used:

● Servers

- Microsoft Windows 98/98SE
- Microsoft Windows Me
- Microsoft Windows 2000 Server
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows Server 2003
- Microsoft Windows Vista

● Protocol

- NetBIOS over TCP/IP (NetBT)

NOTE

If you are using Windows 2000, you need to install Service Pack 4 or later.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Basic Network Settings

Basic Network Settings are required in order to use the following functions of the machine.

- Printing or sending a fax from a computer
- Using e-mail
- Sending data to a file server

Before making basic network settings, confirm that the following procedures are performed.



NOTE

It is recommended that the network administrator perform the following procedures.

1. Network Cable Connection (See "Set the Machine for Network Usage," in the Starter Guide.)

Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Set the Machine for Network Usage," in the Starter Guide.)

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.

- Machine's operation panel (Additional Functions menu)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

Interface Settings

Ethernet Driver

You can specify the communication method and Ethernet connection type.

1. Press [Additional Functions].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].**4. Press [◀] or [▶] to select <ETHERNET DRIVER>, then press [OK].****5. Confirm that <AUTO DETECT> is displayed, then press [OK].****6. Press [◀] or [▶] to select the desired detection method, then press [OK].**

<AUTO>: Automatically determines the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100BaseTX). Skip to step 11.

<MANUAL>: You have to manually specify the communication mode and Ethernet type.

**NOTE**

If you reconnect the network cable (for example, reconnect the cable to a different Ethernet hub) with the power on, the Auto Detect function will not work even if you set <AUTO DETECT> to <AUTO>. (Connect the cable with the power off.)

7. Press [◀] or [▶] to select <COMMUNICATION MODE>, then press [OK].**8. Press [◀] or [▶] to select the desired communication method, then press [OK].**

<HALF DUPLEX>: Sends and receives alternately.

<FULL DUPLEX>: Sends and receives simultaneously.

9. Press [◀] or [▶] to select <ETHERNET TYPE>, then press [OK].**10. Press [◀] or [▶] to select the desired Ethernet connection type, then press [OK].**

<10 BASE-T>: Establish a 10Base-T network connection.

<100 BASE-TX>: Establish a 100Base-TX network connection.

11. Press [Stop/Reset] to return to the standby mode.**12. Restart the machine.**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Communication Environment Setup

To set up a configuration for communication between the machine and computers on your network, use the following procedure.

SNMP

SNMP helps monitor the state of the machine and collects information on it. The following two items can be set:

<COMMUNITY NAME>:

Sets the SNMP community name. You can specify up to two community names.

<SNMP WRITABLE>:

Enables the computers on the network to access the machine and modify its settings if this item is activated. You can specify this setting for each community separately.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <SNMP SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <USE SNMP>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].

<ON>: When you set or browse each item of the machine with utility that uses SNMP to obtain information.

<OFF>: When you do not use an SNMP utility.



NOTE

- If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
- You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both <USE SNMP> and <DEDICATED PORT> are <ON>. For details, see "IP Address Range Settings," on p. 6-39.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

7. Press [**◀**] or [**▶**] to select <COMMUNITY NAME 1>, then press [OK].
8. Use the numeric keys to enter the desired community name other than “public,” then press [OK].
If you do not need to specify <COMMUNITY NAME 2>, skip to step 11.
9. Press [**◀**] or [**▶**] to select <COMMUNITY NAME 2>, then press [OK].
10. Use the numeric keys to enter the desired community name, then press [OK].
11. Press [**◀**] or [**▶**] to select <SNMP WRITABLE 1>, then press [OK].
12. Press [**◀**] or [**▶**] to select <ON>, then press [OK].
If you do not need to specify <SNMP WRITABLE 2>, skip to step 15.
13. Press [**◀**] or [**▶**] to select <SNMP WRITABLE 2>, then press [OK].

14. Press [**◀**] or [**▶**] to select <ON>, then press [OK].
15. Press [Stop/Reset] to return to the standby mode.
16. Restart the machine.

Dedicated Port

To set or browse detailed information on the machine with a Canon printer driver or utility, set <DEDICATED PORT> to <ON>.



- If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
- You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both <USE SNMP> and <DEDICATED PORT> are <ON>. For details, see “IP Address Range Settings,” on p. 6-39.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

- 1. Press [Additional Functions].**
- 2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].**
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].**
- 4. Press [◀] or [▶] to select <DEDICATED PORT>, then press [OK].**
- 5. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].**
<ON>: If you want to set or browse detailed information on the machine with a Canon printer driver or utility.
<OFF>: If you are not using a Canon printer driver or utility.
- 6. Press [Stop/Reset] to return to the standby mode.**
- 7. Restart the machine.**



Back



Previous



Next

TOP

Before Using the Machine 1**Document and Paper** 2**Copying** 3**Sending and Receiving** 4**Printing and Scanning** 5**Network** 6**Remote UI** 7**System Manager Settings** 8**Maintenance** 9**Troubleshooting** 10**Appendix** 11**Table of Contents****Index**

Setting Up a Computer for Printing/Sending a Fax

This section describes procedures for Setting Up a computer for printing/sending a fax.

Before setting up a computer for printing/sending a fax, it is necessary to perform the following setup procedures.

**NOTE**

It is recommended that the network administrator perform the following procedures.

1. Network Cable Connection (See "Set the Machine for Network Usage," in the Starter Guide.)

Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Set the Machine for Network Usage," in the Starter Guide.)

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.

- Machine's operation panel (Additional Functions menu)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

3. Basic Network Settings

Set up the basic network settings between the machine and computers on your network. To specify the settings, use:

- Machine's operation panel
- Web browser (Remote UI)

■ Settings from the Operation Panel

You can select the printing method over a TCP/IP network.

1. Press [Additional Functions].

2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].

4. Press [\leftarrow] or [\rightarrow] to select <TCP/IP SETTINGS>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

5. Press [◀] or [▶] to select <LPD PRINT>, then press [OK].

6. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<ON>: Uses LPD as the print application.

<OFF>: Does not use LPD.

7. Press [◀] or [▶] to select <RAW PRINT>, then press [OK].

8. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<ON>: Uses Raw as the print application.

<OFF>: Does not use Raw.

9. Confirm that <USE BIDIRECTIONAL> is displayed, then press [OK].

10. Press [◀] or [▶] to select <ON>, then press [OK].

<ON>: Establishes bidirectional communication using Port 9100.

<OFF>: Does not establish bidirectional communication using Port 9100.

11. Press [Stop/Reset] to return to the standby mode, then restart the machine.

■ Machine Connection Method (LPD/Raw)

● Connecting to a TCP/IP Network:

All computers that use the machine must have TCP/IP client software installed and must be enabled for TCP/IP network use. For details, see the manuals provided with the operating system.

● Installing the Printer Driver and Specifying the Machine Destination Setting:

To print from a computer, you must install a printer driver and specify a setting for the machine destination. The machine destination setting differs depending on the print application used for printing. Use the following information as a guide to determine the print application you are using, and then perform the necessary operations.

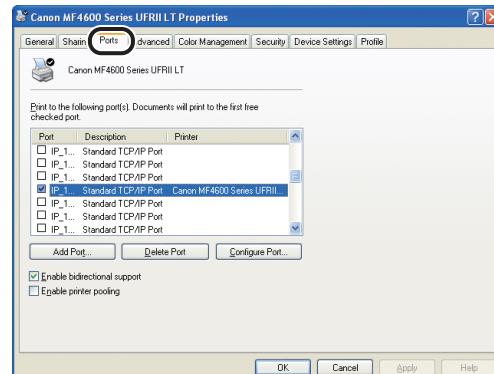
- LPD: This is the print application generally used with TCP/IP.
- Raw: This is a print application used with Windows 2000/XP/Server 2003/Vista. It can print at higher speeds than LPD.

**NOTE**

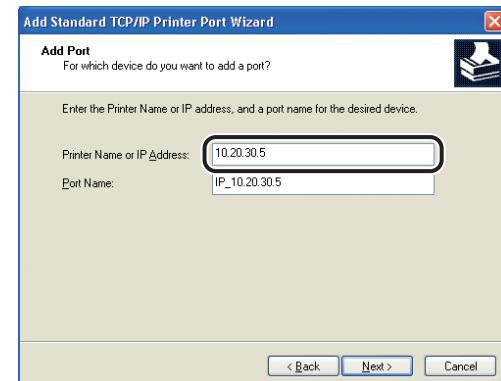
In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****1. Open the printer properties dialog box.**

- For Windows Vista, click [Start] on the Windows task bar → [Control Panel] → [Printer] under [Hardware and Sound].
- For Windows 2000, click [Start] on the Windows task bar → [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2. Right-click the icon of the printer you installed → select [Properties].**3. Display the [Ports] sheet by clicking the [Ports] tab.****4. Open the [Printer Ports] dialog box by clicking [Add Port].****5. From [Available ports types], select [Standard TCP/IP Port] → click [New Port].**

The Add Standard TCP/IP Printer Port Wizard starts.

6. Click [Next].**7. In [Printer Name or IP Address], enter the machine IP address or machine host name → click [Next].**

After the computer has confirmed that there is a machine in which the entered IP address is assigned, the [Completing the Add Standard TCP/IP Printer Port Wizard] window appears.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

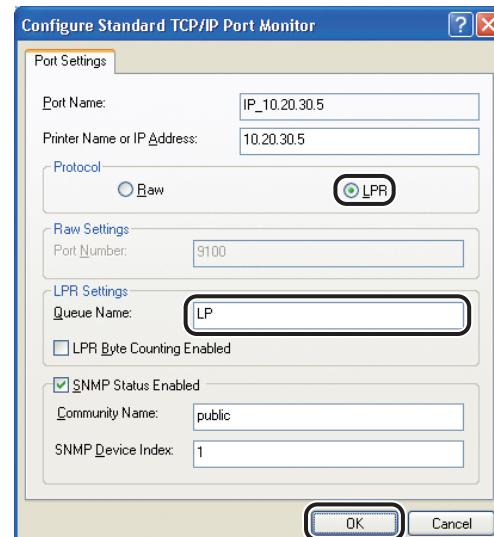
Index

8. Click [Finish].

If the dialog box displays [Additional Port Information Required], follow the instructions on the screen to search again, or click [Standard] → click [Canon Network Printing Device with P9100] from the pull-down list → click [Next].

9. Click [Close] to close the [Printer Ports] dialog box.**10. In the printer properties dialog box, click [Configure Port] → Click [LPR] under [Protocol] → enter a print queue in [Queue Name] under [LPR Settings].**

If you want to use Raw, confirm [Raw] under [Protocol] is selected, and proceed to step 11.

 **NOTE**

You can specify a print queue in [Queue Name]. The following three print queues are available:

LP: The machine prints according to its spool settings. Normally select this option.

SPOOL: The machine prints only after spooling a print job on the hard disk, regardless of its spool settings.

DIRECT: The machine prints without spooling a print job on the hard disk, regardless of its spool settings.

11. Click [OK].**12. Click [Close].**



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Print Server Settings

If Windows 2000/XP/Server 2003/Vista is on your network, the following procedure enables you to set up a print server for more efficient management of network printers. Once a print server is set up, print jobs can be managed by the print server. Also, by setting up an alternate driver for the print server, printer drivers can be installed in each computer via the network.

1. Open the printer properties dialog box.

- For Windows Vista, click [Start] on the Windows task bar → [Control Panel] → [Hardware and Sound] → [Printers]
- For Windows 2000, click [Start] on the Windows task bar → [Settings] → [Printers].
- For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
- For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → Printers and Faxes].

2. Right-click the icon of the printer you installed → select [Sharing].

3. For Windows Vista, click [Change sharing options]

For other operating systems, skip to step 4.



Click [Continue] to proceed if the [User Account Control] dialog box appears.

4. Select [Share this printer] (Windows 2000: [Shared as]) and enter a share name.

5. If this machine is shared with users running different versions of Windows, click [Additional drivers].

When the alternate driver is installed, additional windows will open for entering the location of the file containing the printer driver. Follow the instructions in these windows.



To install the printer driver on another computer, use the [Printer Wizard] window for selecting the printer destination → select [Network printer] → select the shared printer for the computer selected in the print server.

6. Click [OK].

The shared printer settings are complete.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11**

Setting Up E-Mail

This section describes procedures for setting up e-mail. Before setting up e-mail, it is necessary to perform the following setup procedures.

**NOTE**

It is recommended that the network administrator perform the following procedures.

- 1. Network Cable Connection (See "Set the Machine for Network Usage," in the Starter Guide.)**
Connect the machine to your network using the network cables.
- 2. Preparation for Protocol Settings (See "Set the Machine for Network Usage," in the Starter Guide.)**

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.

- Machine's operation panel (Additional Functions menu)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

3. Basic Network Settings

Set up the basic network settings between the machine and computers on your network. To specify the settings, use:

- Machine's operation panel
- Web browser (Remote UI)

■ Settings from the Operation Panel

**NOTE**

You may need to specify the DNS Settings to resolve the host names of the SMTP and POP servers in order to send e-mail. For details, see "DNS Settings," on p. 6-35.

- 1. Press [Additional Functions].**
- 2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].**
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].

4. Press [◀] or [▶] to select <E-MAIL/I-FAX>, then press [OK].

5. Press [◀] or [▶] to select <SMTP RX>, then press [OK].

6. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not receive e-mail/I-fax using the machine's own SMTP receiving function. If you want to receive e-mail/I-fax using a POP server, select <OFF>.

<ON>: Receives e-mail/I-fax using the machine's own SMTP receiving function.

**NOTE**

- The machine can receive I-fax images and communication error notices only.
- You must register the host name of the machine with the DNS server if you want to receive e-mail using the machine's own SMTP receiving function.

7. Press [◀] or [▶] to select <SMTP SERVER>, then press [OK].

8. Use the numeric keys to enter the SMTP server name, then press [OK].

- Enter the SMTP server name if the SMTP server name is already registered in the DNS server.
- Enter the IP address of the SMTP server if the SMTP server name is not registered in the DNS server.

Ex.

S M T P S E R V E R : a
s m t p . c o m p a n y . c o m

9. Press [◀] or [▶] to select <POP>, then press [OK].

10. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not receive e-mail/I-fax using a POP server. If you want to receive e-mail using the machine's own SMTP receiving function, select <OFF>.

<ON>: Receives e-mail using a POP server.

**NOTE**

The machine can receive I-fax images and plain text e-mails only.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

11. Press [◀] or [▶] to select <AUTH/ENC SETTINGS>, then press [OK].

12. Press [◀] or [▶] to select <POP BEFORE SEND>, then press [OK].

13. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not use an SMTP server that requires POP before SMTP.

<ON>: Uses an SMTP server that requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail).

14. Press [◀] or [▶] to select <SMTP AUTH>, then press [OK].

<OFF>: Does not use an SMTP server that requires SMTP Authentication. Skip to step 19.

<ON>: Uses an SMTP server that requires SMTP Authentication (method for authenticating users who have logged in the SMTP server before sending e-mail).

15. Press [◀] or [▶] to select <USER>, then press [OK].

16. Use the numeric keys to enter the user name, then press [OK].

- Enter the user name used for logging in to the SMTP server if the SMTP server name is already registered in the DNS server.
- Enter the IP address of the SMTP server if the SMTP server name is not registered in the DNS server.

17. Press [◀] or [▶] to select <PASSWORD>, then press [OK].

18. Use the numeric keys to enter the password used for logging in to the SMTP server. then press [OK].

19. Press [◀] or [▶] to select <E-MAIL ADDRESS> is displayed, then press [OK].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

20. Use the numeric keys to enter the e-mail address your machine will use, then press [OK].

- Enter the e-mail address as follows when you receive e-mail using a POP server.

Ex.

E - M A I L A D D R E S S : a
c a l @ p o p . c o m p a n y . c o m

- Enter the e-mail address as follows when you receive e-mail using the machine's own SMTP receiving function.

Ex.

E - M A I L A D D R E S S : a
h o s t _ n a m e @ c o m p . c o m



NOTE

- You can specify any user name (the part of the address located in front of the @ symbol).
- Enter the host name after the "@" symbol in the e-mail address. (In this example, the host name of the machine registered with the DNS server is "host_name.company.com".)

21. Press [\leftarrow] or [\rightarrow] to select <POP SERVER>, then press [OK].

22. Use the numeric keys to enter the POP server name, then press [OK].

- Enter the POP server name if the POP server name is already registered in the DNS server.
- Enter the IP address of the POP server if the POP server name is not registered in the DNS server.

Ex.

P O P S E R V E R : a
p o p . c o m p a n y . c o m

23. Press [\leftarrow] or [\rightarrow] to select <POP ADDRESS>, then press [OK].

24. Use the numeric keys to enter the login name for access to the POP server, then press [OK].

Ex.

P O P A D D R E S S : 1
a c c o u n t 1 _



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

25. Press [◀] or [▶] to select <POP PASSWORD>, then press [OK].

26. Use the numeric keys to enter the password for access to the POP server, then press [OK].

27. Press [◀] or [▶] to select <POP INTERVAL>, then press [OK].

28. Use [◀], [▶], or numeric keys to set the interval at which you want to check the POP server for incoming e-mail, then press [OK].



NOTE
If the interval is set to 0, the POP server is not checked automatically. For instructions on how to manually check the POP server, see "Checking the Arrival of I-Fax," on p. 4-47.

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

30. Restart the machine.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Setting Up a Computer as a File Server

This section describes procedures for setting up a computer as a file server.

Before setting up a computer as a file server, it is necessary to perform the following setup procedures.



NOTE

It is recommended that the network administrator perform the following procedures.

1. Network Cable Connection (See "Set the Machine for Network Usage," in the Starter Guide.)

Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Set the Machine for Network Usage," in the Starter Guide.)

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.

- Machine's operation panel (Additional Functions menu)
- NetSpot Device Installer (Canon utility software included in the User Software CD)

3. Basic Network Settings

Set up the basic network settings between the machine and computers on your network. To specify the settings, use:

- Machine's operation panel
- Web browser (Remote UI)

■ Settings from the Operation Panel



NOTE

You may need to specify the WINS Settings to resolve the NetBIOS name in order to send data to the file server. For details, see "WINS Settings," on p. 6-37.

1. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

2. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

3. Press [**◀**] or [**▶**] to select <USE SMB CLIENT>, then press [OK].

4. Press [**◀**] or [**▶**] to select <ON>, then press [OK].

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

6. Use the numeric keys to enter the NetBIOS name of the machine, then press [OK].



NOTE

- Be sure to enter a unique name that does not exist as a name for another computer or printer on the same network.
- You cannot enter a character string that includes blanks.

7. Press [**◀**] or [**▶**] to select <WORKGROUP>, then press [OK].

8. Use the numeric keys to enter the name of the workgroup the machine belongs to, then press [OK].



NOTE

- You cannot enter the domain name as the workgroup name.
- You cannot enter a character string that includes blanks.

9. Press [**◀**] or [**▶**] to select <COMMENT>, then press [OK].

10. Use the numeric keys to enter a comment if necessary, then press [OK].

11. Press [**◀**] or [**▶**] to select <LM ANNOUNCE> is displayed, then press [OK].

12. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not notify the LAN Manager of its existence on the network.

<ON>: Notifies the LAN Manager of its existence on the network.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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

14. Restart the machine.

■ Configuring a Shared Folder

To send data from the machine to a computer on your network, you need to specify the settings of the computer for receiving data. You can send data over a NetBIOS network to a Windows shared folder.



NOTE

The following procedures describe a sample shared folder configuration. Depending on your environment, the actual configuration procedure may differ.

Windows 98/Me

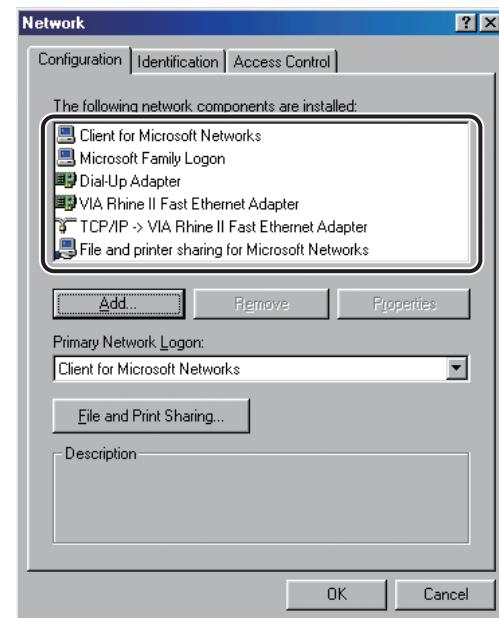


NOTE

- If a suitable Windows 2000/XP/Server 2003/Vista machine is available on your network, it is recommended that you configure that machine as a file server instead of using a Windows 98/Me machine.
- In the following procedures, items displayed on the screen for Windows 98 are used; items might differ depending on your operating system.

1. Specify the NetBIOS settings.

- Right-click the [Network Neighborhood] icon displayed on the desktop → click [Properties].
- In [The following network components are installed], confirm that both [Client for Microsoft Networks] and [File and printer sharing for Microsoft Networks] appear. If these components do not appear, click [Add] to install.



Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

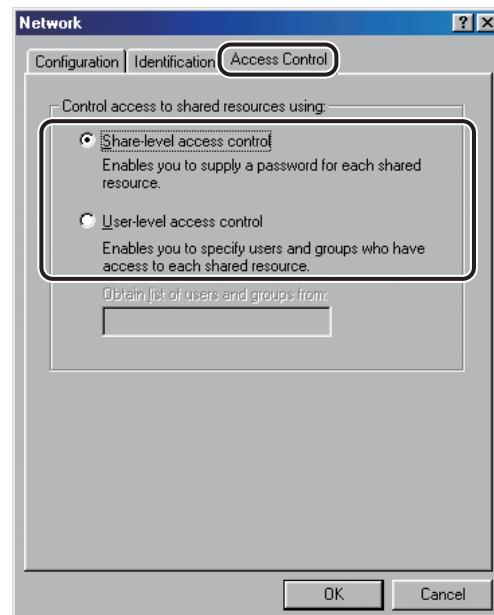
Appendix

11

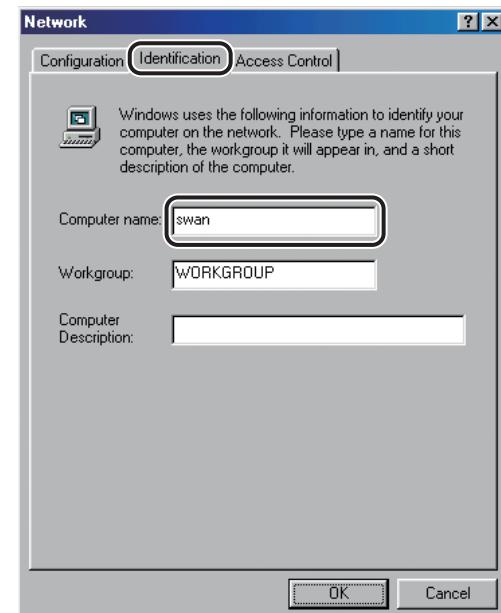
Table of Contents

Index

- Click [File and Print Sharing] → click [I want to be able to give others access to my files] → click [OK].
- To specify the access control method, click the [Access Control] tab → select the level of access control. If you select [User-level access control], specify a domain in which a list of users and groups is saved.



- In the [Network] dialog box, click the [Identification] tab to display the [Identification] sheet. Confirm the computer name.



- Click [OK] to close the [Network] dialog box.

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

Troubleshooting **10**

Appendix **11**

Table of Contents

Index

2. Set up file sharing.

● If [Share-level access control] is selected:

- Right-click the folder you want to share using Explorer → click [Sharing].
- On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].



- For [Access Type], select either [Full] or [Depends on Password].
- Enter a password. If [Depends on Password] is selected, enter a password not longer than 8 alphanumeric characters for full access.
- Confirm the settings you entered → click [OK].

● If [User-level access control] is selected:

- Right-click the folder you want to share using Explorer → click [Sharing].
- On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].



- Click [Add] to open the [Add Users] dialog box on the screen.
- From the left list select the users to whom you want to give access to the shared folder → add them to the right list.

NOTE

For details on this dialog box, see the Windows 98/Me documentation.

- Confirm the settings you entered → click [OK].
- Click [OK] to close the properties dialog box of the shared folder.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

3. Set a destination address using the machine's operation panel.

● Sample destination setting:

- Server side settings:

[Computer name]: swan

[Share Name]: share

Create a folder called Images within share, and then specify Images as the destination for sending.

- The machine's destination settings:

The server protocol: <SMB>

<NAME>: The destination's name

<HOST NAME>: \\swan\share

<FILE PATH>: \\Images

<LOGIN NAME>: (Not required if you have selected [Share-level access control] in step 1)

<PASSWORD>: Password entered in step 2.

NOTE

- A maximum of 120 alphanumeric characters can be entered for <HOST NAME> on the operation panel. A maximum of 120 alphanumeric characters can be entered for <FILE PATH>, and a maximum of 24 alphanumeric characters can be entered for <LOGIN NAME>. Enter each of these items on the server using no more than their allowable number of characters.
- If you change the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.
- If the language of the LCD display differs from the computer on your network, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.
- You can send data using the following formats. A DNS server is required for the latter case:
\\192.168.2.100\share
\\host_name.organization.company.com\share
- For instructions on how to specify destination address settings, see "Specifying Destinations," on p. 4-20.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Windows 2000/XP/Server 2003/Vista



NOTE

- It is recommended that the file server be configured by the network administrator.
- The number of users or clients that can access a server running Windows 2000 Server/XP/Server 2003/Vista is limited. After this number of users or clients is reached, it is not possible to send to a server running Windows 2000/XP/Server 2003/Vista.
- In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.

1. Log on to Windows as Administrator.

2. Confirm the file sharing settings.



NOTE

For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

● For Windows Vista:

- Click [Start] on the Windows task bar → right-click [Network] → [Properties] → [Manage network connections] → right-click [Local Area Connection] → [Properties]
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol Version 4 (TCP/IPv4)] are all selected. If any of these functions is not selected, select it now.

● For Windows 2000:

- Right-click the [My Network Places] icon on the desktop → click [Properties] to open the [Network and Dialup Connections] window.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.

● For Windows XP:

- Click [start] on the Windows taskbar → right-click [My Network Places] → click [Properties] to open the [Network Connections] window.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.

● For Windows Server 2003:

- Click [Start] on the Windows taskbar → [Control Panel] → [Network Connections] → Right-click the [Local Area Connection] icon → click [Properties] to open the [Local Area Connection Properties] dialog box.
- Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

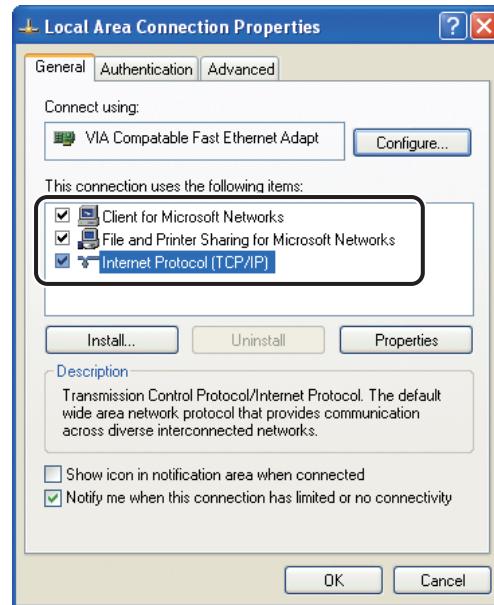
10

Appendix

11

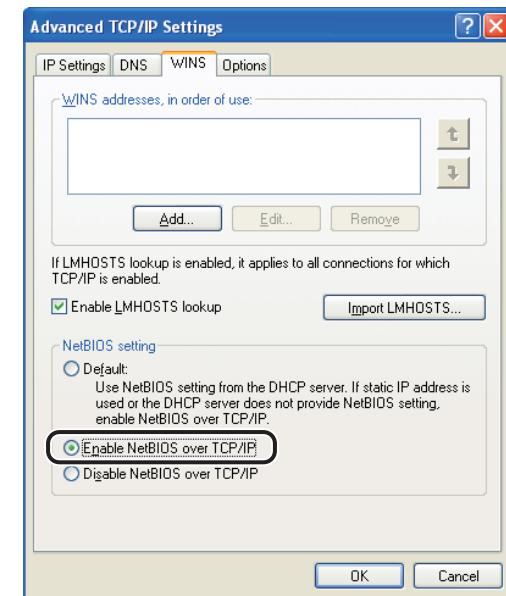
Table of Contents

Index



● For Windows 2000/XP/Server 2003

- Double-click [Internet Protocol (TCP/IP)] to open the [Internet Protocol (TCP/IP) Properties] dialog box → in the [General] sheet, click [Advanced].
- In the [Advanced TCP/IP Settings] dialog box, click the [WINS] tab → in the [WINS] sheet, click [Enable NetBIOS over TCP/IP].
- Click [OK] until all the dialog boxes are closed.
- Restart the computer if prompted.



3. Specify the NetBIOS settings

● For Windows Vista

- Double-click [Internet Protocol Version 4 (TCP/IPv4)] to open the [Internet Protocol Version 4 (TCP/IPv4) Properties] dialog box → in the [General] sheet, click [Advanced].
- In the [Advanced TCP/IP Settings] dialog box, click the [WINS] tab → in the [WINS] sheet, click [Enable NetBIOS over TCP/IP].
- Click [OK] until all the dialog boxes are closed.
- Restart the computer if prompted.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Confirm the computer name.



NOTE

For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

● For Windows Vista:

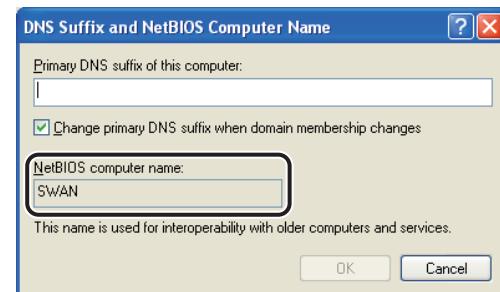
- Click [Start] on the Windows taskbar → right-click [Computer] → [Properties] → [Advanced system settings]
- Click the [Computer Name] tab to display the [Computer Name] sheet.
- Click [Change] → [More] in the [Computer Name Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.

● For Windows 2000:

- Right-click the [My Computer] icon on the desktop → click [Properties].
- Click the [Network Identification] tab to display the [Network Identification] sheet.
- Click [Properties] → [More] in the [Identification Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.

● For Windows XP/Server 2003:

- Click [start] or [Start] on the Windows taskbar → right-click [My Computer] → click [Properties].
- Click the [Computer Name] tab to display the [Computer Name] sheet.
- Click [Change] → [More] in the [Computer Name Changes] dialog box.
- In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
- Click [Cancel] until all the dialog boxes are closed.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

5. Open the [Computer Management] window.

For Windows XP Home Edition, skip step 7.



For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

● For Windows Vista:

Click [Start] on the Windows taskbar, right-click [Computer] → click [Manage] to open the [Computer Management] window.

● For Windows 2000:

Right-click the [My Computer] icon on the desktop → click [Manage] to open the [Computer Management] window.

● For Windows XP/Server 2003

Click [start] or [Start] on the Windows taskbar, right-click [My Computer] → click [Manage] to open the [Computer Management] window.

6. Set up the users and passwords for access to the shared folder.

- Under [System Tools], double-click [Local Users and Groups] → right-click the [Users] folder → click [New User].



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

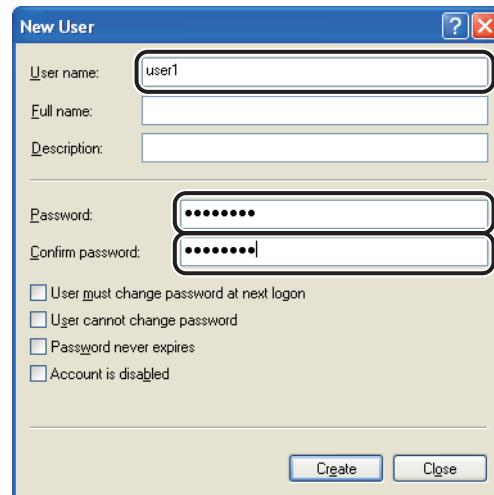
Appendix

11

Table of Contents

Index

- In the [New User] dialog box, enter the user name in [User name] → enter the password in [Password] → re-enter the password in [Confirm password].



- Enter a user name not longer than 20 alphanumeric characters, and a password not longer than 14 alphanumeric characters. If [User must change password at next logon] is selected, any new users added must change their passwords in order to send data from the machine. (You cannot change the password from the operation panel.)
- Confirm the settings → click [Create].
- Close the [Computer Management] window.

7. Configure the shared folder.



NOTE

For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

● For Windows Vista:

- Right-click the folder you want to share using Explorer → click [Properties].
- On the [Sharing] sheet, click [Advanced Sharing].
- On the [Advanced Sharing] dialog box, select [Share this folder] → enter the share name in [Share name].

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

● For Windows 2000/XP/Server 2003:

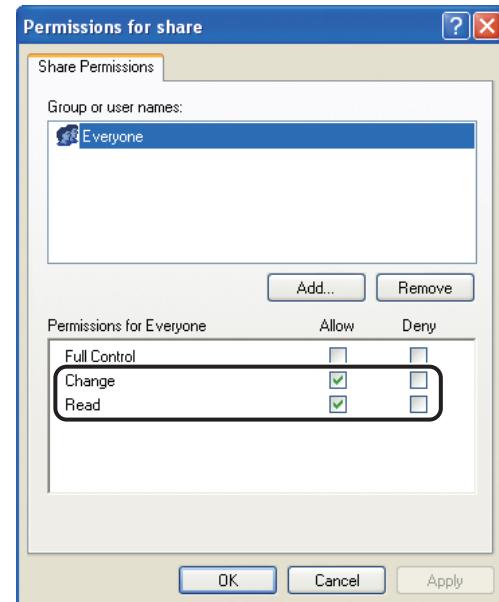
- Right-click the folder you want to share using Explorer → click [Properties].
- On the [Sharing] sheet, click [Share this folder] → enter the share name in [Share name].



8. Set security.

● To create a shared folder on a FAT or FAT32 format disk
(If the [Security] tab is not displayed):

- Click [Permissions] → select or add the users or groups to whom you want to give access to the shared folder.



- Under [Permissions], select both [Change] and [Read] → click [OK].

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

Troubleshooting **10**

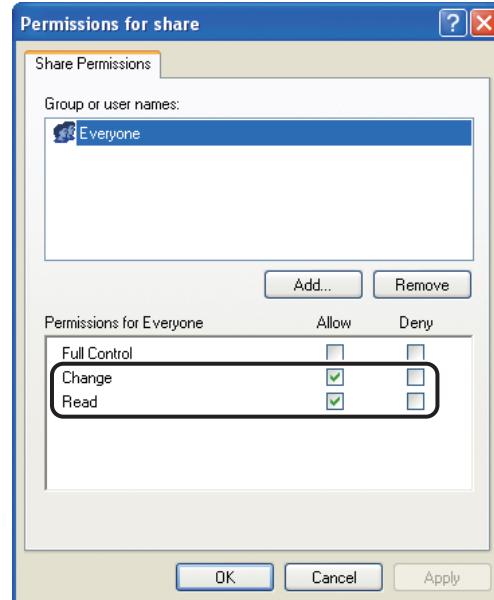
Appendix **11**

Table of Contents

Index

● **To create a shared folder on an NTFS format disk:**

- Click [Permissions] → select or add the users or groups to whom you want to give access to the shared folder.



- Under [Permissions], select both [Change] and [Read] → click [OK].
- For Windows Vista, click [OK] to close the [Advanced Sharing] dialog box
- Click the [Security] tab.

- In the [Security] sheet, select or add the users or groups to whom you want give access to the shared folder.
- Under [Permissions], select both [Write] and [Read & Execute], or a higher access authority. For data in the folder, check both [Write] and [Read], or a higher access authority.
- Click [OK] → close the properties dialog box of the shared folder.

 **NOTE**

- To display the [Security] tab in Windows XP, follow the procedures below. For details about the settings, see the documentation provided with Windows XP.
- Windows XP Professional: Open Folder Options → deselect [Use simple file sharing]. However, you can share folders and files with [Use simple file sharing] selected. Select or deselect [Use simple file sharing] to suit your environment.
- Windows XP Home Edition: Start Windows in safe mode → select [Safe Mode with Networking] in the Windows Advanced Options Menu. After logging on to Windows, you can find a [Security] tab by opening the properties dialog box of the shared folder.

9. Set a destination address using the operation panel.

● **Sample destination setting:**

- Server side settings:

[NetBIOS computer name]: swan
 [Share name]: share

Create a folder called Images within share, and then specify Images as the destination for sending.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

- The machine's destination settings:

The server protocol: <SMB>

<NAME>: The destination's name

<HOST NAME>: \\swan\share

<FILE PATH>: \Images

<LOGIN NAME>: User name entered in step 6.

<PASSWORD>: Password for the above user.



NOTE

- A maximum of 120 alphanumeric characters can be entered for <HOST NAME> on the operation panel. Also, a maximum of 120 alphanumeric characters can be entered for <FILE PATH>. Enter each of these items on the server using no more than their allowable number of characters.
- If you change the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.
- If the language of the LCD display differs from the computer on your network, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.
- You can send data using the following formats. A DNS server is required for the latter case:
\\192.168.2.100\share
\\host_name.organization.company.com\share
- For instructions on how to specify destination address settings, see "Specifying Destinations," on p. 4-20.
- For Windows XP Home Edition, <LOGIN NAME> and <PASSWORD> are not required.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Additional Network Settings

Depending your network environment, additional network settings may be required.



It is recommended that the network administrator perform the following procedures.

TCP/IP Settings

DNS Settings

DNS (Domain Name Service) is a service used for associating a host name (which is a name of a computer or a printer on a TCP/TCP/IP network) with a unique IP address.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <DNS SETTINGS>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <PRIM. DNS SERVER>, then press [OK].
7. Use the numeric keys to enter the IP address of a primary DNS server, then press [OK].
If you do not need to specify secondary DNS server, skip to step 10.
8. Press [\leftarrow] or [\rightarrow] to select <SECOND DNS SERVER>, then press [OK].
9. Use the numeric keys to enter the IP address of a secondary DNS server, then press [OK].



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

10. Press [\leftarrow] or [\rightarrow] to select <HOST NAME> is displayed, then press [OK].

11. Use the numeric keys to enter the desired host name, then press [OK].

Ex.

HOST NAME	:	a
host name	<u> </u>	

12. Press [\leftarrow] or [\rightarrow] to select <DOMAIN NAME>, then press [OK].

13. Use the numeric keys to enter the network domain name, then press [OK].

Ex.

DOMAIN NAME	:	a
org.company.com	<u> </u>	

14. Press [\leftarrow] or [\rightarrow] to select <DNS DYN. UPDATE>, then press [OK].

15. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not use the DNS server dynamic update function.

<ON>: Use the DNS server dynamic update function.



NOTE

- The DNS dynamic update function enables the machine to register its IP address, host name, and domain name to the DNS server automatically. This function is available in the environment where there is a dynamic DNS server.
- To use the DNS dynamic update function, enter the IP address of a DNS server, and the host name and domain name of the machine.

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

17. Restart the machine.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

WINS Settings

WINS (Windows Internet Name Service) is a service used for associating a NetBIOS name (which is a name of a computer or a printer on a NetBIOS network) with a unique IP address.

- 1. Press [Additional Functions].**
- 2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].**
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].**
- 4. Press [◀] or [▶] to select <TCP/IP SETTINGS>, then press [OK].**
- 5. Press [◀] or [▶] to select <CONFIGURE WINS>, then press [OK].**
- 6. Press [◀] or [▶] to select <WINS RESOLUTION>, then press [OK].**

- 7. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].**
<OFF>: Does not resolve the name with WINS. Skip to step 10.
<ON>: Resolves the name with WINS.
- 8. Press [◀] or [▶] to <WINS SERVER>, then press [OK].**
- 9. Use the numeric keys to enter the IP address of a WINS, then press [OK].**

**NOTE**

If DHCP determines the IP address, the IP address obtained from a DHCP server is overwritten with the IP address of a WINS server (obtained from the DHCP server), whenever possible.

- 10. Press [Stop/Reset] to return to the standby mode.**
- 11. Restart the machine.**



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

HTTP Settings

You can restrict the use of Remote UI.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <USE HTTP>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].

<ON>: Uses the Remote UI.

<OFF>: Does not use the Remote UI.

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

Port Number Settings

Depending on your network environment, you can change the port number for each protocol.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [**◀**] or [**▶**] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [**◀**] or [**▶**] to select <PORT NO.>, then press [OK].
6. Press [**◀**] or [**▶**] to select the protocol of which you want to change the port number (LPD, RAW, HTTP, SMTP RX, POP3 RX, SMTP TX or SNMP), then press [OK].
7. Use the numeric keys to enter the port number, then press [OK].
8. Press [Stop/Reset] to return to the standby mode.
9. Restart the machine.

IP Address Range Settings

You can restrict the machine access from the computers on the network by specifying the range of IP addresses allowed/ forbidden to access the machine.

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [**◀**] or [**▶**] to select <NETWORK SETTINGS>, then press [OK].
4. Press [**◀**] or [**▶**] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [**◀**] or [**▶**] to select <SET IP ADD RANGE>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

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

7. Press [◀] or [▶] to select <PERMIT/REJECT>, then press [OK].

8. Press [◀] or [▶] to select <REJECT> or <PERMIT>, then press [OK].

<Reject>: Restricts the access to the machine (printing/PC faxing/Remote UI) from the computers with certain IP addresses.

<Permit>: Permits the access to the machine (printing/PC faxing/Remote UI) from the computers with certain IP addresses.

9. Confirm that <SET IP ADDRESS> is displayed, then press [OK].

10. Press [◀] or [▶] to select from <IP ADDRESS 1> through <IP ADDRESS 4>, then press [OK].

11. Press [◀] or [▶] to select <START IP ADDRESS>, then press [OK].

12. Use the numeric keys to enter the start IP address, then press [OK].

13. Press [◀] or [▶] to select <END IP ADDRESS>, then press [OK].

14. Use the numeric keys to enter the end IP address, then press [OK].

To enter another IP address range, repeat step 10 to 14.

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

16. Restart the machine.

RX MAC Address Settings

You can restrict the machine access from the computers on the network by specifying the MAC addresses of the computers allowed/forbidden to access the machine.

1. Press [Additional Functions].

2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3. Press [**◀**] or [**▶**] to select <NETWORK SETTINGS>, then press [OK].
4. Press [**◀**] or [**▶**] to select <TCP/IP SETTINGS>, then press [OK].
5. Press [**◀**] or [**▶**] to select <PERMIT RX MAC ADD>, then press [OK].
6. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].
<OFF>: Disables a MAC address filter.
<ON>: Enables a MAC address filter.



If you select <ON>, you will be unable to access from MAC addresses which have not been specified.

7. Press [**◀**] or [**▶**] to select from <PERMIT RX ADD1> through <PERMIT RX ADD5>, then press [OK].

8. Use the numeric keys to enter the MAC address of the computer allowed to access the machine, then press [OK].
Repeat step 7 and 8 to specify other MAC addresses.
9. Press [Stop/Reset] to return to the standby mode.
10. Restart the machine.

■ Startup Time Settings

If you connect the machine to a switching hub, it may not be able to connect to a network even though your network settings are set correctly.

This occurs because the spanning tree process performed between switching hubs prevents them from communicating with each other immediately after the machine connects to a switching hub. In this case, use the following procedure to delay the startup of network communication.

1. Press [Additional Functions].



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <NETWORK SETTINGS>, then press [OK].

4. Press [◀] or [▶] to select <STARTUP TIME SET.>, then press [OK].

5. Use [◀], [▶], or numeric keys to set the time period required to delay the startup of network communications for the machine, then press [OK].

You can enter the value from 0 to 300 (seconds).

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

7. Restart the machine.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking Network Settings

You can check the current network settings as follows.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)]. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].

3. Press [\leftarrow] or [\rightarrow] to select <NETWORK SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <VIEW IP ADDRESS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <IP ADDRESS>, <SUBNET MASK>, or <GATEWAY ADDRESS> for displaying the setting you want to check, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Machine Management

The machine enables you to use any of the following software to check the status and to specify the settings on your computer.

- **Web browser (Remote UI)**
- **NetSpot Device Installer (Canon utility software included in the User Software CD)**
- **NetSpot Console (via a web browser) (Canon utility software)**



NOTE

The utility software of the NetSpot Console is not included in the User Software CD. To use the NetSpot Console, please download it from the Canon website.

Machine Management Using Web Browser (Remote UI)

You can use Remote UI installed in the machine to manage it on a web browser.

For using Remote UI, see "Using the Remote UI," on p. 7-4.

Machine Management Using NetSpot Device Installer

NetSpot Device Installer is utility software for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, NetSpot Device Installer can be accessed directly without installation, enabling network users to quickly and easily specify the initial settings of network devices.

For instructions on how to use NetSpot Device Installer, see the online help for NetSpot Device Installer.

Machine Management Using NetSpot Console

NetSpot Console is utility software capable of managing devices connected to a network. This software enables network users to set or view various types of information about network devices using a web browser, such as list or map display of devices, detailed protocol settings, display and notification of device status, and job manipulations.

For instructions on how to use NetSpot Console, see the online help for NetSpot Console.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

7 Remote UI

System Requirements	7-3
Windows.....	7-3
Macintosh	7-3
Using the Remote UI	7-4
Starting the Remote UI	7-4
Displaying Device Status and Information	7-6
Job Management.....	7-7
Managing Print Jobs	7-7
Viewing the Activity Log	7-8
Managing the Address Book	7-9



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Customizing System Settings.....7-12

 Customizing System Information 7-12

Specifying Forwarding Settings.....7-15

Managing the Department/User ID7-21

Import/Export Function.....7-27

 Saving the Address Book..... 7-27

 Loading an Address Book 7-28

 Saving User Management Data in Files (Export) 7-29

 Loading User Management Data Files
(Overwrite/Import) 7-30

 Saving Additional Functions Settings in Files
(Export) 7-32

 Loading Additional Functions Settings Files
(Overwrite/Import) 7-33

Device Custom Settings7-35



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

System Requirements

The Remote UI has been confirmed to work in the following system environments.

■ Windows

● OS

- Microsoft Windows 98/98SE
- Microsoft Windows Me
- Microsoft Windows 2000 Professional
- Microsoft Windows XP
- Microsoft Windows Vista

● Web Browser

- Microsoft Internet Explorer 5.01 SP1 or later
- Netscape Communicator/Navigator 6.0 or later, except Netscape Communicator 6

■ Macintosh

● OS

- Mac OS 8.6 or later, until Mac OS X Classic

● Web Browser

- Microsoft Internet Explorer 5.01 SP1 or later



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Using the Remote UI

The Remote UI software enables you to access and manage the machine connected to a network using a web browser.

- Check the machine status from a network computer
- Set and control the machine from a computer

■ Starting the Remote UI



NOTE

Before you start the Remote UI, select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See "Checking Network Settings," on p. 6-43.)

1. Start the web browser.
2. Enter the IP address of the machine in [Address] or [Location] → press [Enter] on the keyboard.

The Remote UI screen appears.

3. Enter the ID and password.

- For No Management mode: Select [Administrator Mode] or [End-User Mode] → enter the password or owner name.
- For Department ID Management mode: Enter the department ID and password.
- For User Management mode: Enter the User ID and password.



For details on the ID and password, see "Managing the Department/User ID," on p. 7-21.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

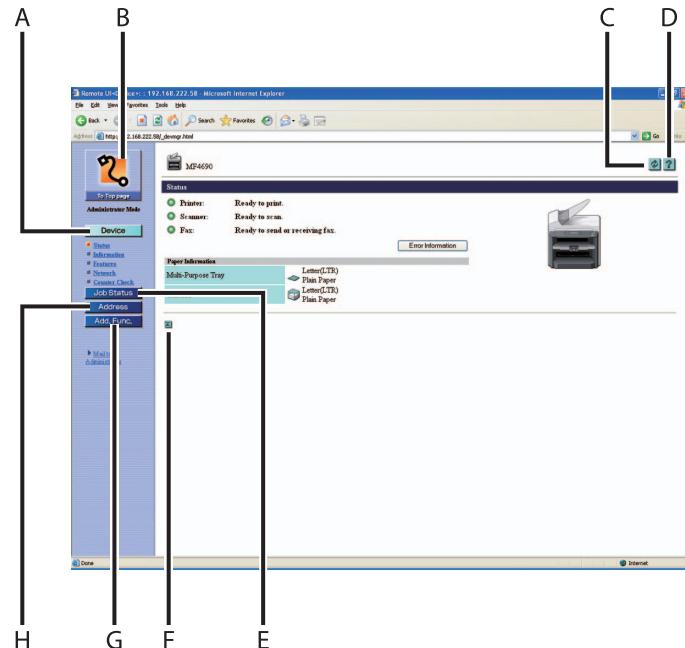
Appendix

11

Table of Contents

Index

4. Click [OK].



[Device] - [Status] page is displayed when you logon the Remote UI.

A	Device	Displays the current status of the machine, etc.
B	To Top page	Takes you to the Remote UI top page.
C	Updates	Updates (refreshes) the currently displayed screen with the latest information.
D	Job Status	Displays the online help for the Remote UI.
E	Job Status	Displays the current status of print jobs, etc.
F	Address	Takes you back to the top of a current page.
G	Add.Func.	Displays a list of settings for the machine, etc.
H	Address	Displays the Address Book data (one-touch keys, etc.) registered on the machine.

Back Takes you back to the previous page.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

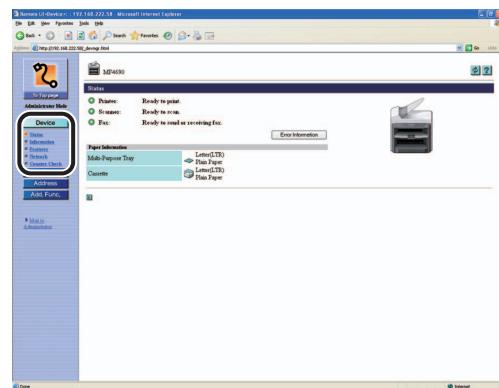
Appendix

11

Displaying Device Status and Information

You can view the current status of the machine and also information about the administrator in charge of the machine, the installation location and various machine settings.

1. Click [Device] → select the item you want to display from the menu that appears under [Device].



[Status]

Displays the current status of the machine and any error messages. To check details of errors, click [Error Information].

[Information]

Displays information related to the machine, such as the system manager's information and the location of the machine.

[Features]

Displays the functions that are available with the current system configuration.

[Network]

Displays information about the network interface and any network protocols that are enabled. If you are using Administrator Mode, you can also adjust these settings.

[Counter Check]

Displays the total number of pages that have been output for printing, copying, and received job printing.



NOTE

If you are changing the Network Settings, the machine must be restarted to enable the settings. Turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Job Management

The Remote UI enables you to manage print jobs. It also enables you to view the sending and receiving results of fax jobs.

■ Managing Print Jobs

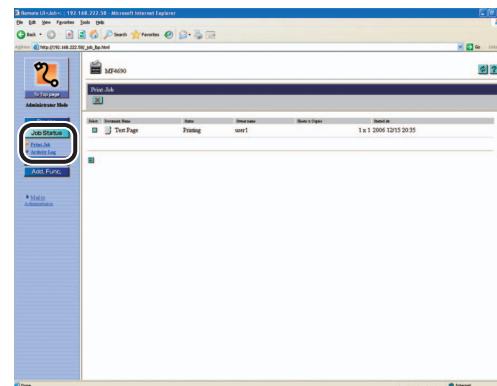
You can use the Remote UI to manage print jobs that are being processed by the machine, or are held in the print queue.



NOTE

If [Permit End-user's Job Operation] is not selected in [Register ID and Password] or [Register Password] in [Edit] in [System Settings] under [Add.Func.], you cannot delete any print jobs when the machine is in the End-User Mode. If [Permit End-user's Job Operation] is selected, you can delete print jobs for which you have owner privileges. (See "Customizing System Settings," on p. 7-12.)

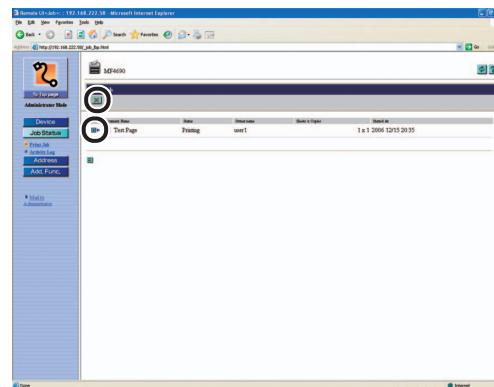
1. Click [Job Status] → select [Print Job] from the menu that appears under [Job Status].



A list of print jobs being waiting or processed by the machine appear

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

2. To delete a print job, select the [Select] check box next to the desired job → click [X].



You cannot recover the job once it is deleted.

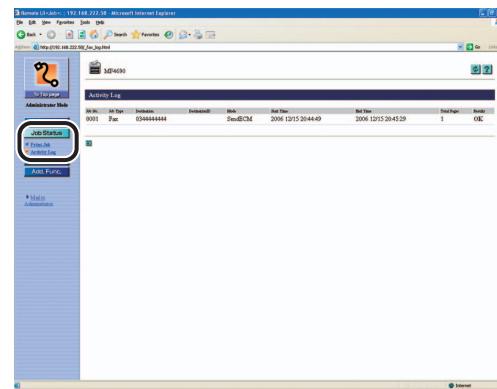
■ Viewing the Activity Log

The Remote UI enables you to view the [Activity Log] of send jobs. The [Activity Log] shows up to 40 recent transactions.



If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, the [Activity Log] does not appear. (See "Checking the Job Log," on p. 8-21.)

1. Click [Job Status] → select [Activity Log] from the menu that appears under [Job Status].



The [Activity Log] appears displaying information about fax jobs that have already been processed by the machine.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Managing the Address Book

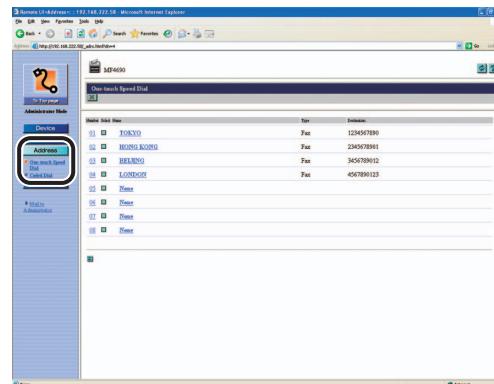
The Remote UI enables you to view and modify the Address Book data.



NOTE

You can also access these setting menus from the operation panel of the machine. For details, see "Machine Settings" on p. 11-4.

1. Click [Address] → [One-touch Speed Dial] or [Coded Dial] from the menu that appears under [Address].



● To view/edit the registered addresses:

Click the number or the name to display the current address information.

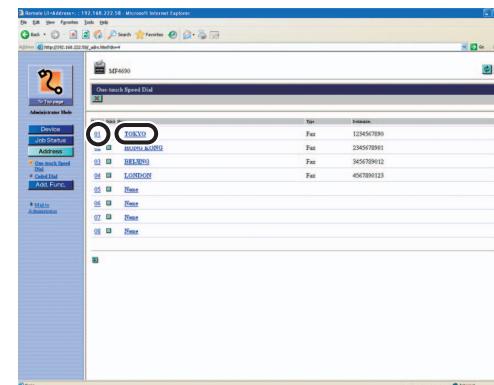


Table of Contents

Index



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

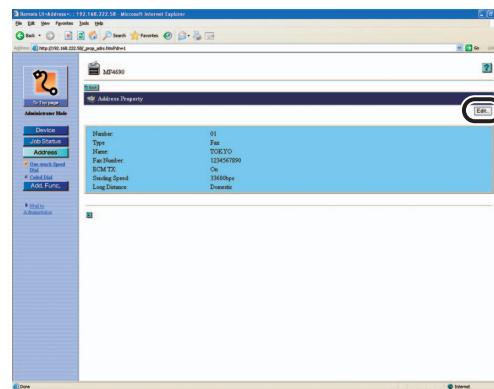
Troubleshooting

10

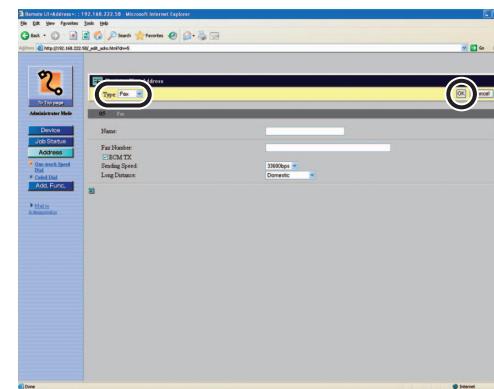
Appendix

11

To edit the information, click [Edit] → make the necessary changes on the Change Address screen → click [OK].

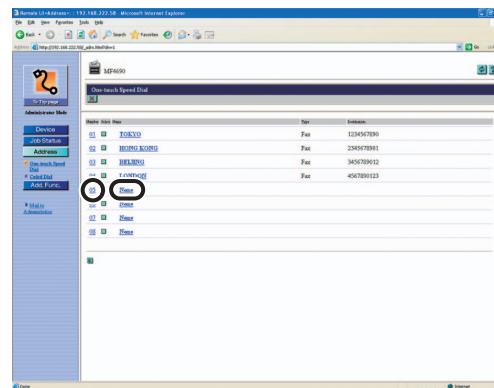


Specify the type of address from [Type] → enter the necessary information → click [OK].

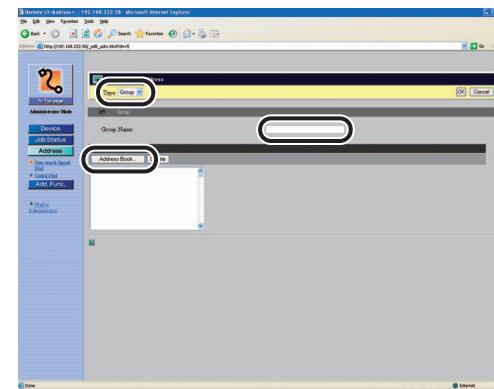


● To register a new address:

Click [None] or any number for which [None] is displayed as the name.



For group dialing, select [Group] from [Type] → enter a group name in [Group Name] → click [Address Book] under [Members List].





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

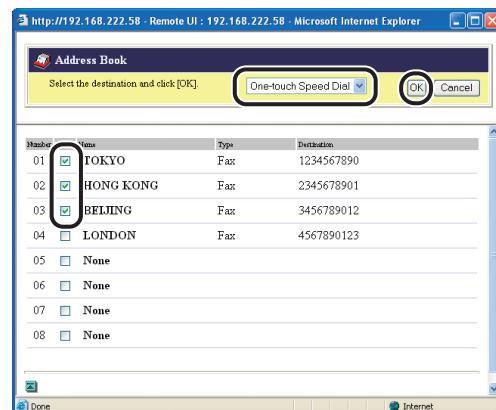
Troubleshooting

10

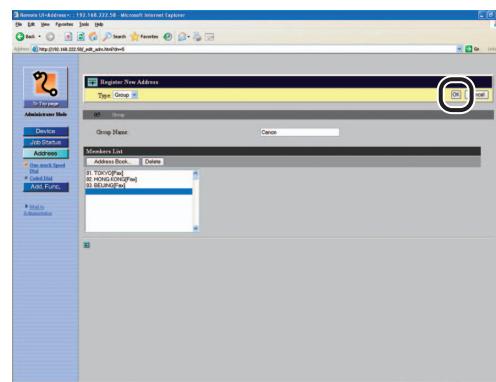
Appendix

11

Select [One-touch Speed Dial] or [Coded Dial] from the drop-down list → select the check box next to the number to register for the group dialing → click [OK].

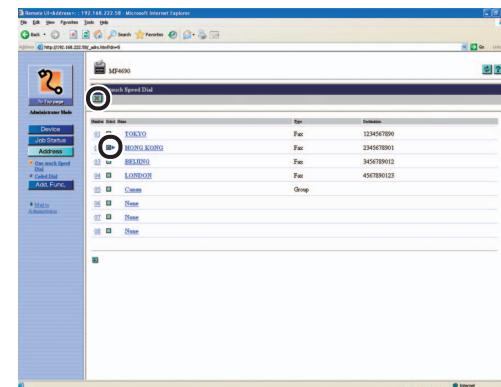


Make sure that the registered addresses are displayed in [Members List] → click [OK].



● To delete the registered addresses:

Select the check box next to the number to delete → click [X].



NOTE
You cannot recover the address once it is deleted.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Customizing System Settings

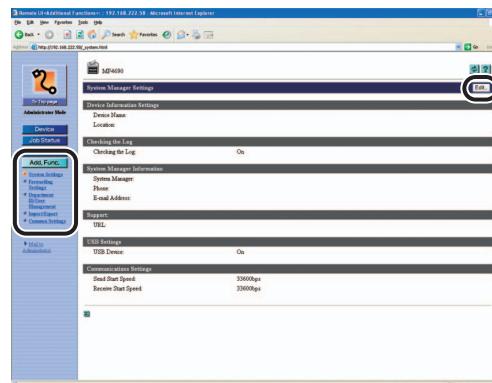
■ Customizing System Information

The Remote UI enables you to specify the machine's system settings.

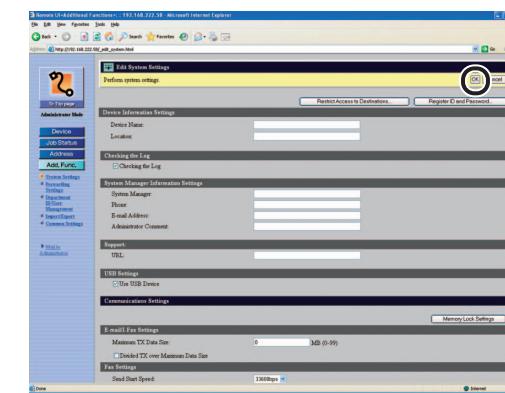
NOTE

You can also access the system settings from the operation panel of the machine. For details, see "Machine Settings," on p. 11-4.

1. Click [Add.Func.] → [System Settings] from the menu that appears under [Add.Func.] → click [Edit].



2. Enter the necessary information → click [OK].



Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

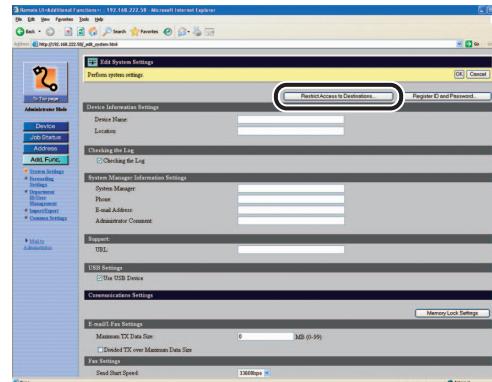
10

Appendix

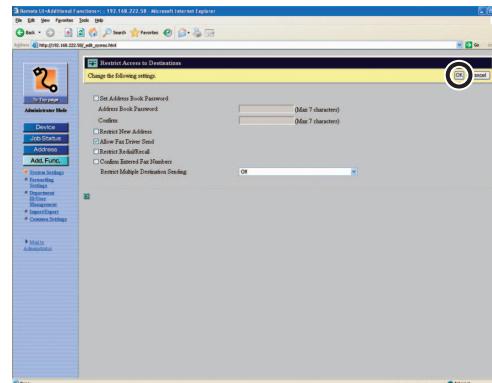
11

● To protect the Restrict New Addresses:

Click [Restrict Access to Destinations].

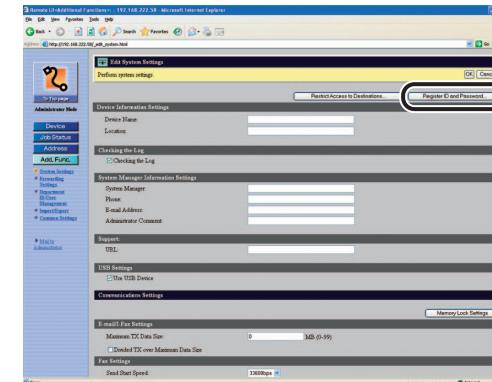


Specify the necessary fields → click [OK].

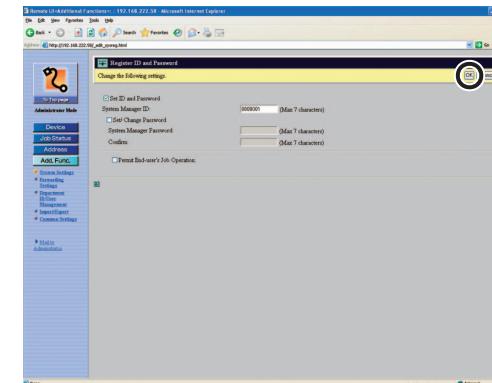


● To set the System Manager ID and password:

Click [Register ID and Password].



Specify the necessary fields → click [OK].





TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Set ID and Password:

Sets the System Manager ID and Password to protect the contents of <SYSTEM SETTINGS>. Once the System Manager ID and Password is set, they must be entered when you access the <SYSTEM SETTINGS> menu from the operation panel, or when you logon the Remote UI.

System Manager ID:

Sets the System Manager ID (seven digits maximum).

Set/ Change Password:

Select this check box to set a password for the System manager ID.

System Manager Password:

Enter a number (seven digits maximum).

Confirm:

Enter the password again. If the number you enter here is different from the number entered for [System Manager Password], an error dialog box appears.

Permit End-user's Job Operation:

Select this check box to permit deleting print jobs for which you have owner privileges when the machine is in the End-User Mode.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11**

Specifying Forwarding Settings

The Remote UI enables you to automatically forward received documents to specified addresses. To use this function, you need to specify the forwarding settings in two ways, and depending on the settings the function will work differently:

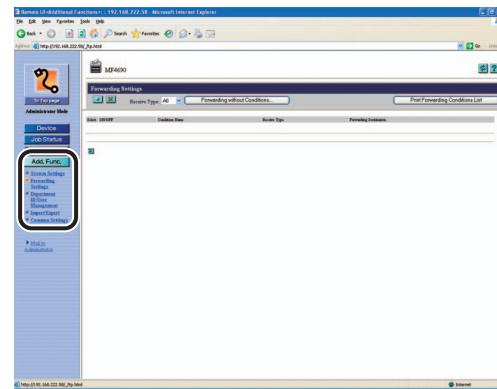
- Forwarding conditions are set: the machine will forward only documents that meet specified conditions.
- Forwarding conditions are not set: the machine will forward all received documents.



NOTE

- [Forwarding Settings] is displayed only when you are in the Administrator Mode.
- You can store 10 forwarding settings with specific conditions.
- You can store the forwarding settings without conditions one at a time, according to the Receive Type of the received document.

1. Click [Add.Func.] → [Forwarding Settings] from the menu that appears under [Add.Func.].



Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

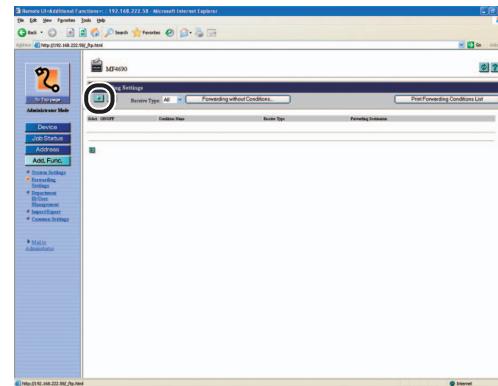
11

Table of Contents

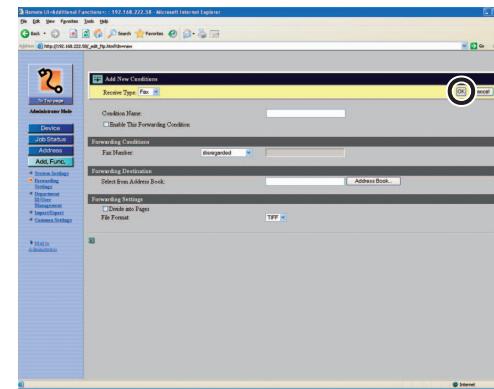
Index

● To forward only documents that meet specified forwarding conditions:

Click (Add New Conditions).



Specify the necessary fields → click [OK].



Receive Type: Select [Fax] or [I-Fax] for the receiving mode.

Condition Name: Enter a name for the forwarding condition. If you select [Enable This Forwarding Condition], this forwarding condition will be enabled.

Forwarding Conditions:

The settings here enable you to specify the forwarding conditions that the received documents must meet in order to be forwarded.

The setting items differ depending on the type of the receiving mode:



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Items for Fax:

- [disregarded]: Disregards the Fax Number information as a forwarding condition.
- [does not exist]: Forwards the document if the Fax Number information does not exist.
- [equals]: Forwards the document if the Fax Number information matches all of the characters entered.
- [differs from]: Forwards the document if the Fax Number information differs from the characters entered.
- [begins with]: Forwards the document if the Fax Number information begins with the characters entered.
- [ends with]: Forwards the document if the Fax Number information ends with the characters entered.
- [contains]: Forwards the document if the Fax Number information contains the characters entered.
- [does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.

Items for I-Fax:

- [disregarded]: Disregards the Destination, From, or Subject information as forwarding conditions.
- [equals]: Forwards the document if the From or Subject information matches all of the characters entered.
- [differs from]: Forwards the document if the Destination, From, or Subject information differs from the characters entered.
- [begins with]: Forwards the document if the Destination, From, or Subject information begins with the characters entered.
- [ends with]: Forwards the document if the Destination, From, or Subject information ends with the characters entered.
- [contains]: Forwards the document if the Destination, From, or Subject information contains the characters entered.
- [does not contain]: Forwards the document if the Destination, From, or Subject information does not contain the characters entered.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Forwarding Destination:

Specify an address from the Address Book by clicking [Address Book] → select the desired address from the displayed list → click [OK].

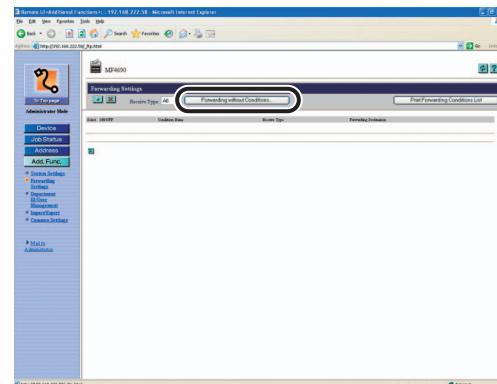
Forwarding Settings:

If you are forwarding documents to an e-mail address or a file server, you can set their file format to [TIFF] or [PDF].

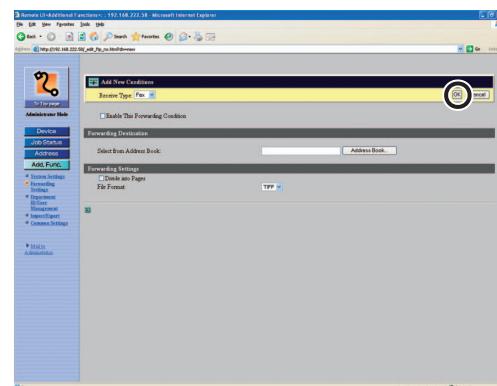
If you select [Divide into Pages], you can forward files as divided pages.

● **To forward all received documents without specific conditions:**

Click [Forwarding without Conditions].



Specify the necessary fields → click [OK].





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

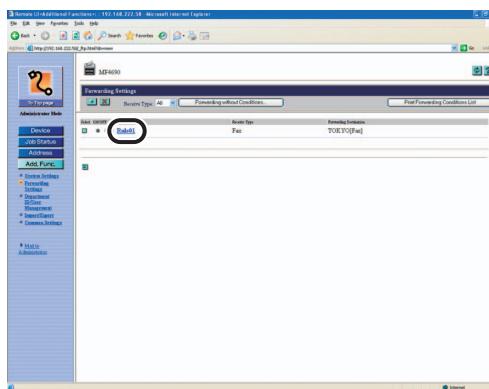
11

2. Select the receiving mode from [Receive Type].

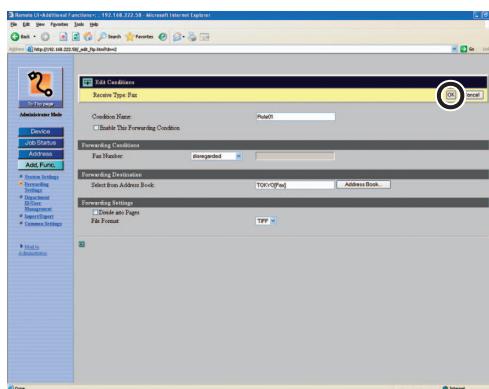
If you select [All], all the forwarding settings stored in the machine are displayed.

● To view/change the registered forwarding settings:

Click the condition name to display the current forwarding setting.

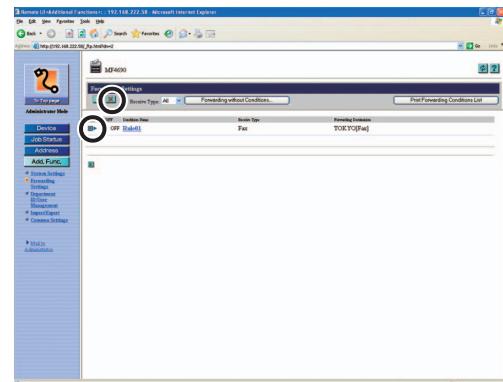


To change the setting, make the necessary changes → click [OK].



● To delete the registered forwarding settings:

Select the check box next to the forwarding condition to delete → click [] (Delete the Selected Conditions).



NOTE

You cannot recover the setting once it is deleted.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

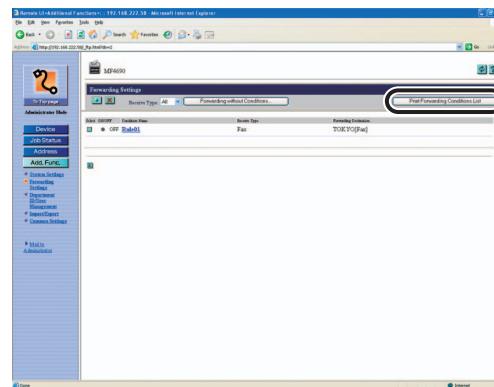
11

Table of Contents

Index

● To print a list of the registered forwarding settings:

Click [Print Forwarding Conditions List].





Back



Previous



Next

TOP

Before Using the Machine 1**Document and Paper** 2**Copying** 3**Sending and Receiving** 4**Printing and Scanning** 5**Network** 6**Remote UI** 7**System Manager Settings** 8**Maintenance** 9**Troubleshooting** 10**Appendix** 11**Table of Contents****Index**

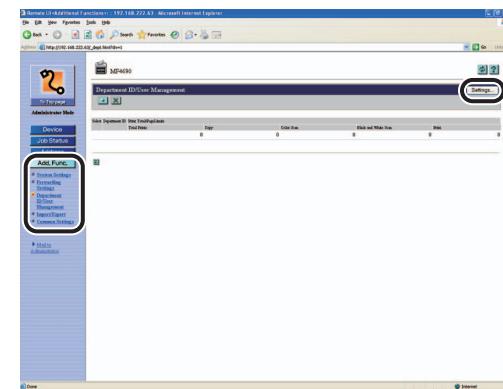
Managing the Department/User ID

By registering a department/user ID and password for each department/user, you can manage the machine by limiting its use to only those who enter the correct department/user ID and password. Department/user IDs and passwords for up to 30 departments/users can be registered. You can also set the page limit for each department to copy, print, and scan for sending documents.

**NOTE**

- You can also access these setting menus from the operation panel of the machine. For details, see "Machine Settings," on p. 11-4.
- [Department ID/User Management] is displayed only when you are in the Administrator Mode.
- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction. (See "Customizing System Information," on p. 7-12.)
- When you use User ID Management, you need to register a user ID with the administrator privilege to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and any one can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction.

1. Click [Add.Func.] → [Department ID/User Management] from the menu that appears under [Add.Func.] → click [Settings].



Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

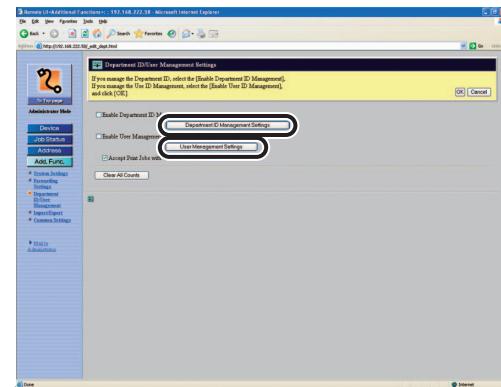
Troubleshooting

10

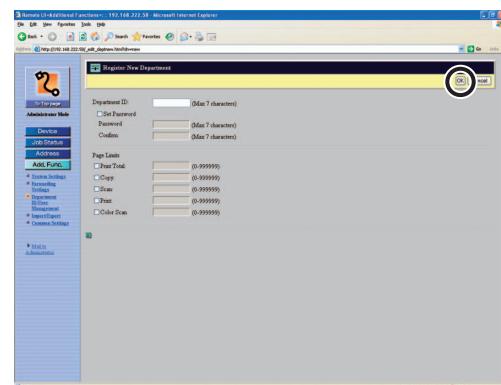
Appendix

11

2. Click [Department ID Management Settings] or [User Management Settings] to register a new department or user.



3. Specify the necessary fields → click [OK].



Department ID registration screen

Department ID:

Enter the Department ID number (seven digits maximum).

Set Password:

Select this check box to set a password for the Department ID.

Password:

Enter a number (seven digits maximum).

Confirm:

Enter the password again. If the number you enter here is different from the number entered for [Password], an error dialog box appears.

Page Limits:

You can restrict the number of pages by the total of prints, copies, scan and color scan mode, or by limiting each function separately. Select the item, then use the numeric keys to enter the number of pages.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

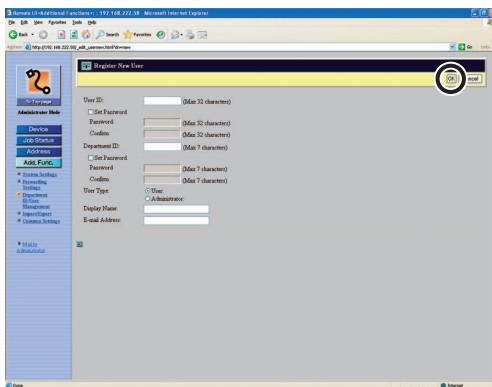
9

Troubleshooting

10

Appendix

11



User ID registration screen

User ID: Enter a log-on name (32 characters maximum).

Set Password: Select this check box to set a password for the User ID.

Password: Enter a character (32 characters maximum).

Confirm: Enter the password again. If the character you enter here is different from the character entered for [Password], an error dialog box appears.

Department ID:

Enter the Department ID number the user belongs to (seven digits maximum). If the Department ID Management mode is set, be sure to assign the user to a department. Otherwise, the user cannot log on to the machine.

Set Password:

Select this check box to set a password for the Department ID.

Password:

Enter a number (seven digits maximum).

Confirm:

Enter the password again. If the number you enter here is different from the number entered for [Password], an error dialog box appears.

User Type:

Classify the user in two categories [User] (End-User Mode) or [Administrator] (Administrator Mode).

Display Name:

Enter the user name.

E-mail Address:

Enter the e-mail address of the user.

Table of Contents

Index

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

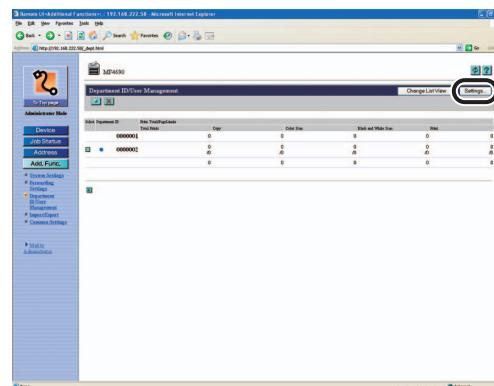
Troubleshooting

10

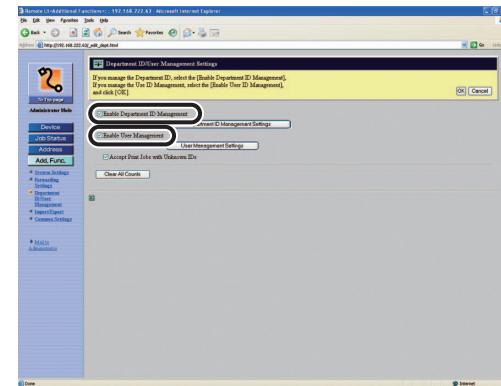
Appendix

11

4. Click [Settings].



5. Select [Enable Department ID Management] or [Enable User Management] → click [OK] to activate the management mode.



[Enable Department ID Management]

When this check box is selected, Department ID Management becomes enabled. When enabled, the user must enter the Department ID and password in order to execute jobs, perform operations on Remote UI, and use functions such as Copy, Fax, and Scan. (This enables you to keep track of the total number of prints by department and set impression limits.)



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

[Enable User Management]

When this check box is selected, User Management becomes enabled. When enabled, the user must enter the User ID and password in order to execute jobs, perform operations on Remote UI, and use functions, such as Copy, Fax, and Scan. (This enables you to keep track of the total number of prints by User and set impression limits.) When you enable both Department ID Management and User ID Management, you need to assign a Department ID for each user. A user without a Department ID cannot use the machine.

[Accept Print Jobs with Unknown IDs]

Select the check box to permit print jobs with unknown IDs.

[Clear All Counts]

Click this button to reset the counter to zero for all departments.

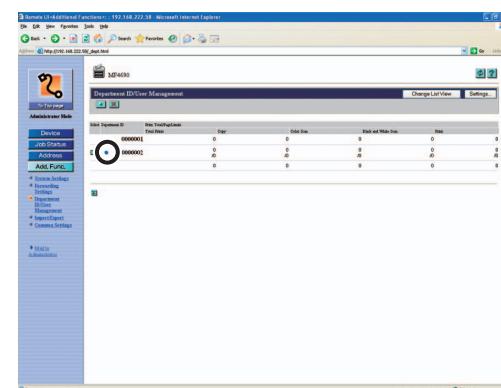
[Table of Contents](#)

[Index](#)

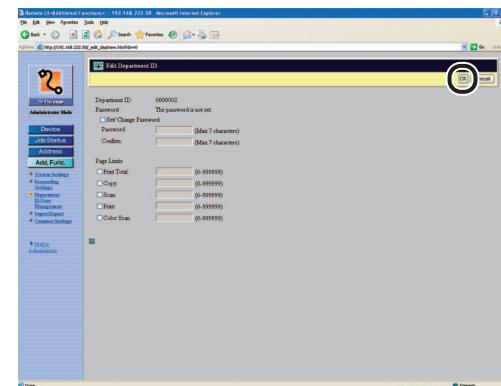
● To view/edit the registered department/user ID:

Click [] or the user name to display the current department or user information.

- You can click [Change List View] to switch the management list between department and user ID.
- [Change List View] appears when both the department ID management and user ID management are activated.
- You need to activate both the department ID management and user ID management to view or edit the user ID.



To edit the information, make the necessary changes → click [OK].





Back



Previous



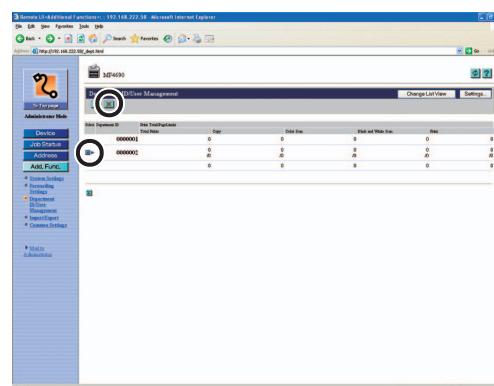
Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****● To delete the registered department/user ID:**

Select the check box next to the department/user ID to delete → click [X] (Delete).

- You can click [Change List View] to switch the management list between department and user ID.
- [Change List View] appears when both the department ID management and user ID management are activated.
- You need to activate both the department ID management and user ID management to delete the user ID.





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Import/Export Function

The Remote UI enables you to save the Address Book and other settings information, such as a file that can be loaded into the machine when needed. This function is useful when you want to use the same settings on another machine, and for backing up. The Import/Export function is intended for data exchange, and is available only through the Remote UI.

CAUTION

The Import/Export operation may take more than a few minutes to complete. Do not turn the machine's main power off until the operation is complete. Otherwise, the machine may malfunction.

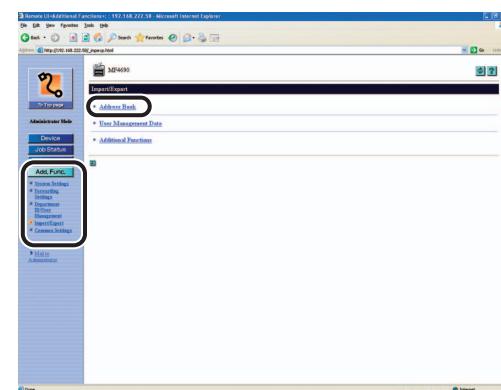
NOTE

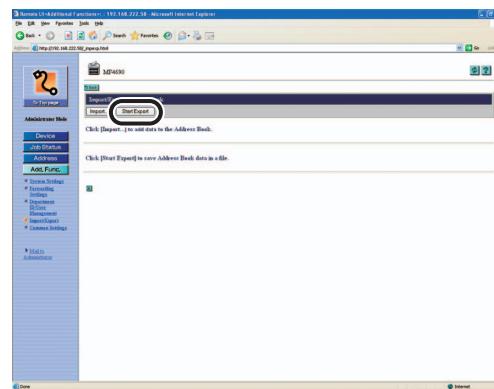
- If the machine is in the Sleep mode, press [Energy Saver] on the operation panel to cancel the Sleep mode before performing an Import operation.
- During an Export operation, the screen display does not change until the operation is complete. Do not click [Start Export] while the hourglass or pointer indicates that the operation is still being processed.
- [Import/Export] is displayed only when you are in the Administrator Mode.

Saving the Address Book

You can store the Address Book as a file in your computer.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Address Book].



Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****2. Click [Start Export].****3. Follow the instructions on the screen to specify the location where you want to save the file.**

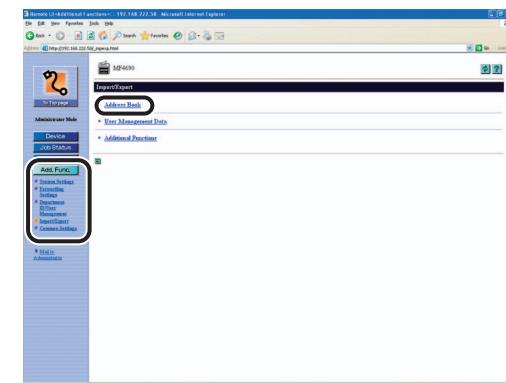
The file is saved in the specified location.

■ Loading an Address Book

You can load address books into the machine from saved files.

**NOTE**

- If the machine is in the Sleep mode, press [Energy Saver] on the operation panel to cancel the Sleep mode before performing an Import operation.
- When you register the contents of a new file, the currently registered addresses are overwritten by the new address list.
- You can register up to 200 addresses in the Address Book. Each address is treated as a separate item.
- You cannot import the settings in <OPTIONAL SETTING> in <ADDRESS BOOK SET.> (See "Registering Fax Numbers," on p.4-10.)
- You cannot import the group dialing information which contains another group dialing.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Address Book].

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

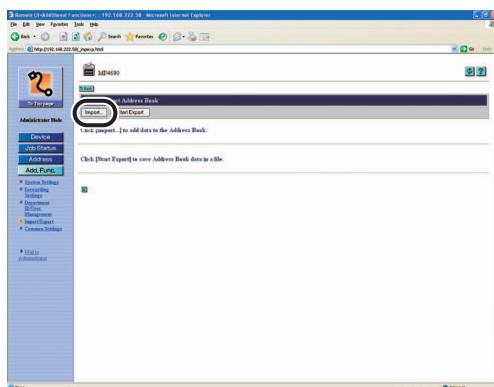
Troubleshooting

10

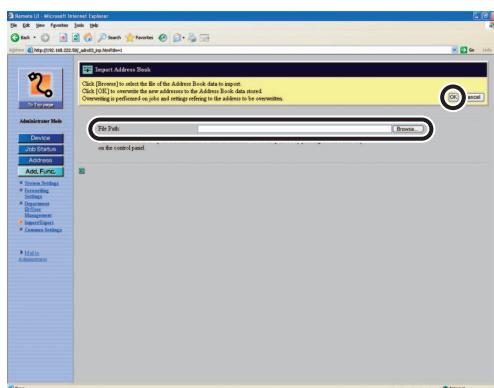
Appendix

11

2. Click [Import].



3. Click [Browse] → select the file to import → click [OK].



Do not import any files while the machine is executing other jobs.

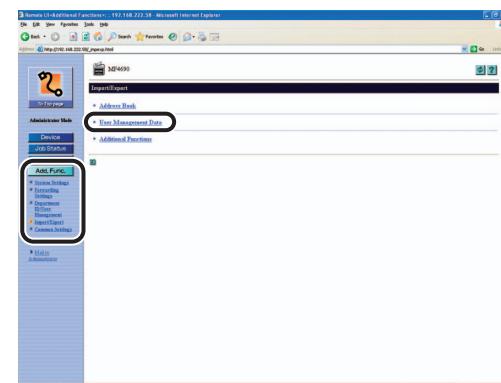
■ Saving User Management Data in Files (Export)

You can store User Management Data as a file in your computer.



User type of all exported data is the End-User Mode.

1. Click [Add.Func.] → [Import/Export] from the menu that appears under [Add.Func.] → click [User Management Data].





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

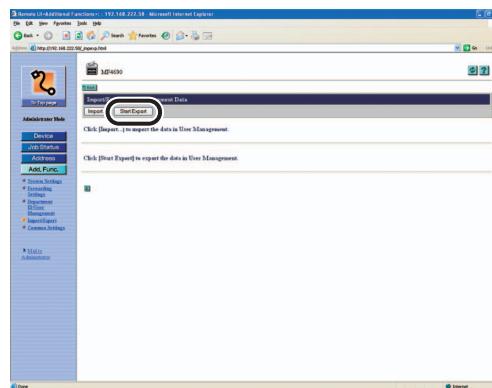
Appendix

11

Table of Contents

Index

2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

■ Loading User Management Data Files (Overwrite/Import)

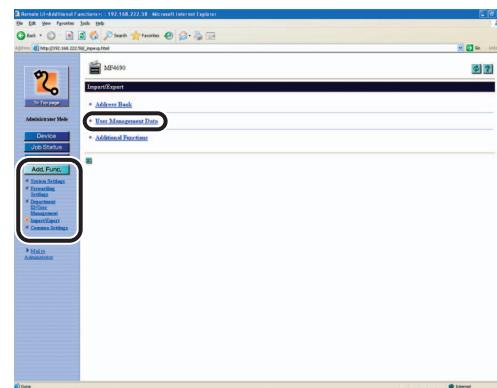
You can load User Management Data into the machine from saved files.



NOTE

- If the machine is in the Sleep mode, press [Energy Saver] on the operation panel to cancel the Sleep mode before performing an Import operation.
- Imported user data is registered or overwritten as the End-User Mode.

1. Click [Add.Func.] → [Import/Export] from the menu that appears under [Add.Func.] → click [User Management Data].





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

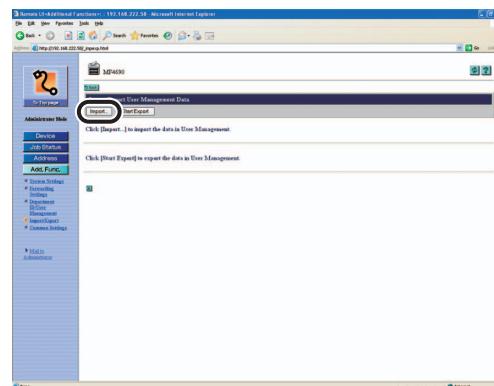
Appendix

11

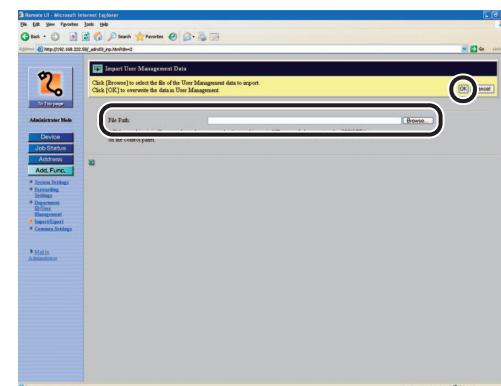
Table of Contents

Index

2. Click [Import].



3. Click [Browse] → select the file to import click [OK].



NOTE

- Do not import any files while the machine is executing other jobs.
- If overlapped User IDs are registered in imported data, those IDs will be registered in the machine as being overlapped. Among those overlapped data, the last registered one is available.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

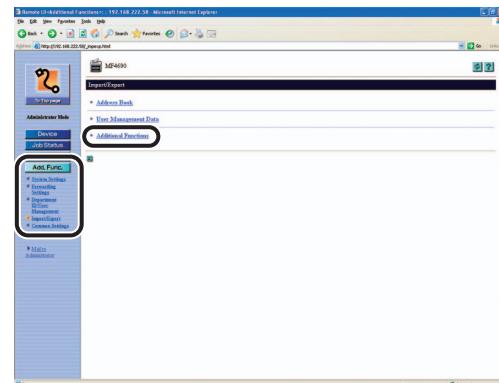
Table of Contents

Index

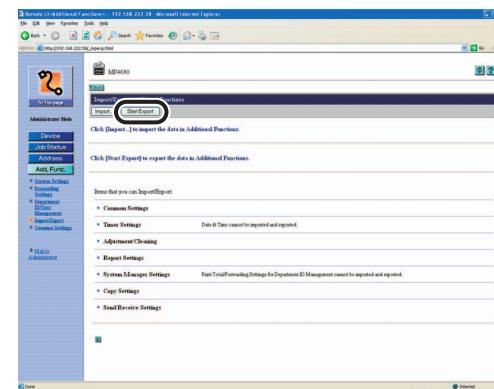
■ Saving Additional Functions Settings in Files (Export)

You can store Additional Functions settings as a file in your computer.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Additional Functions].



2. Click [Start Export].



3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

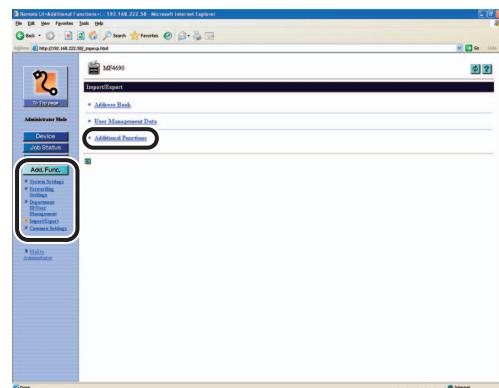
■ Loading Additional Functions Settings Files (Overwrite/Import)

You can load Additional Functions settings into the machine from saved files.

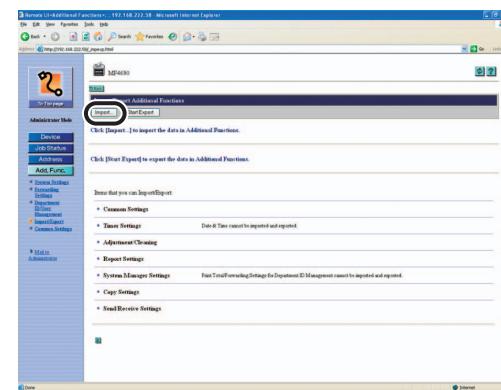
**NOTE**

If the machine is in the Sleep mode, press [Energy Saver] on the operation panel to cancel the Sleep mode before performing an Import operation.

1. Click [Add.Func.] → select [Import/Export] from the menu that appears under [Add.Func.] → click [Additional Functions].



2. Click [Import].





Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

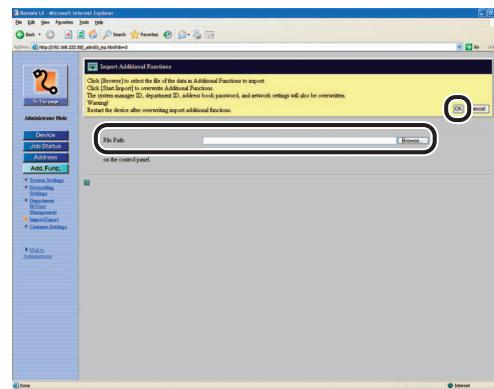
Troubleshooting

10

Appendix

11

3. Click [Browse] → select the file to import → click [OK].



NOTE

- When Additional Functions settings are imported, the System Manager ID, and Network Settings are automatically overwritten.
- The machine must be restarted to enable the imported Additional Functions settings. After importing, turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.
- After importing Additional Functions settings, the Remote UI cannot be used to perform other operations until the machine is restarted.
- Do not import any files while the machine is executing other jobs.

Table of Contents

Index

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Device Custom Settings

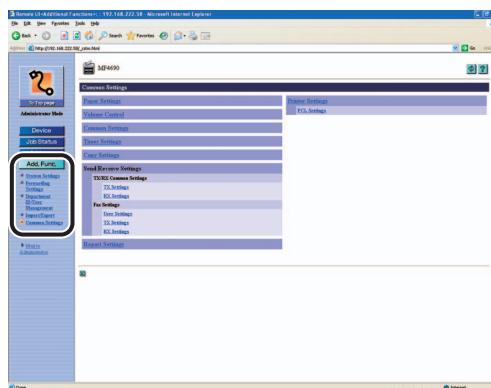
The Remote UI enables you to edit the machine's custom settings.



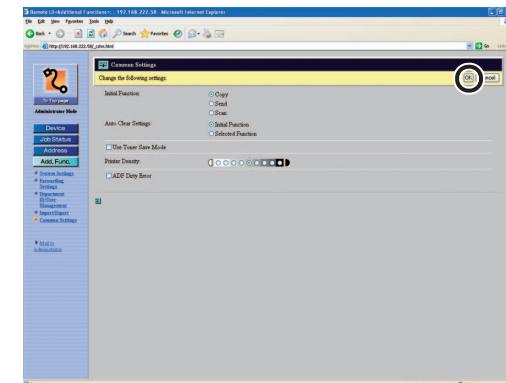
NOTE

You can also access these setting menus from the Operation Panel of the machine. For details, see "Machine Settings," on p. 11-4.

1. Click [Add.Func.] → select [Common Settings] from the menu that appears under [Add.Func.] → click the type of custom setting that you want to specify.



2. Specify all the necessary fields → click [OK].



The above screen shot shows [Common Settings].



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

8 System Manager Settings

Specifying the System Manager Settings	8-3
Device Information Settings	8-5
Department ID Management	8-6
Registering the Department ID, Password, and Page Limit	8-6
Changing the Password and Page Limit	8-8
Erasing the Department ID and Password	8-10
Checking Counter Information	8-10
Clearing Page Totals	8-11
Printing Counter Information (DEPT. INFO LIST)	8-12
Accepting Print Jobs with Unknown IDs	8-12



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Managing User IDs****8-14****Handling Documents with Forwarding Errors****8-15****Remote UI.....****8-16****Restricting Access to Destinations.....****8-17** Setting a Password for the Address Book.....**8-17** Restricting the New Address.....**8-18** Restricting PC Faxing**8-18** Confirming Entered Fax Numbers**8-19** Restricting Job Recall.....**8-19** Restricting Broadcasting**8-20****Checking the Job Log****8-21****Restricting the USB Interface Port****8-22**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Specifying the System Manager Settings

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

**NOTE**

- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction.
- You can enter a maximum of 32 characters for the System Manager's name.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
Example: If <321> is entered, <00000321> is stored.
- If you enter a number that begins with zeros, the leading zeros are ignored.
Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.

1. Press [Additional Functions].

2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <SYS. MANAGER INFO>, then press [OK].

4. Press [◀] or [▶] to select <SYS. MANAGER ID>, then press [OK].

5. Use the numeric keys to enter a number, then press [OK].

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

6. Press [\leftarrow] or [\rightarrow] to select <SYSTEM
PASSWORD>, then press [OK].
7. Use the numeric keys to enter a number, then
press [OK].
8. Press [\leftarrow] or [\rightarrow] to select <SYSTEM
MANAGER>, then press [OK].
9. Use the numeric keys to enter the System
Manager's name, then press [OK].
10. Press [Stop/Reset] to return to the standby
mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Device Information Settings

You can set a name for the machine, and enter information regarding its location.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <DEVICE INFO>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <DEVICE NAME>, then press [OK].

5. Use the numeric keys to enter a name (up to 32 characters), then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select <LOCATION>, then press [OK].
7. Use the numeric keys to enter the location of the machine (up to 32 characters), then press [OK].
8. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Department ID Management

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

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

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

**NOTE**

- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction. (See "Specifying the System Manager Settings," on p. 8-3.)
- The pages of received fax/l-fax documents and automatically printed reports are not counted as prints.
- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros. Example: If <321> is entered, <0000321> is stored.
- If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages.

■ Registering the Department ID, Password, and Page Limit

1. Press [Additional Functions].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <MANAGE DEPT. ID>, then press [OK].**4. Press [◀] or [▶] to select <ON>, then press [OK].****5. Press [◀] or [▶] to select <REGISTER DEPT. ID>, then press [OK].****6. Press [◀] or [▶] to select the number to which department will be designated, then press [OK].****7. Use the numeric keys to enter the Department ID, then press [OK].**

If you do not want to set a password, you can use the machine by entering only the Department ID.

8. Press [◀] or [▶] to select <PASSWORD>, then press [OK].**9. Use the numeric keys to enter the password, then press [OK].****10. Press [◀] or [▶] to select <PAGE LIMIT SET.>, then press [OK].****11. Press [◀] or [▶] to select the desired function, then press [OK].**

You can select <TOTAL PRINT LIMIT>, <COPY LIMIT>, <BLACK SCAN LIMIT>, <COLOR SCAN LIMIT>, or <PRINT LIMIT>.



NOTE
<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

12. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not set a page limit restriction. Skip to step 15.

<ON>: Set a page limit restriction.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

13. Press [◀] or [▶] to select <PAGE TOTALS> (when <TOTAL PRINT LIMIT> is selected), then press [OK].

The message displayed will vary depending on which function you selected in step 11.

Example: <COPY LIMIT> appears when <COPY LIMIT> is selected.

14. Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].

**NOTE**

- You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

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

■ **Changing the Password and Page Limit**

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

- 1. Press [Additional Functions].**
- 2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].**
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3. Press [◀] or [▶] to select <MANAGE DEPT. ID>, then press [OK].**
- 4. Press [◀] or [▶] to select <ON>, then press [OK].**
- 5. Press [◀] or [▶] to select <REGISTER DEPT. ID>, then press [OK].**



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

6. Press [**◀**] or [**▶**] to select the Department ID whose password and page limit you want to change, then press [OK] twice.
7. Press [**◀**] or [**▶**] to select <PASSWORD>, then press [OK].
8. Press [Clear] to clear the current password.
9. Use the numeric keys to enter the new password, then press [OK].



You cannot change the Department ID.

10. Press [**◀**] or [**▶**] to select <PAGE LIMIT SET.>, then press [OK].
11. Press [**◀**] or [**▶**] to select the desired function, then press [OK].

You can select <TOTAL PRINT LIMIT>, <COPY LIMIT>, <BLACK SCAN LIMIT>, <COLOR SCAN LIMIT>, or <PRINT LIMIT>.

12. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not set a page limit restriction. Skip to step 16.
<ON>: Set a page limit restriction.

13. Press [**◀**] or [**▶**] to select <PAGE TOTALS> (when <TOTAL PRINT LIMIT> is selected), then press [OK].

The message displayed will vary depending on which function you selected in step 11.

Example: <COPY LIMIT> appears when <COPY LIMIT> is selected.

14. Press [Clear] to clear the current number of page limit restriction.

15. Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].

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



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

■ Erasing the Department ID and Password

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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <MANAGE DEPT. ID>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <REGISTER DEPT. ID>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select the Department ID that you want to erase, then press [OK] twice.

7. Press [\leftarrow] or [\rightarrow] to select <ERASE>, then press [OK].

8. Press [\leftarrow] or [\rightarrow] to select <YES> or <NO>, then press [OK].

<NO>: Does not erase the selected Department ID and all of its settings.

<YES>: Erase the selected Department ID and all of its settings.

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

■ Checking Counter Information

You can check how much paper was used by the each department.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <MANAGE DEPT. ID>, then press [OK].



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [**◀**] or [**▶**] to select <ON>, then press [OK].
5. Press [**◀**] or [**▶**] to select <PAGE TOTALS>, then press [OK].
6. Press [**◀**] or [**▶**] to select <VIEW PAGE TOTALS>, then press [OK].



If you select <CLEAR ALL TOTAL>, the counter information is deleted.

7. Press [**◀**] or [**▶**] to select the desired function, then press [OK].
You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN> or <PRINT>.
8. Press [**◀**] or [**▶**] to display the desired Department ID, and check the counter information.
9. Press [Stop/Reset] to return to the standby mode.

■ Clearing Page Totals

You can clear the page totals made for all departments.

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [**◀**] or [**▶**] to select <MANAGE DEPT. ID>, then press [OK].
4. Press [**◀**] or [**▶**] to select <ON>, then press [OK].
5. Press [**◀**] or [**▶**] to select <PAGE TOTALS>, then press [OK].
6. Press [**◀**] or [**▶**] to select <CLEAR ALL TOTAL>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

7. Press [**◀**] or [**▶**] to select <YES> or <NO>, then press [OK].

<NO>: Does not clear the page totals.

<YES>: Clear the page totals.

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

■ Printing Counter Information (DEPT. INFO LIST)

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

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [**◀**] or [**▶**] to select <MANAGE DEPT. ID>, then press [OK].
4. Press [**◀**] or [**▶**] to select <ON>, then press [OK].

5. Press [**◀**] or [**▶**] to select <PAGE TOTALS>, then press [OK].

6. Press [**◀**] or [**▶**] to select <PRINT LIST>, then press [OK].

7. Press [**◀**] to select <YES>.

Printing starts, and the screen automatically returns to the standby mode.

If you do not want to print the counter information, press [**▶**] to select <NO>.

■ Accepting Print Jobs with Unknown IDs

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

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [**◀**] or [**▶**] to select <MANAGE DEPT. ID>, then press [OK].



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

4. Press [**◀**] or [**▶**] to select <ON>, then press [OK].

5. Press [**◀**] or [**▶**] to select <PDL JOBS W/OUT ID>, then press [OK].

6. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].

<ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.

<OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Managing User IDs

You can set whether or not to use the User ID Management. The User ID Management function enables you to register up to 30 User IDs.

**NOTE**

- When you use User ID Management, you need to register a user ID with the administrator privilege to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction. (See "Managing the Department/User ID" on p. 7-21.)
- The User ID and password can be registered only from the Remote UI. For details about the User ID Management, see "Managing the Department/User ID" on p. 7-21.
- You need to register the User ID and password before you set this mode to <ON>.
- One Department ID can be registered for each User ID.

- 1. Press [Additional Functions].**
- 2. Press [] or [] to select <SYSTEM SETTINGS>, then press [OK].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [] or [] to select <MANAGE USER ID>, then press [OK].

4. Press [] or [] to select <ON> or <OFF>, then press [OK].

<ON>: User ID Management is enabled.

<OFF>: User ID Management is disabled.

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Handling Documents with Forwarding Errors

You can set how the machine handles the documents that failed to be forwarded.



NOTE

If a forwarding error occurs when both <PRINT> and <STORE TO MEMORY> are set to <OFF>, the received document will be lost.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [◀] or [▶] to select <FORWARD ERR. SET.>, then press [OK].
4. Press [◀] or [▶] to select <PRINT>, then press [OK].

5. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

<ON>: The machine prints received documents when document forwarding fails.

<OFF>: The machine does not print the image.

6. Press [◀] or [▶] to select <STORE TO MEMORY>, then press [OK].
7. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].
<ON>: The machine stores received documents in memory when document forwarding fails.
8. Press [Stop/Reset] to return to the standby mode.

<OFF>: The machine does not store the image.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Remote UI

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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <REMOTE UI>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].

<ON>: You can specify settings and operate the machine through the Remote UI.

<OFF>: You cannot specify settings and operate the machine through the Remote UI.

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



NOTE

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Restricting Access to Destinations

You can send the documents with following restrictions or settings.

- Setting a Password for the Address Book
- Restricting the New Address
- Restricting PC Faxing
- Confirming Entered Fax Numbers
- Restricting Job Recall
- Restricting Broadcasting

■ Setting a Password for the Address Book

If you set a password, the screen for entering the password appears when you attempt to edit the Address Book.



If you want to cancel password protection, select <OFF> in step 5.

1. Press [Additional Functions].

2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <ACCESS TO DEST.>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ADD. BOOK PASSWORD>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <ON>, then press [OK].
6. Use the numeric keys to enter a password (up to seven digits), then press [OK].
7. Use the numeric keys to enter the password for confirmation, then press [OK].
If you enter a wrong password, you have to start over from the first entry.
8. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Restricting the New Address

This mode enables you to restrict the entering of new destinations. When you set <RESTRICT NEW ADD.> to <ON>, the following are restricted:

- Specifying a destination using the numeric keys.
- Changing registered destinations.
- Registering new destinations.

1. Press [Additional Functions].

2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <ACCESS TO DEST.>, then press [OK].

4. Press [◀] or [▶] to select <RESTRICT NEW ADD.>, then press [OK].

5. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

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

■ Restricting PC Faxing

You can specify whether or not to allow sending faxes from computers using the fax driver.

1. Press [Additional Functions].

2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <ACCESS TO DEST.>, then press [OK].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

4. Press [**◀**] or [**▶**] to select <FAX DRIVER TX>, then press [OK].
5. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.

■ Confirming Entered Fax Numbers

You can specify whether or not to confirm the entered fax numbers each time you send a fax.

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [**◀**] or [**▶**] to select <ACCESS TO DEST.>, then press [OK].

4. Press [**◀**] or [**▶**] to select <CONFIRM FAX NO.>, then press [OK].
5. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].
<OFF>: The confirmation screen does not appear.
<ON>: The confirmation screen appears when you enter a fax number using the numeric keys.
6. Press [Stop/Reset] to return to the standby mode.

■ Restricting Job Recall

You can specify whether or not to allow using [Recall/Pause].

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

3. Press [**◀**] or [**▶**] to select <ACCESS TO DEST.>, then press [OK].
4. Press [**◀**] or [**▶**] to select <REST. REDIAL/ CALL>, then press [OK].
5. Press [**◀**] or [**▶**] to select <ON> or <OFF>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.

■ Restricting Broadcasting

You can specify whether or not to allow sending the documents to multiple recipients.

1. Press [Additional Functions].
2. Press [**◀**] or [**▶**] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [**◀**] or [**▶**] to select <ACCESS TO DEST.>, then press [OK].
4. Press [**◀**] or [**▶**] to select <REST. MULTI DEST>, then press [OK].
5. Press [**◀**] or [**▶**] to select <OFF>, <PROHIBIT> or <CONFIRMATION>, then press [OK].
<OFF>: Allows sending the documents to multiple recipients.
<CONFIRMATION>: The message appears after pressing [Start] to confirm whether or not to send documents to multiple recipients. The message only appears when fax numbers are included in the recipients.
<PROHIBIT>: Does not allow sending the documents to multiple recipients.
6. Press [Stop/Reset] to return to the standby mode



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking the Job Log

You can specify whether or not to check the job log. When you set <CHECKING THE LOG> to <ON>, you can check the job log using the System Monitor screen. When you set <CHECKING THE LOG> to <OFF>, the job log does not appear on the System Monitor screen.

NOTE

When you set <CHECKING THE LOG> to <OFF>, the Activity Report will not print automatically.

1. Press [Additional Functions].
2. Press [◀] or [▶] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3. Press [◀] or [▶] to select <CHECKING THE LOG>, then press [OK].
4. Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].
5. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Restricting the USB Interface Port

You can specify whether to accept or reject jobs by restricting the connection to the USB port.



NOTE

The only USB port to which you can restrict the connection is the one on the back of the machine. You can use a USB memory connected to the USB port on the front of the machine regardless of this setting.

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
3. Press [\leftarrow] or [\rightarrow] to select <USE DEVICE USB>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ON> or <OFF>, then press [OK].
<ON>: The machine accepts jobs through the USB port.
<OFF>: The machine does not accept jobs through the USB port.
5. Press [Stop/Reset] to return to the standby mode.
6. Restart the machine.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

9 Maintenance

Cleaning the Machine 9-2

Exterior.....	9-2
Interior	9-2
Fuser Roller	9-6
Scanning area.....	9-6

Replacing the Toner Cartridge 9-10

Redistributing Toner	9-10
Replacing the Toner Cartridge with a New One	9-13

Recycling Used Cartridges..... 9-16

The Clean Earth Campaign.....	9-16
U.S.A. PROGRAM.....	9-17
CANADA PROGRAM-CANADA PROGRAMME	9-20

Transporting the Machine 9-22



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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. 3-13
- Checking and Deleting Sending/Receiving Documents Stored in Memory on p. 4-48
- Checking and Deleting Print Jobs on p. 5-9

■ 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.

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

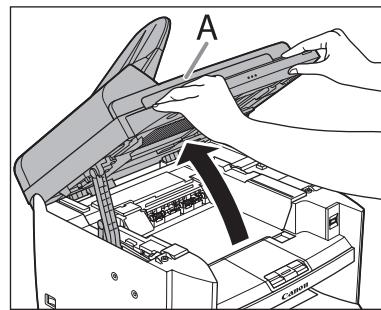
Troubleshooting **10**

Appendix **11**

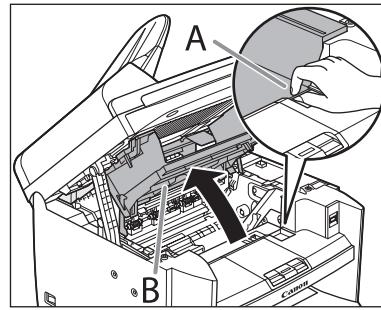
Table of Contents

Index

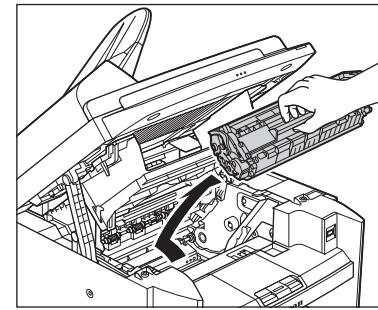
2. Lift the scanning platform until it is locked (A). (You will hear an audible “click.”)



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



4. Remove the toner cartridge.



CAUTION

- 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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

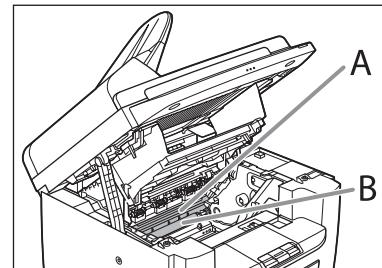
Table of Contents

Index

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

CAUTION

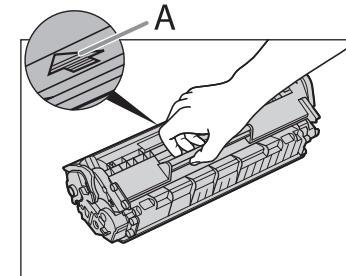
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.



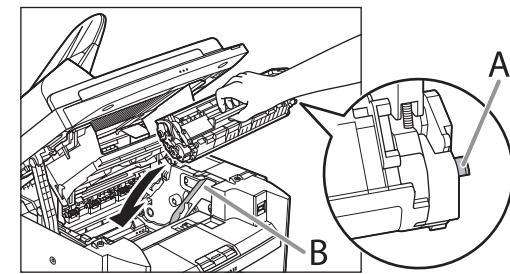
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

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.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

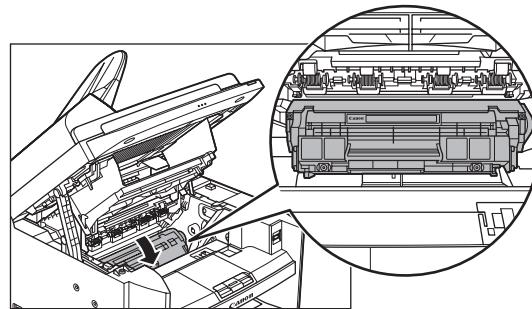
Appendix

11

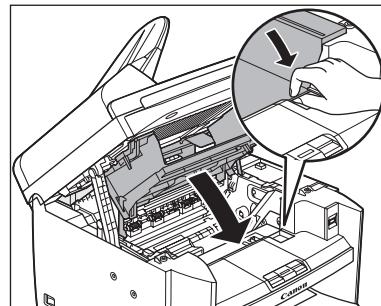
Table of Contents

Index

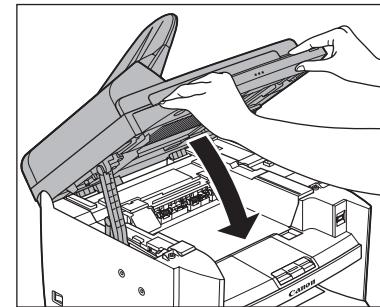
8. Push the toner cartridge to make sure it is properly set in the machine.



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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

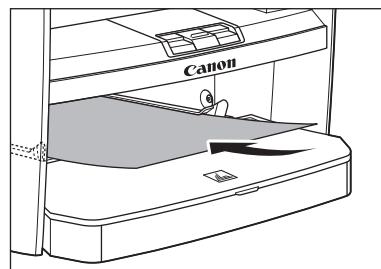
Fuser Roller

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 LTR 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 LTR 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

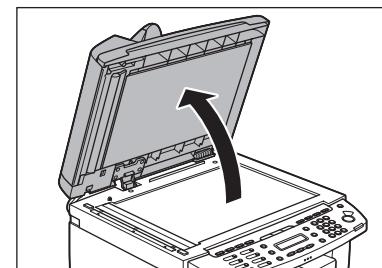
- Use standard paper as the cleaning paper.
- Throw away the cleaning paper after use.

Scanning area

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

Platen glass

1. Open the ADF.





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

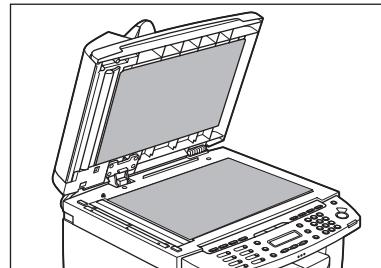
Appendix

11

Table of Contents

Index

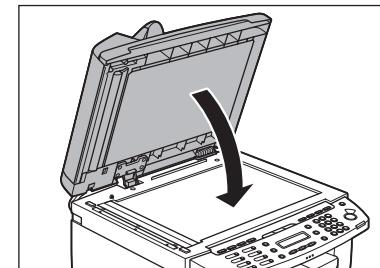
2. Clean the platen glass and the underside of the ADF with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

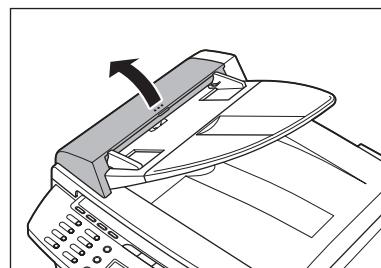
Appendix

11

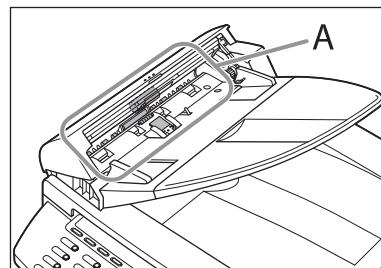
Table of Contents

Index

2. Open the ADF cover.



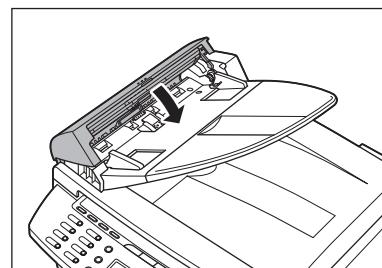
3. Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



NOTE

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

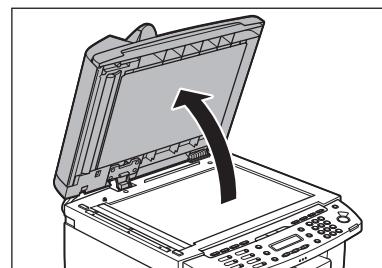
4. Close the ADF cover.



CAUTION

Be careful not to get your fingers caught.

5. Open the ADF.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

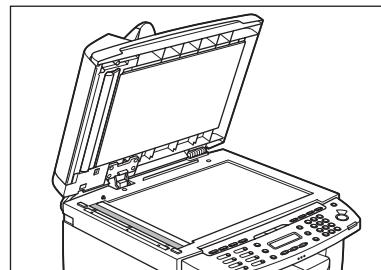
Appendix

11

Table of Contents

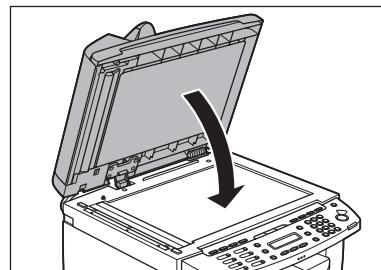
Index

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.



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

7. Close the ADF.



CAUTION

Be careful not to get your fingers caught.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

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. 11-6.)

CAUTION

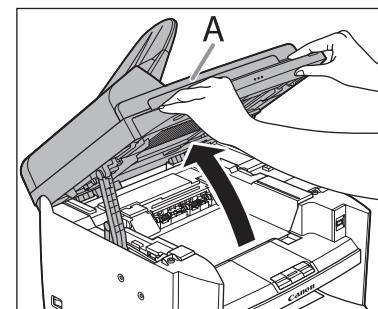
- When <CONT. PRINTING> is set to <KEEP PRINTING>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface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

NOTE

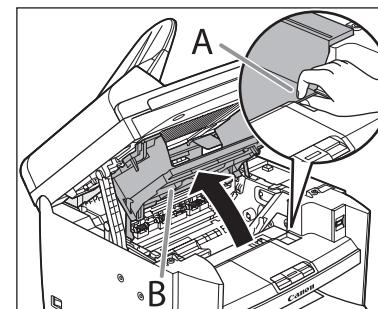
When the toner level is low by pressing [Toner Gauge], replace the toner cartridge.

Redistributing Toner

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



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



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

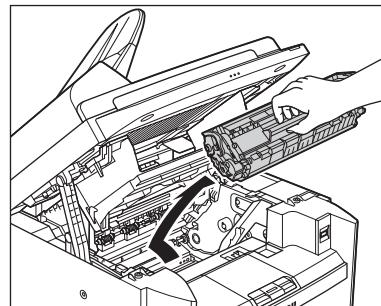
Appendix

11

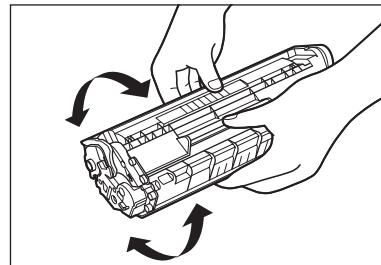
Table of Contents

Index

3. Remove the toner cartridge.

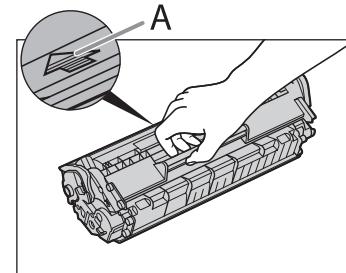


**4. Gently rock the toner cartridge five or six times
to distribute toner evenly.**



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.

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

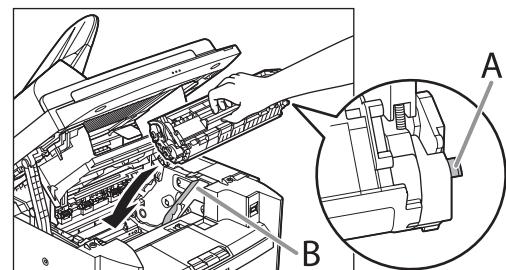
Troubleshooting **10**

Appendix **11**

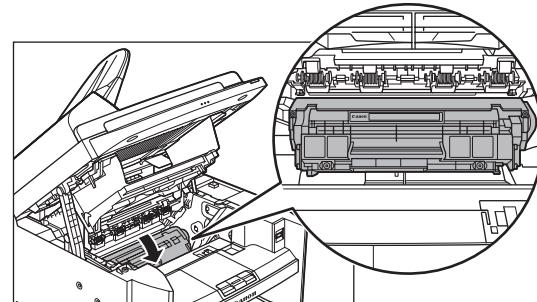
Table of Contents

Index

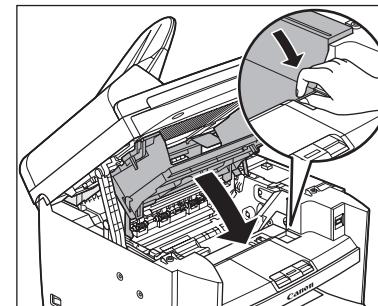
6. Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



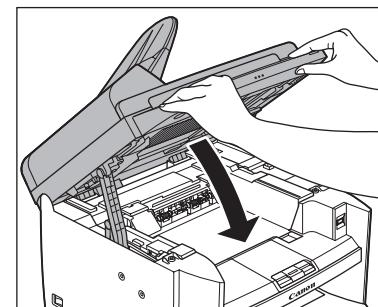
7. Push the toner cartridge to make sure it is properly set in the machine.



8. Close the toner cover using the tab.



9. Lower the scanning platform.



 CAUTION

Be careful not to get your fingers caught.

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

Troubleshooting **10**

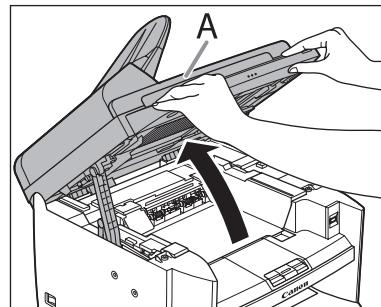
Appendix **11**

Table of Contents

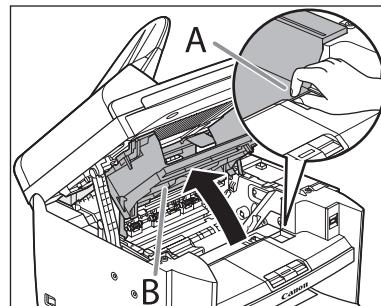
Index

■ Replacing the Toner Cartridge with a New One

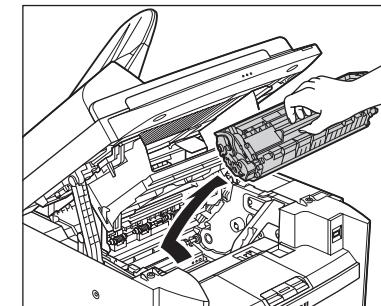
1. Lift the scanning platform until it is locked (A). (You will hear an audible “click.”)



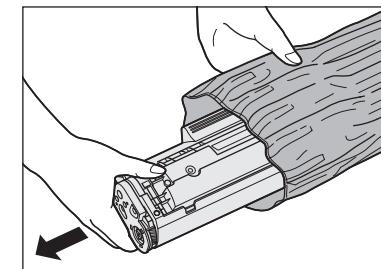
2. Open the toner cover (B), using the knob which covers over on dent (A).



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.

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

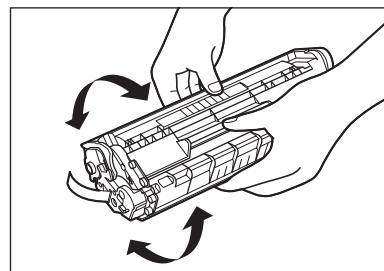
Appendix

11

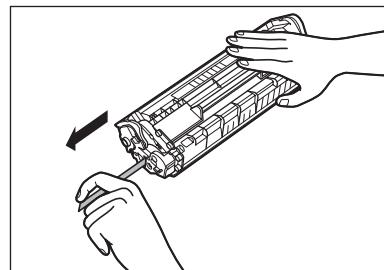
Table of Contents

Index

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



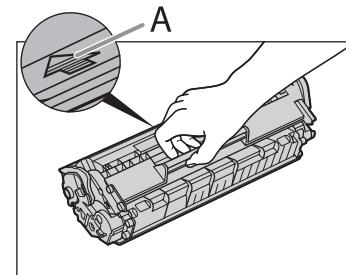
6. Hold the toner cartridge with one hand, and pull the seal completely out.



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.

Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

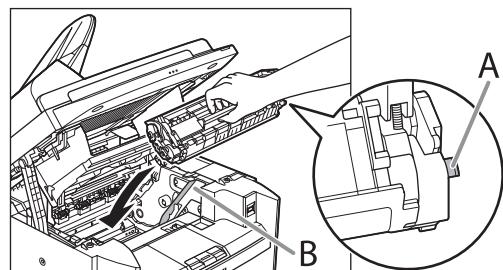
Troubleshooting **10**

Appendix **11**

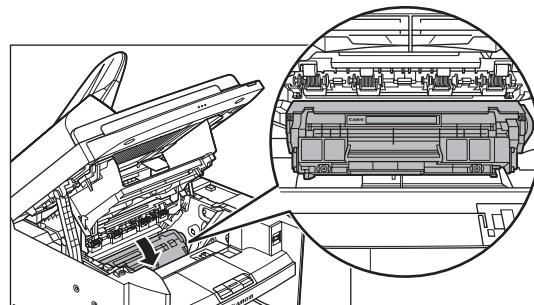
Table of Contents

Index

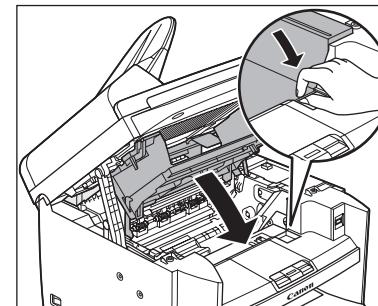
8. Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



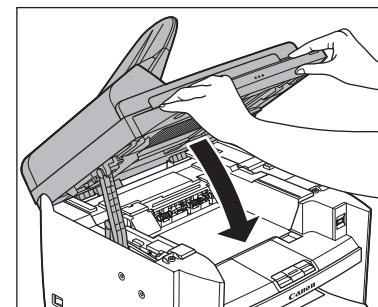
9. Push the toner cartridge to make sure it is properly set in the machine.



10. Close the toner cover using the tab.



11. Lower the scanning platform.



CAUTION

Be careful not to get your fingers caught.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Recycling Used Cartridges

Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign". This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each PC Cartridge box.

■ The Clean Earth Campaign

THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected millions of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

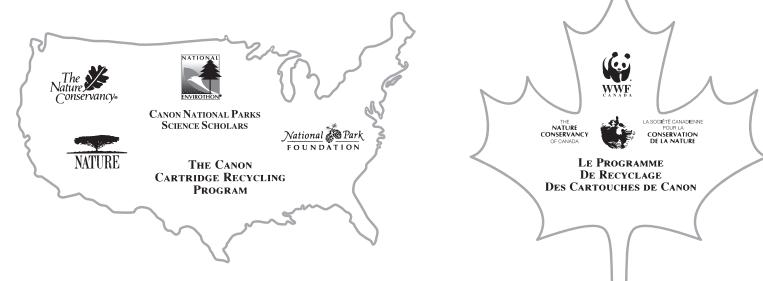
Table of Contents

Index

- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

Supporting Environmental Initiatives With

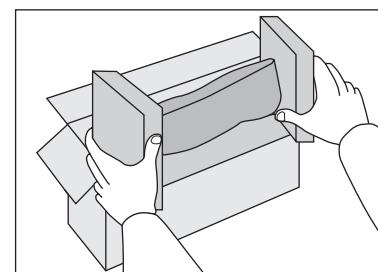


U.S.A. PROGRAM

Packaging

Option A-1: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.

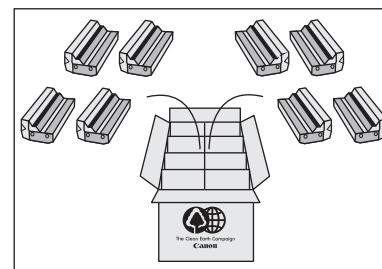


Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

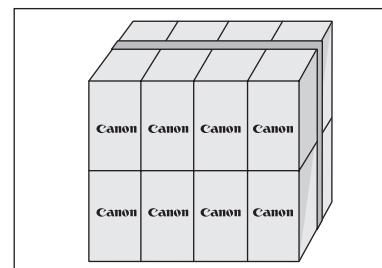
Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

- Place as many cartridges as possible into one box.
Carefully seal the box with tape;
or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.

**Option A-2: Multiple Box Return**

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108 in. (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130 in. (3,302 mm)

If your shipment exceeds the above limits, please call **1-800-OK-Canon** for special shipping information.

Please Note:

Do not send defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide.

Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

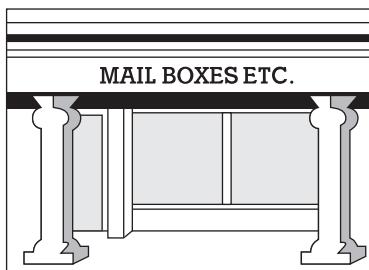
Option A: UPS Pick-up

- Give the shipment to your UPS driver when you receive your next regular delivery;
- or
- Take the shipment to your local UPS receiving point.



Option B: MBE Drop off

Take the shipment to a participating MBE (Mail Boxes, Etc.) Center. For location, please call **1-800-949-6660**.



By using either of the above methods of shipment, your used cartridge (s) will be forwarded to the Canon Cartridge Collection Center at no charge to you.

For further information about the Clean Earth Campaign in the United States, please call: **1-800-OK-Canon**



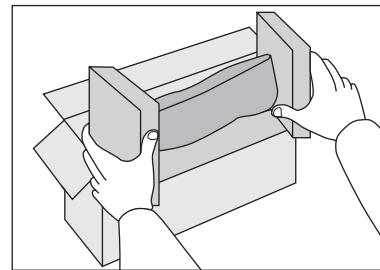
TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ CANADA PROGRAM-CANADA PROGRAMME

Option A: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.



Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call **1-800-667-2666** to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

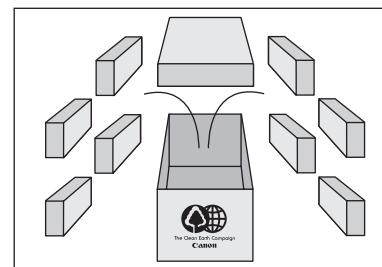
10

Appendix

11

Table of Contents

Index



Working to preserve endangered species is a long-standing Canon interest.

To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.

1-800-667-2666

Canon Canada Inc.
Corporate Customer Relations
6390 Dixie Road
Mississauga, ON L5T 1P7

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

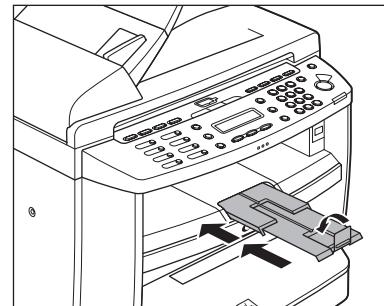
Table of Contents

Index

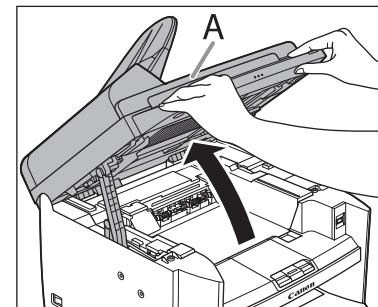
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

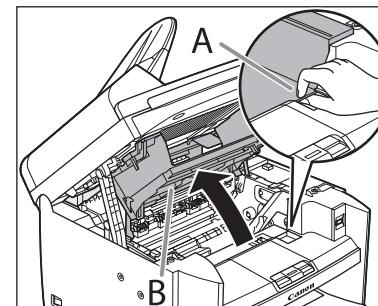
1. Turn off the main power switch.
2. Disconnect the power cord and all the cables from the back of the machine.
3. If you are using the output tray extension, fold the paper stopper, and then push the output tray extension into the machine.



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).





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

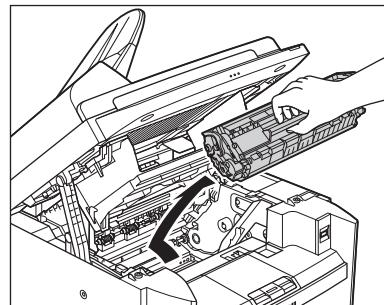
Appendix

11

Table of Contents

Index

6. Remove the toner cartridge.



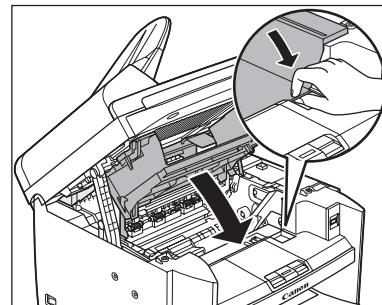
⚠ CAUTION

- 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.

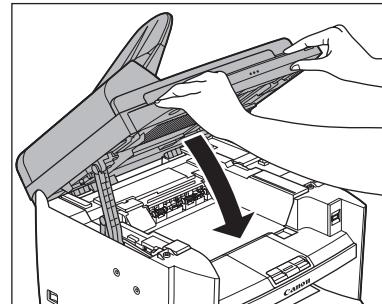
>Note

Always hold the toner cartridge by its handle.

7. Close the toner cover using the tab.



8. Lower the scanning platform.



⚠ CAUTION

Be careful not to get your fingers caught.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

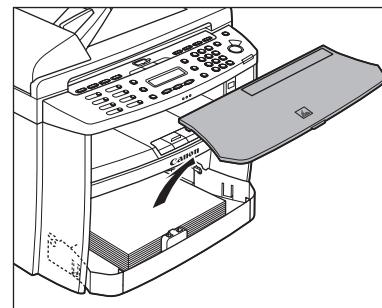
Appendix

11

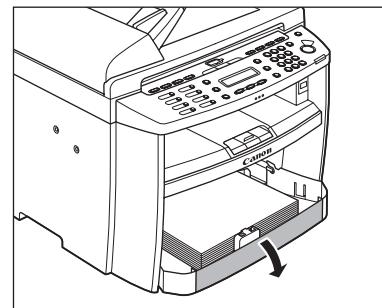
Table of Contents

Index

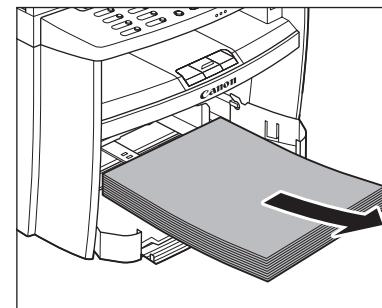
9. Remove the dust cover from the paper cassette.



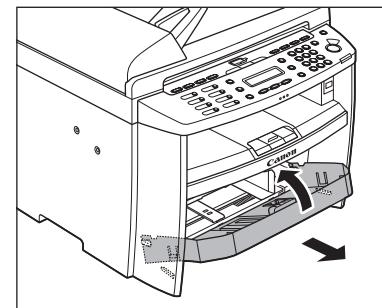
10. Open the front panel of the paper cassette.



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.





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

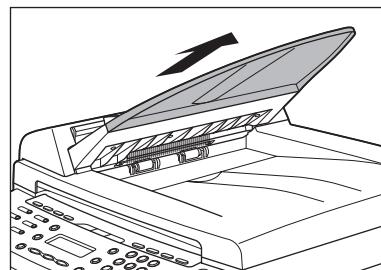
Appendix

11

Table of Contents

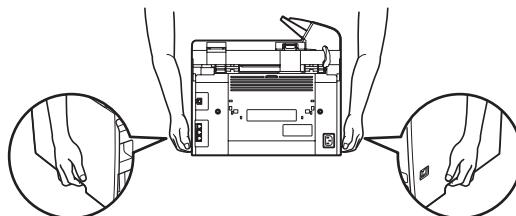
Index

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 Chapter 13, "Appendix," in the Basic Operation Guide.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

10 Troubleshooting

Clearing Jams..... 10-3

 Document Jams..... 10-3

 Paper Jams..... 10-5

LCD Messages 10-13

Error Codes 10-21

If <LOAD CORRECT PAPER> is displayed 10-29

 Re-Loading the Paper..... 10-29

 Changing the Paper Size Setting..... 10-29

General Problems 10-30

Paper Feeding Problems..... 10-32



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Sending/Receiving Problems **10-33** **Sending Problems.....** **10-33** **Receiving Problems.....** **10-38****Copying Problems** **10-44****Printing Problems** **10-47****Telephone Problems** **10-51****Network Problems.....** **10-52****If a Power Failure Occurs.....** **10-55****If You Cannot Solve a Problem** **10-56** **Customer Support (U.S.A.)** **10-56** **Customer Support (Canada)** **10-56**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11**

Clearing Jams

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. 2-7.)
- 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 Canon Customer Care Center 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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

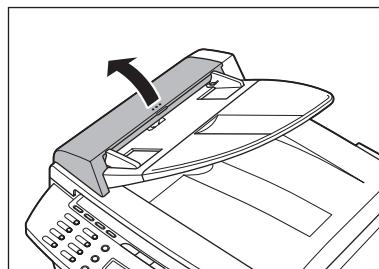
Appendix

11

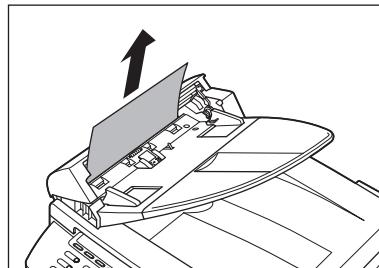
Table of Contents

Index

1. Open the ADF cover.



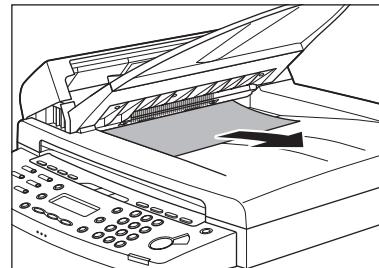
2. Hold both sides of any jammed documents and gently pull them out straight upward.



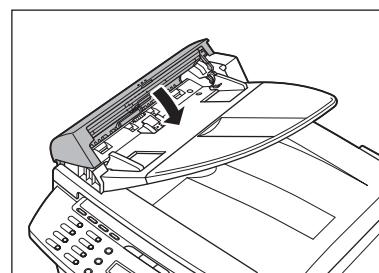
NOTE

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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

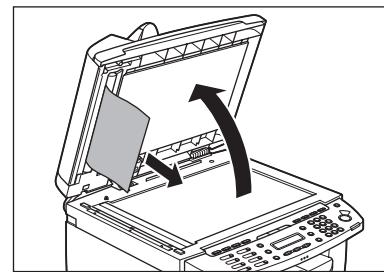
Appendix

11

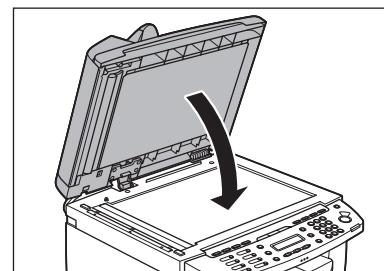
Table of Contents

Index

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



6. Close the ADF.



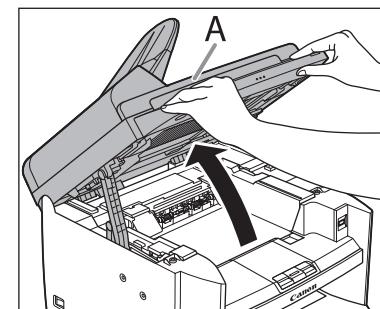
CAUTION

Be careful not to get your fingers caught.

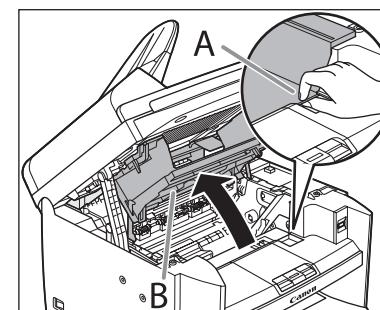
■ Paper Jams

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).





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

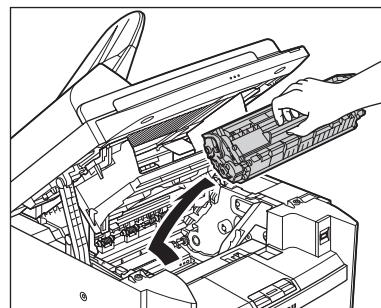
Appendix

11

Table of Contents

Index

3. Remove the toner cartridge from the machine.



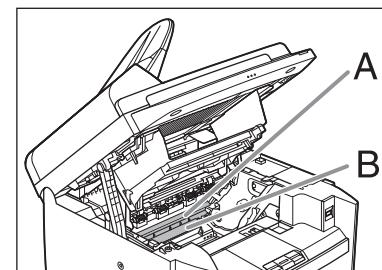
CAUTION

- 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

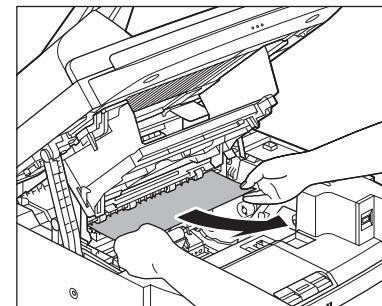
Always hold the toner cartridge by its handle.



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.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

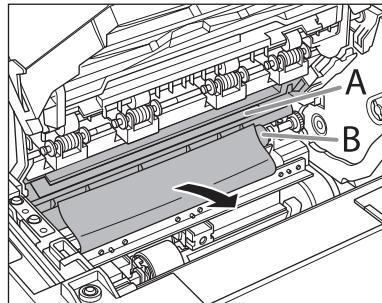
Appendix

11

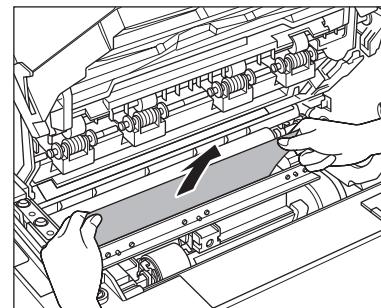
Table of Contents

Index

5. Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



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



⚠ 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.

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

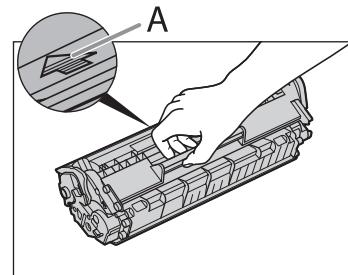
11

Table of Contents

Index

7. Hold the toner cartridge by its handle.

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



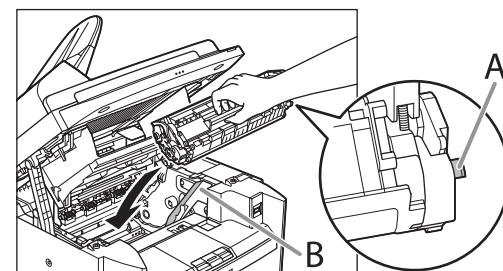
CAUTION

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.

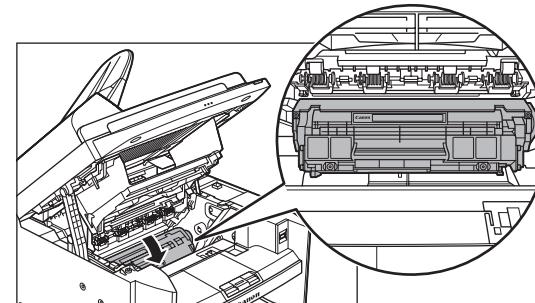
NOTE

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.



Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

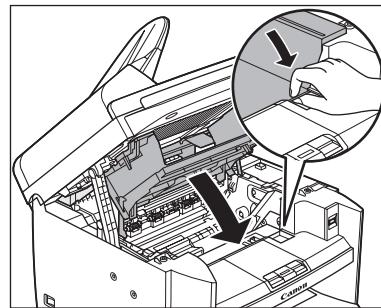
Appendix

11

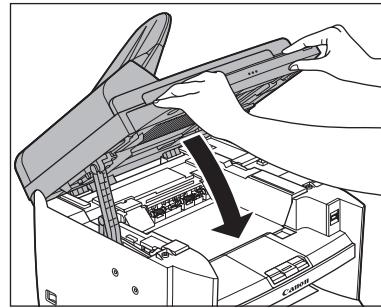
Table of Contents

Index

10. Close the toner cover using the tab.



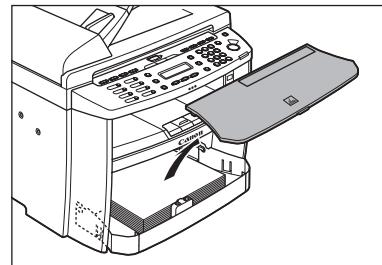
11. Lower the scanning platform.



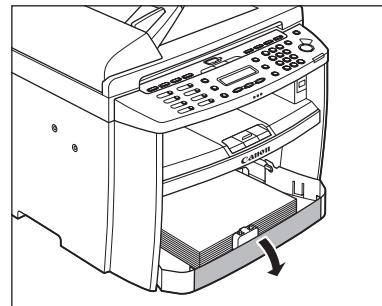
CAUTION

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.



Before Using the Machine **1**

Document and Paper **2**

Copying **3**

Sending and Receiving **4**

Printing and Scanning **5**

Network **6**

Remote UI **7**

System Manager Settings **8**

Maintenance **9**

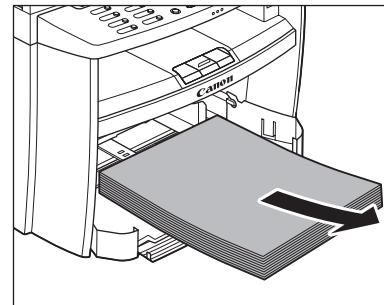
Troubleshooting **10**

Appendix **11**

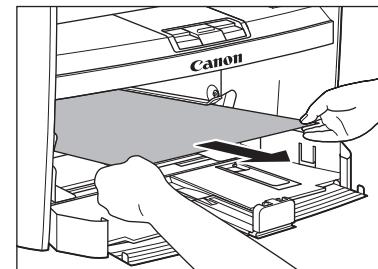
Table of Contents

Index

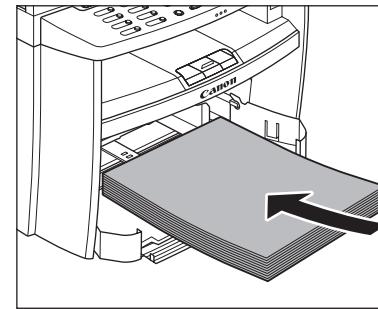
14. Remove the paper in the paper cassette.



– When feeding paper from the multi-purpose tray:



16. Load the paper into the paper cassette.





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

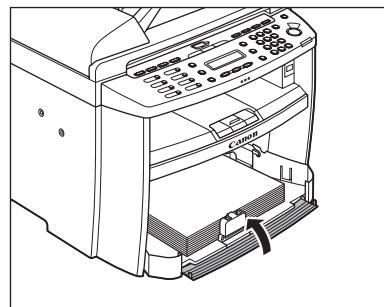
Appendix

11

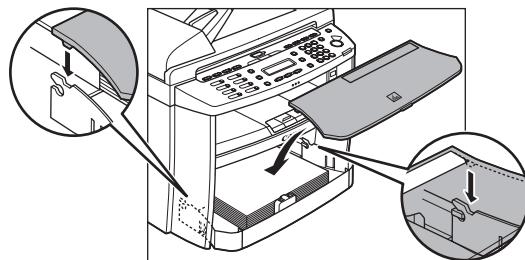
Table of Contents

Index

17. Close the front panel of the paper cassette.

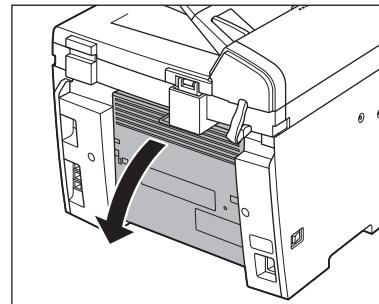


18. Set the dust cover on the paper cassette.



19. Open the rear cover.

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





Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

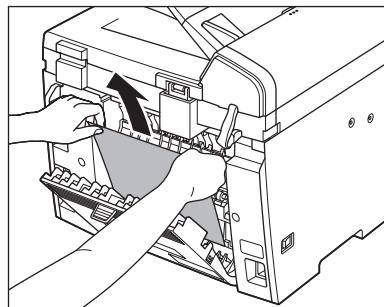
11

Table of Contents

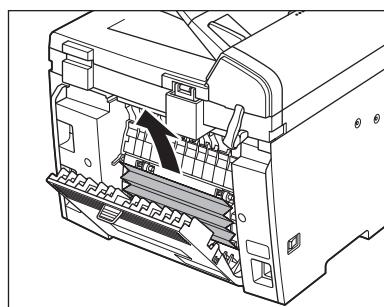
Index

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.

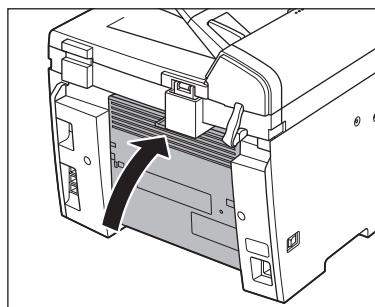


If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.



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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

LCD Messages

See the following when the LCD displays error and status messages.

AVAILABLE MEMORY

nn%

Description

This message shows the percentage of the memory currently available.

Action

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

Description

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>

Action

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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

CANNOT SEND CHECK SETTINGS

Description

You have specified the group dialing when the line is off the hook.

Action

Specify the recipient other than group dialing.

Description

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.

Action

Make sure that the line is disconnected.

Description

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).

Action

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 PAPER SIZE

Description

The paper size is not appropriate for a two-sided copy.

Action

Set the paper size to <LTR> or <A4>, then load paper of the same size.

CHANGE REG'D SIZE → PAPER SETTINGS

Description

The paper size is not appropriate for printing a report or list.

Action

Set the paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO> or <FLSP>, and then load paper of the same size.

Description

The paper ran out while printing a received document, report or list.

Action

Load paper in the paper cassette.

Description

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.

Action

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. 10-29.

Table of Contents

Index



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****CHECK DOCUMENT****Description** A document jam may have occurred in the ADF.**Action** Remove the jammed document.**CHECKING MEDIA...****PLEASE WAIT****Description** Checking the media connected to the USB memory port.**Action** Wait until the message disappears.**COLOR MODE IS SET****CANNOT MULTI DEST TX****Description** You have specified multiple recipients when using a color sending.**Action** When using a color sending, you can specify only one recipient. Send one by one, or use black and white sending.**DATA ERROR****PRESS START KEY****Description** The machine may have trouble.**Action** Press [Start] to restore all settings to the default. If the message persists, contact Canon Customer Care Center.**DOCUMENT TOO LONG****Description** The document fed from the ADF is longer than 24 7/8" (630 mm), or is not feeding correctly.**Action** Scan the document on the platen glass.**Action** Reduce the length of the document to within 24 7/8" (630 mm), then try again.**FAILED TO WRITE****Description** 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.).**Action** Make sure that the USB memory is inserted correctly to the machine. Press [OK] and try again.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

FAILED TO WRITE CHECK MEDIA

Description

USB memory locked or with security function is connected to the USB memory port.

Action

Release the lock on the USB memory or use a USB memory without security function.

Description

The type of the USB memory connected to the USB memory port is not supported.

Action

Use a USB memory with a file system FAT16 or FAT32.

Description

The USB memory is full of data or the number of file limit has reached.

Action

Get enough space in the USB memory or organize your destination folder from your computer.

FEEDER PAPER JAM CHECK THE FEEDER

Description

A document jam may have occurred in the ADF.

Action

Remove the jammed document.

INITIALIZING... PLEASE WAIT

Description

This message appears when turning on the main power switch, or when the machine is not ready for printing.

Action

Wait until the message disappears.

LOAD CORRECT PAPER

Description

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.

Action

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. 10-29.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

LOAD PAPER

Description

No paper is loaded in the paper cassette or multi-purpose tray when copying or printing.

Action

Load paper correctly. Then press [OK] when using the paper cassette.

Description

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 message 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>

Action

Load paper correctly. Then press [OK] when using the paper cassette.

For report or list, set the paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL- OFICIO>, <MEXICO-OFICIO>, <FOLIO> or <FLSP>, and then load paper of the same size.

MEMORY FULL

Description

The machine is full of jobs.

Action

Print, send, or delete any documents stored in memory.

Action

Divide the document stack or data into a few parts and try again one by one.

Action

Send the document with low resolution.

Action

When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF.

Description

The number of TX/RX jobs that can be stored in memory reached the maximum.

Action

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 MF4690 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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

NO USB MEMORY

INSERT USB MEMORY

Description

A USB memory is not inserted correctly into the USB memory port when you are scanning a document to a USB memory.

Action

Insert the USB memory correctly.

NOT AVAILABLE NOW

Description

You pressed the one-touch key or coded dial code that has already been registered, when you are registering group addresses.

Description

You pressed the group dialing that has already been registered, when you are registering a one-touch or coded dial address.

Action

Register the one-touch key or coded dial code that is not used.

NOT REGISTERED

Description

No destination is registered for the one-touch key or coded dial code you pressed.

Action

Register the destinations before using the Address Book function.

OVER PAGE LIMIT

Description

You cannot print because the page limit has been reached.

Action

Contact your system manager.

PAPER IN MP TRAY

REMOVE PAPER

Description

Paper is loaded in the multipurpose tray.

Action

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.

PAPER JAM

LIFT PANEL TO OPEN

Description

Paper jams have occurred in the machine. <OPEN PRINTER COVER> or <OPEN REAR COVER> appears alternately.

Action

Clear the paper jam (See "Paper Jams," on p. 10-5.) and reload paper in the paper cassette or multipurpose tray. The cover must be opened and closed to resume the current job.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****PHONE OFF HOOK****HANG UP PHONE****Description** The external telephone is off the hook.**Action** Hang up the external telephone.**PLATEN GLASS DIRTY****CLEAN PLATEN GLASS****Description** The ADF scanning area on the left side of the platen glass may be dirty.**Action** Clean the ADF scanning area, then press [OK].**PREPARING SCANNER...****PLEASE WAIT****Description** The machine is not ready for scanning.**Action** Wait until the machine is ready.**SAME FILE NAME****Description** The same file name exists when you are scanning a document to a USB memory.**Action** Press [OK] and rename the file.**START AGAIN****Description** A transmission error has occurred because the line condition was poor.**Action** Check the line condition, then try again.**STOP KEY PRESSED****PRESS OK KEY****Description** [Stop/Reset] has been pressed while scanning the document using the ADF.**Action** Press [OK], then set the document again.**SYSTEM ERROR****Description** Some kind of error has occurred in the machine.**Action** 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 Canon Customer Care Center.**TONER COVER OPEN****CLOSE COVER****Description** A cover is open.**Action** Check the cover, and make sure that it is completely closed.



Back



Previous



Next

TOP

Before Using the Machine 1**Document and Paper** 2**Copying** 3**Sending and Receiving** 4**Printing and Scanning** 5**Network** 6**Remote UI** 7**System Manager Settings** 8**Maintenance** 9**Troubleshooting** 10**Appendix** 11**Table of Contents****Index****TONER LOW****PREPARE NEW TONER****Description** The toner is running low.**Action** Prepare a new toner cartridge.**UNKNOWN USB DEVICE****Description** A USB device which is not supported (e.g., USB mouse, USB keyboard) is connected to the USB memory.**Action** Do not connect anything other than a USB memory.**USB MEMORY FULL****Description** The USB memory is full of data or the number of file limit has reached.**Action** Get enough space in the USB memory or organize your destination folder from your computer.**USB/USB PORT ERROR****TURN POWER OFF → ON****Description** A USB memory error or USB memory port error has occurred.**Action** 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 Canon Customer Care Center.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

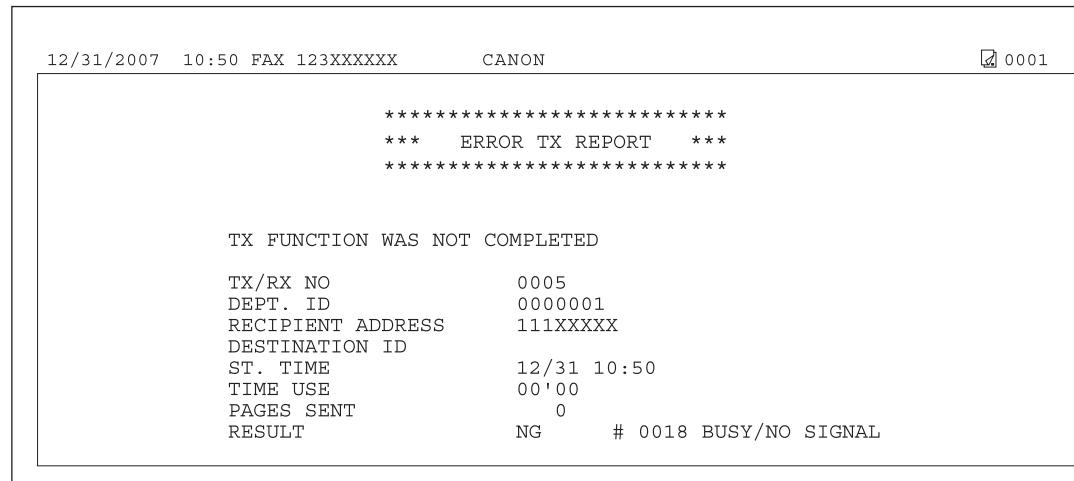
11

Table of Contents

Index

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.



For details on reports, see "Printing Reports Automatically," on p. 11-49.

See the following for individual error codes.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0001

Description A document may be jammed.

Action Remove the jammed document.

#0003

Description An attempt was made to send a document of 24 7/8" (630 mm) or longer from the ADF.

Action Divide the document into smaller parts and send from the platen glass.

Description A document takes a long time to send because it contains too much data.

Action Reduce the scanning resolution before sending.

Description A document takes a long time to receive.

Action Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.

#0005

Description The other fax machine did not respond within 35 seconds.

Action 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.

Description The other party may not be using a G3 fax machine.

Action 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

Description The paper has run out or the paper cassette is not set properly.

Action Load the paper or reset the paper cassette properly.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0012

Description

You could not send because the recipient's machine is out of paper.

Action

Contact the recipient and ask them to load the paper.

#0018

Description

There is no reply when you redial. You could not send, because your fax signal was not returned as the recipient's line was engaged.

Action

Check that the recipient's line is not engaged and try again from the beginning.

#0037

Description

The memory is full.

Action

Print, send, or delete any documents stored in memory.

#0401

Description

The USB memory is full of data or the number of file limit has reached.

Action

Get enough space in the USB memory or organize your destination folder from your computer.

#0403

Description

The same file name exists when you are scanning a document to a USB memory.

Action

Press [OK] and rename the file.

#0406

Description

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).

Action

Make sure that the USB memory is inserted correctly to the machine, or file system is supported.

Press [OK] and try again.

#0703

Description

The memory for image data is full when sending documents.

Action

Wait a few moments, and then try sending again after other send jobs are complete.

Action

Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0705

Description

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>.

Action

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.

#0752

Description

Some kind of error occurred in the machine when sending a color e-mail.

Action

Try sending again before checking the network conditions or settings.

Description

The SMTP server name or POP server name for e-mail is not correct, or the server is not functioning.

Action

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>.

Description

The domain name or e-mail address may not be set.

Action

Check that the SMTP server is operating properly.

Description

The network is down.

Action

Check the network status.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0753

Description

A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)

Action

Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON.

#0755

Description

You cannot send jobs because TCP/IP is not functioning correctly.

Action

Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

Description

The IP address is not set.

Action

Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

Description

When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.

Action

Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Or wait a while, and then try sending again.

#0801

Description

A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message.

Action

Check that the SMTP server is functioning normally, or check the network status.

Description

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.

Action

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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0802

Description

The name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect.

Action

Check the name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

Description

The DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect.

Action

Check the DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

Description

Connection to the DNS server failed.

Action

Check that the DNS server is functioning normally.

#0804

Description

You have no permission to access the folder.

Action

Change the setting on the server to enable access to the folder.

#0806

Description

An incorrect user name or password was specified for the sending of a file to a file server.

Action

Change the user name or password.

Description

An incorrect destination was specified for the sending of an e-mail message.

Action

Check the e-mail address.

#0810

Description

The POP server returned an error during the connection.

Description

A timeout error occurred on the server while connecting to the POP server.

Action

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.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0812

Description

The POP password setting is incorrect.

Action

Check the POP Server password in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

#0813

Description

The POP Server name setting is incorrect.

Action

Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.

#0819

Description

You have received data that cannot be processed (MIME information is incorrect).

Action

Check the settings, and then ask the sender to resend the data.

#0820

Description

You have received data that cannot be processed (BASE 64 or uuencode is incorrect).

Action

Check the settings, and then ask the sender to resend the data.

#0821

Description

You have received data that cannot be processed (TIFF analysis error).

Action

Check the settings, and then ask the sender to resend the data.

#0827

Description

You have received data that cannot be processed (contains MIME information that is not supported).

Action

Check the settings, and then ask the sender to resend the data.

#0828

Description

You have received HTML data.

Action

Ask the sender to use a file format other than HTML, and then resend the data.

#0829

Description

Data containing more pages than the machine can hold in the memory is received.

Action

Print the received documents, and ask the sender to resend the remaining pages.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

#0839

Description

The user name or password for the SMTP authentication in <SMTP AUTH> is incorrect.

Action

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. 11-34.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.



For print jobs, you need to specify the paper size from your computer.

■ Re-Loading the Paper

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

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <PAPER SETTINGS>, then press [OK].

3. Press [\leftarrow] or [\rightarrow] to select <CASSETTE> or <MP TRAY>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <PAPER SIZE>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] 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. 3-13.

For details on how to cancel the report or list print job, see "Checking and Deleting Report Jobs," on p. 11-55.

Now ready to resume the job.



Back



Previous



Next

TOP

Before Using the Machine 1**Document and Paper** 2**Copying** 3**Sending and Receiving** 4**Printing and Scanning** 5**Network** 6**Remote UI** 7**System Manager Settings** 8**Maintenance** 9**Troubleshooting** 10**Appendix** 11**Table of Contents****Index**

General Problems

The machine has no power.**Q****Is the power cord plugged in securely?****A**

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q**Is the power cord supplying power?****A**

Use a different power cord, or test the cord for continuity using a voltmeter.

Q**Is the main power switch turned on?****A**

Turn on the main power switch.

The Error indicator flashes.**Q****Does the machine feed paper correctly, or is there paper in the paper cassette or multi-purpose tray?****A**

Clear the paper jam, or load paper in the paper cassette or multi-purpose tray. (For instructions on clearing paper jam, See "Clearing Jams," on p. 10-3. For instructions on loading paper, see "Set Up the Machine," in the Starter Guide.)

A

If the machine has no paper jam, or paper is loaded in the paper cassette or multi-purpose tray, turn off the main power switch and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flashing, unplug the machine, and contact your local authorized Canon dealer.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Nothing appears in the LCD.

Q

Is the power cord plugged in securely?

A

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q

Is the main power switch turned on?

A

Turn on the main power switch.

Q

Is the machine in the Sleep mode?

A

Press [Energy Saver] on the operation panel to cancel the Sleep mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Paper Feeding Problems

Paper does not feed properly.

Q

Is the paper loaded correctly?

A

Make sure the paper is correctly loaded. (See "Set Up the Machine" in the Starter Guide.)

A

Are different types of paper loaded in the machine?

Load only one type of paper.

Does the machine contain too many sheets?

A

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A

Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded.

Multiple sheets feed together into the machine.

Repeated paper jams occur.

Q

Is the paper loaded correctly?

A

Make sure the paper is correctly loaded. (See "Set Up the Machine" in the Starter Guide.)

Q

Is the correct type of paper loaded in the machine?

Q

Does the machine contain too many sheets?

A

Make sure you load the correct quantity. (See "Paper Requirements," on p. 2-7.)

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Sending/Receiving Problems

■ Sending Problems

Document cannot be sent to an e-mail address, or file server.

Q

Did you just turn on the main power switch?

Wait for a while. After turning on the main power switch, the machine cannot send documents immediately.

Q

Is the e-mail address you entered, or the e-mail or file server address registered in the Address Book correct?

A

Make sure the e-mail address you entered, or the e-mail or file server address registered in the Address Book is correct.

Q

If you are sending an e-mail message are the SMTP Server and DNS Server settings correct?

A

Check the SMTP Server and DNS Server settings.

Q

If you are sending to a file server, are the user and password settings correct?

A

Check the user and password settings, and send the document again.

Q

If you are sending to a file server, are the shared folder settings correct?

A

Check the shared folder settings. (See "Configuring a Shared Folder," on p. 6-23.)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Cannot send a fax.****Q****Did you just turn on the main power switch?****A**

Wait for a while. After turning on the main power switch, the machine cannot scan documents immediately.

Q**Is the machine set for the correct telephone line type?****A**

Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.)

Q**Is your machine in the fax mode?****A**

Press [SEND/FAX] repeatedly to select <FAX>, then press [OK] to show the fax standby display.

Q**Is the document loaded correctly?****A**

Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4.)

A

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-5.)

Q**Is the one-touch key or coded dial code you entered registered correctly?****A**

Check that the Address Book settings are registered correctly. (See "Storing/Editing Address Book," on p. 4-9.)

Q**Did you dial the correct number?****A**

Check that you have the correct number.

Q**Is the machine in the Sleep mode?****A**

The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press [Energy Saver] on the operation panel.

Q**Is the recipient's machine out of paper?****A**

Ask the recipient to make sure paper is loaded in the machine.



Back



Previous



Next

TOP

Before Using the Machine**1****Q****Are there other documents being sent from memory?****Q****Is the recipient's machine a G3 fax machine?****Document and Paper****2****A**

Allow time for the documents to finish sending.

A

Make sure the recipient's machine is compatible with your machine.

Copying**3****Q****Has an error occurred during transmission?****Q****Is BUSY/NO SIGNAL shown on the ERROR TX REPORT?****Sending and Receiving****4****A**

Check the LCD for an error message. (See "LCD Messages," on p. 10-13.)

A

The fax number you dialed is busy. Try sending the document later.

Printing and Scanning**5****A**

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-51.)

A

The recipient's machine is not working. Ask the recipient to check the machine.

Network**6****Q****Is the telephone cable connected properly?****Q****Did the recipient's machine answer within 35 seconds (after all automatic redialing attempts)?****Remote UI****7****A**

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

A

Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-33.)

System Manager Settings**8****Q****Is the telephone line working properly?****Q****Is the Processing/Data indicator lit?****Maintenance****9****A**

Make sure there is a dial tone when you press [Hook] or when you lift the handset of any external telephone connected to the machine. If there is no dial tone, contact your local telephone company.

A

The external phone is busy. Please wait until the external phone becomes free.

Troubleshooting**10****Appendix****11****Table of Contents****Index**



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Q

Is the machine overheated?

A

Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending again.

Memory fills up immediately when you try to send.

Q

Are you sending with the resolution set to <SUPER FINE> or <ULTRA FINE>?

A

If you want to keep your document quality, divide the document into some parts and send them separately.

A

If your document does not contain fine text or photographs, set the resolution to <STANDARD>.

A

If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Q

Is a document stored in memory, leaving little memory available?

A

Print, send, or delete any documents stored in memory.

Faxes sent from the machine are spotted or dirty.

Q

Is the recipient's machine working properly?

A

Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See "Scanning Area," on p. 2-3.)

Q

Is the document loaded correctly?

A

Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-4.)

The documents you sent are too light.

Q

Is the density setting changed to be lighter?

A

Adjust the density for light documents to be darker. (See "Density," on p. 4-6.)

Q

Are the scanning components of the machine clean?

A

If the received document is spotted or dirty, clean the scanning components. (See "Scanning Area," on p. 2-3.)



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Sending of documents is too slow.

Q

Is the resolution set to <FINE>, <PHOTO>, <SUPER FINE>, or <ULTRA FINE>?

A

Setting the resolution to <STANDARD> reduces the sending time.

Q

Is Error Correction Mode (ECM) set to <ON>?

A

Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set <ECM TX> to <OFF>. (See "TX/RX SETTINGS," on p. 11-11.)

Cannot send using Error Correction Mode (ECM).

Q

Does the recipient's machine support ECM?

A

If the recipient's machine does not support ECM, the document is sent in normal mode without error checking.

Errors occur frequently while sending.

Q

Are the telephone lines in poor condition, or do you have a bad connection?

A

Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).

A

Lower the transmission speed. (See "SYSTEM SETTINGS," on p. 11-34.)

Cannot redial with [Recall/Pause].

Q

Is <REST. REDIAL/CALL> set to <ON>?

A

When <REST. REDIAL/CALL> is set to <ON>, Redialing is not available. (See "Restricting Job Recall," on p. 8-19.)

Entering the fax number is required again after pressing [Start].

Q

Is <CONFIRM FAX NO.> set to <ON>?

A

When <CONFIRM FAX NO.> is set to <ON>, you need to enter the fax number again after pressing [Start]. (See "Confirming Entered Fax Numbers," on p. 8-19.)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Cannot send the documents to multiple recipients.****Q****Is <REST. MULTI DEST> set to <ON>?****A**

When <REST. MULTI DEST> is set to <ON>, you cannot send the documents to multiple recipients. (See "Restricting Broadcasting," on p. 8-20.)

■ Receiving Problems

The machine does not receive documents (e-mail, or file server).**Q****Are network settings specified?****A**

Documents cannot be received if the appropriate network settings are not specified. Confirm this with your system administrator.

Cannot receive a fax automatically.**Q****Is the machine set to receive automatically?****A**

For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-35.)

Q**Are documents stored in memory, leaving little or no memory available?****A**

Print, send, or delete any documents stored in memory.

Q**Has an error occurred during reception?****A**

Check the LCD for an error message. (See "LCD Messages," on p. 10-13.)

A

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-51.)



Back



Previous



Next

TOP

Before Using the Machine**1****Q****Is paper loaded in the machine?****Q****Has an error occurred during reception?****Document and Paper****2****A**

Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

A

Check the LCD for an error message. (See "LCD Messages," on p. 10-13.)

Copying**3****Q****Is the telephone cable connected properly?****A**

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 11-51.)

Sending and Receiving**4****A**

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Q**Is paper loaded in the machine?****Printing and Scanning****5****Q****Is the machine set to switch automatically between telephone and fax calls?****A**

Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

Network**6****Q**

For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Basic Receiving Method," on p. 4-35.)

Q**Can the sender's machine send the CNG signal, which tells your machine that the incoming call is a fax call?****Remote UI****7****A****A**

Some machines cannot send this signal. In such cases, receive the fax manually.

System Manager Settings**8****Q****Cannot receive a document manually.****Maintenance****9****Q****Q****Is the machine set to receive manually?****Troubleshooting****10****A****A**

For the machine to receive faxes manually, the receive mode must be set to <Manual>. (See "Basic Receiving Method," on p. 4-35.)

Appendix**11****Are documents stored in memory, leaving little or no memory available?**

Print, send, or delete any documents stored in memory.

Table of Contents**Index**



Back



Previous



Next

TOP

Before Using the Machine

1

A

If you set <MANUAL/AUTO> to <ON>, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See "TX/RX SETTINGS," on p. 11-11.)

Document and Paper

2

Q

Did you hang up the external telephone before pressing [Start] or dialing the remote reception ID?

Sending and Receiving

4

A

Always press [Start] or dial the remote reception ID before hanging up. Otherwise you will disconnect the call.

Printing and Scanning

5

Q

Are documents set on the ADF?

Network

6

A

After removing the document from the ADF, please attempt manual receiving again. If you press [Start] when documents are set on the ADF, it automatically switches to manual sending.

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Q

Is the correct type of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q

Is the sender's machine functioning properly?

A

Ask the sender to check that the scanning components of the machine are clean.

Q

Is the machine in the toner saver mode?

A

Set <TONER SAVER MODE> to <OFF>. (See "COMMON SETTINGS," on p. 11-7.)

Print quality is poor.

Q

Is the toner low or unevenly distributed?

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the cartridge out of toner?

A

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Q

Is the correct size of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A

Change <PAPER SETTINGS>. (See "Setting Paper Size and Type," on p. 2-13.)

Received faxes print blotched or unevenly.

Q

Is <ECM RX> set to <ON>?

A

ECM (Error Correction Mode) should eliminate such problems. (See "TX/RX SETTINGS," on p. 11-11.) However, if the telephone lines are in poor condition, ask the sender to send faxes again.

Q

Is the sender's machine functioning properly?

A

Ask the sender to check that the scanning components of the machine are clean.

Part of the documents you receive are cut off.

Q

Are the slide guides of the paper cassette set to the size of the paper?

A

Adjust the guides of the paper cassette to the size of the paper.

Q

Have you specified the correct paper size for the paper cassette?

A

Specify the correct paper size for the paper cassette.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Cannot receive using Error Correction Mode (ECM).

Q

Does the sender's machine support ECM?

A

If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Q

Is ECM (Error Correction Mode) set to <ON>?

A

Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set <ECM RX> to <OFF>. (See "TX/RX SETTINGS," on p. 11-11.)

Q

Is the resolution of the sender's machine set higher?

A

Contact to the sender and make sure the resolution of the sender's machine has been set properly.

You cannot get documents from information services.

Q

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

A

Press [Tone] to set the tone dialing.

Q

Do you receive messages from the information services such as to press [Start] after the beep to receive?

A

When you hear the beep sound, press [Start].

Errors occur frequently while receiving.

Q

Are the telephone lines in poor condition, or do you have a bad connection?

A

Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).

A

Lower the reception speed. (See "SYSTEM SETTINGS," on p. 11-34.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Q Is the sender's machine functioning properly?

A Ask the sender to check that the machine is
functioning properly.

Cannot print received documents on both sides of the paper.

Q Is <TWO-SIDED PRINT>, set to <ON>?

A Make sure that <TWO-SIDED PRINT> is set to <ON>.
(See "Two-Sided Printing," on p. 4-44.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Copying Problems

Blank paper comes out from the machine.

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge.
(See "Set Up the Machine," in the Starter Guide.)

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly.
(See "Set Up the Machine," in the Starter Guide.)

Q

Is the cartridge out of toner?

A

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Copy is too light or has uneven density.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Copy has vertical white streaks.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Copy is spotted or dirty.

A

If the copy is spotted or dirty, clean the scanning components and machine's interior (See "Cleaning the Machine," on p. 9-2.)



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Paper jams occur.

Q

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-5.)

Q**Is the paper loaded correctly?****A**

Make sure the document is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q**Is the correct type of paper loaded in the machine?****A**

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Copy is skewed.

Q**Is the paper loaded correctly?****A**

Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

A

Make sure the paper delivery slot is free of obstructions.

Copy is not clear.

Q**Is the correct type of paper loaded in the machine?****A**

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q**Are you copying on the wrong side of the paper?****A**

Some papers have a "right" side for copying. If the copy quality is not as clear as you think it should be, try copying on the other side of the paper.

Documents are copied in <CALENDAR TYPE> even if <BOOK TYPE> is selected (or vice versa).

Q**Are you copying the landscape oriented documents?****A**

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 side of the copy will have the same top-bottom orientation. (See "Two-Sided Copying," on p. 3-9.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

The alarm sounds or <MEMORY FULL> appears in the LCD when
making copies.

Q

Is the machine's memory full?

A

Check remaining memory. (See "Checking Remaining
Memory," on p. 11-56.)



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Printing Problems

Blank paper comes out from the machine.

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge.
(See "Set Up the Machine," in the Starter Guide.)

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly.
(See "Set Up the Machine," in the Starter Guide.)

Q

Is the cartridge out of toner?

A

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Printout is too light or has uneven density.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Printout has vertical white streaks.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 9-10.)

Printout is spotted or dirty.

A

If the copy is spotted or dirty, clean the scanning components and machine's interior (See "Cleaning the Machine," on p. 9-2.)



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Paper jams occur.

A

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 10-5.)

Q**Is the document loaded correctly?****A**

Make sure the document is correctly loaded. (See "Set Up the Machine," in the Starter Guide.)

Q**Is the correct type of paper loaded in the machine?****A**

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Printout is skewed.

Q**Is the paper loaded correctly?****A**

Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Starter Guide.)

A

Make sure the Output tray is free of obstructions. (See "Machine Components," on p. 1-3.)

Printout is not clear.

Q**Is the correct type of paper loaded in the machine?****A**

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q**Are you printing on the wrong side of the paper?****A**

Some papers have a "right" side for printing. If the printout quality is not as clear as you think it should be, try printing on the other side of the paper

Cannot print two-sided documents

Q**Is the printer driver settings correctly set for two-sided printing?****A**

Make sure that the printer driver is correctly set. (See [Online Help](#).)

Cannot print documents from a computer.

Q**Is the printer driver properly installed?****A**

Make sure that the printer driver is properly installed.



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Q

Are the printer driver settings (Paper Size, Output Size) correct?

A

Make sure that the printer driver settings (Paper Size, Output Size) are correct. ([See Online Help](#).)

Q

Is the USB cable properly connected to the machine and the computer?

A

Make sure that the USB cable is properly connected to the machine and the computer. Try a different USB cable.

Q

Does the USB port you are using properly work?

A

Restart your computer and the machine. If the computer has other ports, connect the USB cable to others.

Q

Are there any jobs remaining in the print queue?

A

A print job may be stuck in the print queue when it could not be finished due to an expected interruption. When this happens, follow this procedure to delete any remaining print jobs, and then print the documents again.

For Windows 2000/XP/Server 2003/Vista:

1. Double-click the icon of the printer you installed.
 - For Windows Vista
Click [Start] on the Windows task bar → [Control Panel] → [Printer] under [Hardware and Sound].
 - For Windows 2000:
Click [Start] on the Windows task bar → [Settings] → [Printers].
 - For Windows XP Professional/Server 2003:
Click [start] on the Windows task bar → [Printers and Faxes].
 - For Windows XP Home Edition:
Click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].
2. Delete the print job.
 - For deleting all the print jobs:
Click [Printer] → [Cancel All Documents]
 - For the specified job:
Right-click the specified print job → [Cancel]



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

For Windows 98/Me:

1. Click [Start] on the Windows task bar → [Settings] → [Printers] → double-click the icon of the printer you installed.
2. Delete the print job.
 - For deleting all the print jobs:
Click [Printer] → [Purge Print Documents]
 - For the specified job:
Right-click the print job you want to delete → [Cancel Printing]



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Telephone Problems

Cannot dial.

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the power cord plugged in securely?

A

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q

Is the main power switch turned on?

A

Turn on the main power switch.

Q

Is the machine set for the correct telephone line type?

A

Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.)

Telephone disconnects while you are talking.

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the telephone cable defective?

A

Use another cord.

Calls do not connect, or the wrong number is dialed.

Q

Did you confirm the dial tone before entering the telephone number?

A

Make sure to confirm the dial tone before entering a telephone 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.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Network Problems

Unable to print from a TCP/IP network.

Q

Are the machine and cable properly connected?

A

Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage," in the Starter Guide.)

Q

Is the TCP/IP network properly set up?

A

Make sure the IP addresses are properly set up. If the IP addresses are set using DHCP, BOOTP, or RARP, make sure they are operating.

Q

Is the computer that is printing properly set up?

A

Make sure the proper printer driver is installed. (See "Installing/Uninstalling Software," in the Starter Guide.)

A

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or Print Manager.

Is the name of the file being printed too long?

Rename the file with a shorter name. Normally LPR (or the Microsoft TCP/IP Printer, if you are using Windows 2000/XP/Server 2003/Vista) sends jobs either under the name of the application software used for printing, or the file name. However, a job name longer than 255 bytes cannot be sent to the machine.

The printer port name is not displayed in [Print to the following port (s)].

Q

Are the machine and cable properly connected?

A

Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage," in the Starter Guide.)

Q

Is the computer that is printing properly set up?

A

Make sure the proper printer driver is installed. (See "Installing/Uninstalling Software," in the Starter Guide.)

Table of Contents**Index**



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

[Table of Contents](#)[Index](#)

A

Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or [Printers].

The machine automatically connects to a destination other than the intended destination via its dial-up access (when a dial-up router is connected to your network).

Q

Does the dial-up router send packets via broadcast?

A

If the dial-up router does not have to send packets via broadcast, change the router settings to ensure that it sends packets via a method other than broadcast. If dial-up router has to send packets via broadcast, check that the settings are correct.

Q

Does the file or mail server's host name or IP address set on the machine exist on the network?

A

Check that the file or mail server's host name or IP address set on the machine is correct.

Q

Does the DNS server exist on an external network?

A

If you attempt to access a device on the network to which the machine is connected, with the DNS server on an external network, set the destination using an IP address, not a host name.

Q

Is the device's information set on the DNS server on the network to which the machine is connected correct?

A

If information about a device on an external network is set on the DNS server on the network to which the machine is connected, check the settings.

Detailed information concerning the machine cannot be set or browsed using the Remote UI or utility.

Q

Are the settings for <SET IP ADD RANGE> correct?

A

If the settings for [IP Address Range Settings] do not permit the IP address of a computer on which the Remote UI or utility is used, you cannot set the machine setting items or browse information on the machine. Check the settings for <SET IP ADD RANGE>. (See "IP Address Range Settings," on p. 6-39.)



Back



Previous



Next

TOP

Before Using the Machine

1

Q

Are the settings for <PERMIT RX MAC ADD> correct?

Document and Paper

2

A

If the MAC address of a computer specified in <PERMIT RX MAC ADD> is not correct, you cannot set the machine setting items or browse information on the machine. Check the settings for <PERMIT RX MAC ADD>. (See "RX MAC Address Settings," on p. 6-40.)

Copying

3

Sending and Receiving

4

Q

Is <USE SNMP> or <DEDICATED PORT> is to <OFF>?

Printing and Scanning

5

A

Set <USE SNMP> and <DEDICATED PORT> to <ON>. (See "SNMP," on p. 6-8.)

Network

6

Q

Does the SNMP community name match?

Remote UI

7

A

If you use an SNMP community name different from the one stored in the machine to access the machine from a utility, the utility will not detect the machine. In this case, check the SNMP community name. (See "SNMP," on p. 6-8.)

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Unable to send data/share files (Windows File Sharing).

Q

Are File sharing settings for the shared folder correct?

A

Check the following settings:

- On the computer you are using, go into Windows Explorer → double-click [Entire Network] → check that the computer you want to share is listed there. You can also check for the computer as follows: On the [Start] menu, point to [Find] → [Computer] → enter the name of the computer you want to share → check that the computer is on the network.
- If the computer you want to share is listed, double-click its icon to see whether the shared name of the folder you want to share is listed.
- If the shared name does not appear, see "Configuring a Shared Folder," on p. 6-23 and then check the shared folder settings.

Q

Is an error message or code displayed on the LCD of the machine?

A

After confirming the error message, see "LCD Messages," on p. 10-13 and perform the necessary operations according to the error message displayed.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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 Address Book 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 an external telephone depending on the type of telephone you use.



NOTE

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

If You Cannot Solve a Problem

■ Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. Online support for 24 hours is also available at the website.
<http://www.canontechsupport.com/>

■ Customer Support (Canada)

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

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit
<http://www.canon.ca/>
- Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
- For the location of the authorized service facility nearest you, visit
<http://www.canon.ca/> or 1-800-652-2666
- If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>

* Support program specifics are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name (imageCLASS MF4690)
- 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 Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.



NOTE

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

11 Appendix

Machine Settings.....11-4

Printing USER'S DATA LIST 11-4

Accessing the Setting Menu 11-4

Setting Menu11-6

PAPER SETTINGS.....11-6

VOLUME CONTROL.....11-6

COMMON SETTINGS 11-7

COPY SETTINGS 11-9

TX/RX SETTINGS 11-11

ADDRESS BOOK SET. 11-19

PRINTER SETTINGS.....11-23



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

TIMER SETTINGS 11-28

ADJUST./CLEANING 11-30

REPORT SETTINGS 11-32

SYSTEM SETTINGS 11-34

Summary of Reports and Lists 11-48**Printing Reports Automatically 11-49**

TX REPORT 11-49

RX REPORT 11-50

ACTIVITY REPORT 11-51

Printing Reports and Lists Manually 11-53

Printing ACTIVITY REPORT 11-53

Printing 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST 11-54

Printing 1-TOUCH LIST 2, CODED DIAL LIST 2 11-54



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking and Deleting Jobs..... 11-55

 Checking and Deleting Report Jobs 11-55

Checking Remaining Memory..... 11-56

 Glossary 11-57

 Index..... 11-68



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Machine Settings

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

■ Printing USER'S DATA LIST

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <LIST PRINT>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <USER DATA LIST>, then press [OK].
5. Press [\leftarrow] to select <YES>.

Printing starts, and the screen automatically returns to the standby mode.

If you do not want to print the list, press [\rightarrow] to select <NO>.

■ Accessing the Setting Menu

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] 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>



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

3. Press [**◀**] or [**▶**] to select a submenu, then press [OK].



For details on the submenu, see "Setting Menu," on p. 11-6.

4. To register the settings or go to a submenu item, press [OK].
5. When finished, press [Stop/Reset] to return to the standby mode.



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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11**

Setting Menu

**NOTE**

Depending on the country of purchase, some settings may not be available.

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. 2-13.)
2. MP TRAY	Sets the paper size and type on the purpose tray. (See "Setting Paper Size and Type," on p. 2-13.)

VOLUME CONTROL

Setting Item	Description
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. (1-3) – 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
4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. – ON (1-3) – OFF

Table of Contents**Index**



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****VOLUME CONTROL**

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>.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****COMMON SETTINGS**

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. 11-23.)
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. 11-23.)
5. DISPLAY LANGUAGE	Selects the language on the display. (See Chapter 13, "Appendix," in the Basic Operation Guide.)
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>.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

COPY SETTINGS

Setting Item	Description
1. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. <ul style="list-style-type: none">- TEXT/PHOTO- TEXT/PHOTO+- TEXT- PHOTO
2. DENSITY	Sets the density for copying. <ul style="list-style-type: none">- 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. <ul style="list-style-type: none">- OFF- ON



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

COPY SETTINGS

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)

3. PAPER SIZE GROUP

Selects a paper size group for your machine.

- INCHES
- A
- AB

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>.



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****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. <ul style="list-style-type: none">- 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 "Setting Number of Retry Attempts (E-Mail/File Server)," on p. 4-29.)
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. <ul style="list-style-type: none">- STANDARD- DK- LT



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

TX/RX SETTINGS

2. RESOLUTION

Sets the default Resolution for the document you send. (200X200dpi, 200X400dpi, 300X300dpi, 400X400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200X100dpi)

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.)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS****5. E-MAIL PRIORITY**

Sets the priority for your e-mail message.

- NORMAL
- LOW
- HIGH

7. TX TERMINAL ID

Sets the options for sender information.

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

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>.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS****2. RX SETTINGS**

Sets the reception features.

1. TWO-SIDED PRINT

Sets whether the machine prints received documents on both sides of the paper. (See "Two-Sided Printing," on p. 4-44.)

- OFF
- ON

2. RECEIVE REDUCTION

Sets whether the received images print out at a reduced size. (See "Received Image Reduction," on p. 4-44.)

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS**

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.
2. FAX SETTINGS	Sets the fax features.
1. RX MODE	Selects the receive mode. (See "Set the Machine for Receiving Faxes," in the Starter Guide.) – FaxOnly – FaxTel – AnsMode – DRPD – 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 handset of the external telephone is off the hook. – ON – OFF
3. TX SETTINGS	Sets the transmission features.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS**

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)
3. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See “Setting Automatic Redialing (Fax),” on p. 4-29.)
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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS**

4. RX SETTINGS	Sets the reception features.
1. ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. – ON – OFF
2. FAX/TEL OPT. SET	Sets the optional items in the <FaxTel> mode. (See “FaxTel: Optional Settings,” on p. 4-36.)
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 machine switches to the receive mode after the ring time has elapsed, or whether it disconnects the call. – RECEIVE – DISCONNECT
3. DRPD:SELECT FAX	Selects the ring pattern for fax calls. – DOUBLE RING – SHORT-SHORT-LONG – SHORT-LONG-SHORT – OTHER RING TYPE – NORMAL RING
4. INCOMING RING	Sets whether 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 telephone rings when the machine receives a fax if an external telephone is connected.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****TX/RX SETTINGS**

RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–99TIMES)
OFF	The telephone does not ring when the machine receives a fax. (In the Sleep mode, the telephone may ring one or two times.)
5. REMOTE RX	Sets whether to use remote receiving. (See "Remote Reception," on p. 4-42.)
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.
6. MANUAL/AUTO	Sets whether the machine switches to the document receive mode after the external telephone rings for a specified length of time in the manual receive mode.
OFF	The external telephone keeps ringing until someone answers the call manually.
ON	The machine switches to the document receive mode after 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)



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADDRESS BOOK SET.**

Setting Item	Description
1. 1-TOUCH SPD DIAL	Registers the destinations on one-touch keys. Up to 8 destinations can be registered. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-10.)
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. 4-10.)
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
3. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADDRESS BOOK SET.**

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).
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. 4-10.)
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).



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADDRESS BOOK SET.**

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. 4-10.)
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).



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADDRESS BOOK SET.**

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 199 destinations can be registered in a group. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-10.)
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).



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****PRINTER SETTINGS**

Setting Item	Description
1. DEFAULT PAPERSIZE	Sets the default paper size when no paper source is specified. (LTR, EXECUTIV, ISO-C5, COM10, MONARCH, DL, A4, B5, A5, LGL)
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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****PRINTER SETTINGS**

6. PAGE LAYOUT	Sets the printing layout.
1. BINDING	Sets the binding position for two-sided printing. – LONG EDGE – SHORT EDGE
2. MARGIN	Sets the page margin in inches or millimeters. – INCHES (-0.10INCHES–01.90INCHES) – mm (-50.0mm–50.0mm)
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. PCL SETTINGS	Sets the PCL printer setting.
1. PAPER SAVE	Sets whether to save blank pages. – OFF – ON



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****PRINTER SETTINGS**

2. ORIENTATION	Sets the paper orientation. – PORTRAIT – LANDSCAPE
3. FONT NUMBER	Sets the default font typeface for the printer function using the corresponding font numbers. (0-54)
4. POINT SIZE	Specifies a point size for the default font. This item appears when the number in is that of a proportionally spaced scalable font. (4.00–999.75)
5. PITCH	Specifies the pitch for the default font. This item appears when the number in is that of a fixed pitch scalable font. (00.44–99.99)
6. FORM LINES	Sets the number of lines to be printed on a page. (5-128)
7. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer. (PC8, PC850, PC852, PC858, PC8DN, PC8TK, PC1004, PSTEXT, ROMAN8, ROMAN9, WIN30, WINBALT, WINL1, WINL2, WINL5, DESKTOP, ISO4, ISO6, ISO11, ISO15, ISO17, ISO21, ISO60, ISO69, ISOL1, ISOL2, ISOL5, ISOL6, ISOL9, LEGAL, MCTEXT, PC775)
8. CUSTOM PAPER	Sets whether to use a custom paper size.
OFF	Disables you to specify a custom paper size.
ON	Enables you to specify a custom paper size.
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size. – INCHES – MILLIMETERS



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****PRINTER SETTINGS**

2. Y DIMENSION

Specifies the horizontal size of the custom paper.
(05.00–14.00" (127–356 mm))

3. X DIMENSION

Specifies the vertical size of the custom paper.
(03.00–08.50" (76–216 mm))

9. APPEND CR TO LF

Sets whether to append a carriage return (CR) when line feed code (LF) is received.

NO

The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).

YES

The print head moves to the beginning of the next line when line feed code is received.

10. ENLARGE A4

Sets whether to expand the printable area of A4 size paper to that of Letter size in width.
* This setting is applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported.

OFF

All the area on a page 1/8" (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.

ON

All the area on a page 1/8" (4.23 mm) from the top and bottom edges and 1/8" (3.30 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.

11. HALFTONES

Specifies the display pattern of subtle gradation (medium gradation) for black-and-white data for each text part, graphics part and image part.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

PRINTER SETTINGS

1. TEXT

Enables this function to text parts.

RESOLUTION

Prints precisely so that the lines of text data appear clearly. This setting is appropriate for printing data that contains text or thin lines.

TONE

Prints with a stable texture and distinct gradation, by enhancing the contrast of tone. This setting is appropriate for printing image data such as photographic images.

GRADATION

Prints with a smooth gradation and fine outline quality combined. This setting is appropriate for printing diagrams or graphs in which gradation is used.

2. GRAPHICS

Enables this function to graphics parts such as diagrams and graphs.

- TONE
- GRADATION
- RESOLUTION

3. IMAGE

Enables this function to image parts such as picture images.

- TONE
- GRADATION
- RESOLUTION

11. 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>.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****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. 1-17.)
3. DATE TYPE SELECT	Sets the date format. – MM/DD/YYYY – DD/MM YYYY – YYYY MM/DD
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. 1-17.) – ON – OFF
6. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting Daylight Saving Time," on p. 1-18.)
ON	Activates the daylight saving time mode.
OFF	Deactivates the daylight saving time mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

TIMER SETTINGS

1. START DATE/TIME

Sets the start date.
– 1. MONTH
– 2. WEEK
– 3. DAY

2. END DATE/TIME

Sets the end date.
– 1. MONTH
– 2. WEEK
– 3. DAY



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADJUST./CLEANING**

Setting Item	Description
1. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 9-6.)
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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****ADJUST./CLEANING**

5. SPECIAL MODE W	Sets whether to prevent blur from appearing on the printouts for PDL (PCL/BDL) jobs.
OFF	Selects in normal conditions.
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	Sets whether to prevent blur from appearing on the printouts for print jobs from PCL driver. When this setting is set to <ON>, the density of printouts may become light. – ON – OFF
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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****REPORT SETTINGS**

Setting Item	Description
1. SETTINGS	Sets the report functions. (See "Printing Reports Automatically," on p. 11-49.)
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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****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. 11-4.)
Press [◀▶] to select <YES>.
If you do not want to print the list, press [+] to select <NO>.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS****1. TOTAL PRINT LIMIT**

Sets if the total page limit is used.
– OFF
– ON (000000-999999)

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS****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 [\leftarrow] to select <YES>.
If you do not want to clear the settings, press [\rightarrow] to select <NO>.

3. PRINT LIST

Prints counter information.
Press [\leftarrow] to select <YES>.
If you do not want to print the list, press [\rightarrow] 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.")

1. TCP/IP SETTINGS

Sets TCP/IP network.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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.

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



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

SYSTEM SETTINGS

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 bidirectional communication.

- ON
- OFF

OFF Disables to use RAW.

9. USE HTTP Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI.

- ON
- OFF

10. PORT NO. Sets the port number settings.

1. LPD 0~65535 (default:515)



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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. <ul style="list-style-type: none">– REJECT– PERMIT
2. SET IP ADDRESS	Specifies the IP address range. <START IP ADDRESS> and <END IP ADDRESS> must be entered for each setting. <ul style="list-style-type: none">– 1. IP ADDRESS 1– 2. IP ADDRESS 2– 3. IP ADDRESS 3– 4. IP ADDRESS 4



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

SYSTEM SETTINGS

12. PERMIT RX MAC ADD

Sets whether to activate a MAC address filter.

OFF

Disables MAC address filter.

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



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

SYSTEM SETTINGS

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
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. AUTO 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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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.
7. E-MAIL/I-FAX	Sets detailed settings for e-mail/I-fax.
1. SMTP RX	Sets whether to receive e-mail/I-faxes 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/I-faxes using a POP server. - OFF - ON



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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).
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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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. MEMORY LOCK

Sets whether to receive and store all documents in memory and not to print automatically. (See "Memory Lock Reception," on p. 4-38.)

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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
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



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS****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

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****SYSTEM SETTINGS**

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.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Summary of Reports and Lists

The machine can generate the following reports and lists.

Report/List	Description
1-TOUCH LIST	Lists the recipient addresses registered to all the one-touch keys.
1-TOUCH LIST 2	Lists the detailed data of [1-TOUCH LIST].
CODED DIAL LIST	Lists the recipient addresses registered to all the coded codes.
CODED DIAL LIST 2	Lists the detailed data of [CODED DIAL LIST].
GROUP DIAL LIST	Lists groups registered for group addresses.
USER'S DATA LIST	Lists all the current settings and registered sender information.
DEPT. INFO LIST	Lists the Department IDs, page totals of scans, prints, and copies that have been processed by each department, and page limits of scans, prints, and copies that can be processed.
ACTIVITY REPORT	Shows the last 40 transactions performed by the machine.
TX REPORT	Shows the transmission result. Can be set to print automatically.
RX REPORT	Shows the reception result. Can be set to print automatically.
FORWARDING CONDITIONS LIST	Lists the forwarding conditions.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Printing Reports Automatically

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically.

TX REPORT

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <TX REPORT>, then press [OK].

5. Press [\leftarrow] or [\rightarrow] to select the setting you want, then press [OK].

<PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.

<OUTPUT YES>: Prints a report every time you send a document.

<OUTPUT NO>: Does not print a report. Skip to step 7.

6. Confirm that <REPORT WITH TX IMAGE> is displayed, use [\leftarrow] or [\rightarrow] to select <ON> to print the first page of the documents under the report, then press [OK].

<OFF>: Does not print the first page.

<ON>: Prints the first page.



NOTE
When forwarding the received documents, the machine does not print the first page of the documents under the report even if <REPORT WITH TX IMAGE> is set to <ON>.

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



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Report Items

The following items are displayed in the Transmission Report:

- **Transaction description**
- **TX/RX NO: Transaction number**
- **DEPT. ID: If Department ID Management is set, the Department ID is printed.**
- **RECIPIENT ADDRESS: Destination fax/telephone number**
- **DESTINATION ID: Destination name registered in Address Book**
- **ST. TIME: Transmission time**
- **TIME USE: Transmission duration**
- **PAGES SENT: Number of pages sent**
- **RESULT: Result of transaction**
 - OK: Transmission successful
 - NG: Transmission failed
 - STOP: Transmission manually canceled before completion
 - BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call
- **Error code: For descriptions of error codes, See "Error Codes," on p. 10-21.**

RX REPORT

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <RX REPORT>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select the setting you want, then press [OK].
 - <OUTPUT NO>: Does not print a report.
 - <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
 - <OUTPUT YES>: Prints a report every time you receive a document.
6. Press [Stop/Reset] to return to the standby mode.



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Report Items

The following items are displayed in the Reception Report:

- **Transaction description**
- **TX/RX NO: Transaction number**
- **RECIPIENT ADDRESS:** Recipient's fax/telephone number address
- **DESTINATION ID:** Sender's name registered in Address Book
- **ST. TIME:** Transmission time
- **TIME USE:** Transmission duration
- **PGS.:** Number of pages received
- **RESULT: Result of transaction**
 - OK: Reception successful
 - NG: Reception failed
 - STOP: Reception manually canceled before completion
- **Error code:** For descriptions of error codes, see "Error Codes," on p. 10-21.

ACTIVITY REPORT

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <SETTINGS>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ACTIVITY REPORT>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select <AUTO PRINT>, then press [OK].
6. Press [\leftarrow] or [\rightarrow] to select the setting you want, then press [OK].

<OUTPUT YES>: Prints a report after every 40 transactions.

<OUTPUT NO>: Does not print a report. Skip to step 9.



TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

7. Press [**◀**] or [**▶**] to select <TX/RX SEPARATE>, then press [OK].

8. Use [**◀**] or [**▶**] to select the setting you want, then press [OK].

<OFF>: Prints a report with the transmission and reception results listed chronologically.

<ON>: Prints a report with the transmission and reception results separated in a report.

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

Report Items

The following items are displayed in the Activity Report:

● **DEPT. ID:** If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.

● **ST. TIME:** Transmission time

● **DESTINATION TEL/ID:** Destination name and fax number/ address

● **NO:** Transaction number

● **MODE:** Transaction, Error correction mode

● **PGS.:** Number of pages sent

● **RESULT:** Result of transaction, transaction duration

– OK: Transaction successful

– NG: Transaction failed



TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Printing Reports and Lists Manually

You can print the following report and lists manually.

- ACTIVITY REPORT
- 1-TOUCH LIST
- CODED DIAL LIST
- GROUP DIAL LIST
- 1-TOUCH LIST 2
- CODED DIAL LIST 2
- USER'S DATA LIST
- DEPT. INFO LIST
- FORWARDING CONDITIONS LIST



– To print USER'S DATA LIST, see "Printing USER'S DATA LIST," on p. 11-4.
– For information on each report or list, see "Summary of Reports and Lists," on p. 11-48.
– To print DEPT. INFO LIST, see "Printing Counter Information (DEPT. INFO LIST)," on p. 8-12.
– To print FORWARDING CONDITIONS LIST, see "Specifying Forwarding Settings," on p. 7-15.
– Reports can be printed on LGL or LTR paper. (plain or recycled paper)

■ Printing ACTIVITY REPORT

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <LIST PRINT>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ACTIVITY REPORT>, then press [OK].
5. Press [\leftarrow] to select <YES>.

Printing starts, and the screen automatically returns to the standby mode.

If you do not want to print the report, press [\rightarrow] to select <NO>.



Back



Previous



Next

TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

■ Printing 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <LIST PRINT>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <SPEED DIAL LIST>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select the desired list, then press [OK].
<1-TOUCH LIST>: Prints 1-TOUCH LIST.
<CODED DIAL LIST>: Prints CODED DIAL LIST.
<GROUP DIAL LIST>: Prints GROUP DIAL LIST.
6. Press [\leftarrow] to select <YES>.
Printing starts, and the screen automatically returns to the standby mode.
If you do not want to print the list, press [\rightarrow] to select <NO>.

■ Printing 1-TOUCH LIST 2, CODED DIAL LIST 2

1. Press [Additional Functions].
2. Press [\leftarrow] or [\rightarrow] to select <REPORT SETTINGS>, then press [OK].
3. Press [\leftarrow] or [\rightarrow] to select <LIST PRINT>, then press [OK].
4. Press [\leftarrow] or [\rightarrow] to select <ADD BOOK DETAILS>, then press [OK].
5. Press [\leftarrow] or [\rightarrow] to select the desired list, then press [OK].
<1-TOUCH (DETAILS)>: Prints 1-TOUCH LIST 2.
<CODED (DETAILS)>: Prints CODED DIAL LIST 2.
6. Press [\leftarrow] to select <YES>.
Printing starts, and the screen automatically returns to the standby mode.
If you do not want to print the list, press [\rightarrow] to select <NO>.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking and Deleting Jobs

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

Checking and Deleting Report Jobs

1. Press [System Monitor] repeatedly to select <REPORT STATUS>, then press [OK].
2. Press [\leftarrow] or [\rightarrow] to scroll through the job list.
When you delete the report job, press [OK] twice, then press [\leftarrow] to select <YES>.
3. Press [Stop/Reset] to return to the standby mode.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Checking Remaining Memory

You can check the remaining memory according to the status of the machine.

1. Press [System Monitor] repeatedly to select <AVAIL.MEMORY>, then press [OK] to confirm the remaining memory.

Ex.

AVAIL. MEMORY
75 %

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



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index**

Glossary

Numeric

10Base-T

The Ethernet standard supporting data transfer rates a maximum of 10 Mbps, which utilizes a twisted-pair cable.

100B-TX

The Ethernet standard supporting data transfer rates a maximum of 100 Mbps, which utilizes two pairs of high grade twisted-pair cables.

A

Activity Report

A journal of the machine's transactions, both sent and received.

Address Book

The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into one-touch keys and coded dial codes. You can register multiple destinations of various types in a group address, and assign a one-touch key or coded dial code to this group. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being sent or copied, or scanned into the machine.

Automatic redialing

When the recipient's machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

B

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

**Before Using the Machine****1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****BOOTP**

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to create these items manually.

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

Buffer size

The size of a data area, or buffer, shared by devices or programs working at different speeds or with different priorities. The buffer is designed to prevent one device or process from being held up by another. For this to be possible, the buffer must be set up correctly.

C**CNG**

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Dial Codes

A method to specify a destination registered in Address Book. Press [Coded Dial] and a three-digit code using the numeric keys.

Community Name

An identification keyword for SNMP (Simple Network Management Protocol).

Cookie

A file left on a user's computer when the user visits a web site. A cookie allows the web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain web sites and to customize the features offered by such sites.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the machine.

D**DHCP**

Dynamic Host Configuration Protocol. A protocol that automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically.

DNS

Domain Name System. The system that associates the IP address assigned to a computer with the domain name.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Document

The sheet of paper containing the data that you send to, or receive from a machine.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots per inch. A machine of measurement for indicating a machine's resolution.

DRPD

This receive mode allows the machine to distinguish fax and voice calls depending on the distinctive ring patterns assigned to different numbers. Subscription to a DRPD service offered by some telephone companies is required.

E

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Ethernet

An industry-standard local area network (LAN) system for connecting together multiple computers. Data is sent from one computer to another by breaking it into packets, and a packet reaches its destination smoothly without any collision with other packets.

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

FAX/TEL switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

File formats

File formats are used to save image data (e.g. JPEG, PDF, TIFF).

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a local area network (LAN) in order to share and use its hard disk drive.

FINE

The resolution setting for documents with very small characters and lines.

Forwarding

The process of sending a received fax/I-fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

FQDN

Fully Qualified Domain Name. A full domain name, consisting of its local host name and its domain name. An FQDN is sufficient to ascertain a specific Internet address for any host on the Internet. This (name resolution) process uses DNS (Domain Name System).

G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG).

Gateway Address

The default address of a network or Web site. It provides a single domain name and point of entry to the site.

Group Addresses

A method of specifying destinations that enables you to specify multiple destinations registered in Address Book as a group. This means that you can press just a single one-touch key or coded dial code to specify destinations when sending the same document to many destinations.

H

HP-GL/2

A graphics language that allows computer applications to draw graphic images using printers. Images in HP-GL/2 are represented as vector graphics. Vector objects describe an image in terms of geometric shapes, such as lines and polygons, and fills. HP-GL/2 is supported by your Canon machine.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

HTTP

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hypertext Markup Language) documents across the Internet.

I

I-fax

I-fax (Internet fax) enables you to send and receive a scanned original converted to TIFF (Tagged Image File Format) or PDF (Portable Document Format) image data as an e-mail attachment to/from any I-fax compatible facsimile or personal computer with Internet e-mail functionality.

Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

ITU-T

A committee created to set international standards for telecommunications.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Job Recall

A method to specify the same destination you have specified before. You can recall the destinations, scan settings, and send settings which have been set, and then send your documents.

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

L

LAN

Local Area Network. It is a network system formed by linking a server, workstations, and computers, which are all located in the same building or some other relatively limited area.

Log in

Entering a password as a means of user authentication to start a computer session or access to a service.

LPD

Line Printer Daemon. A daemon is a program that runs, without human intervention, to accomplish a given task. The Line Printer Daemon controls the flow of print jobs to a printer.

LPR

Line Printer Remote. A UNIX command used to print a file via a TCP/IP network.

M

MAC address

Media Access Control address. The hardware address of the network adapter of a computer connected to a local area network.

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the external telephone. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

N

NetBIOS

Network Basic Input Output System. A program that enables applications on different computers to communicate within a LAN (Local Area Network). NetBIOS is used in Ethernet, Token Ring, and Windows 2000/XP/Server 2003/Vista networks.



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

NetSpot

Network management software that enables the setup and management of multiple printers connected to a network from one central location. A network manager can monitor conditions of network printers, ascertain online/offline status, error status, the amount of paper in paper cassette, verify information on mounted fonts, and other readings. All the functions that are conventionally conducted through the operation panel of the respective machines can be performed from one location.

NetSpot Console

A Web browser based version of NetSpot. It can be used to browse and manage network devices.

Numeric keys

The round, numbered keys on the operation panel marked the same as a standard telephone keypad.

Press them to perform regular dialing or to specify the e-mail addresses not stored in Address Book. You also use the numeric keys to enter characters and numbers during registration, and for entering coded dial codes.

O

One-Touch keys

The numbered keys on the operation panel that may be registered as single or a group of destinations. Once a destination or group of destinations is registered, you press one key to specify the entire number/address or group.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Paper feeder

The device in the machine that feeds recording media into the machine for printing copied or sent documents.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Pause] enters a pause between digits of a telephone number.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PHOTO

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, and TCP/IP.



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Proxy server**

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, on receiving a URL, tries to supply the requested file from its cache. If it cannot locate the file there, the proxy server would bring it from the remote server and also save a copy in its cache so that the next request can be obtained locally.

Pulse

See Rotary pulse.

R**RARP**

Reverse Address Resolution Protocol. A protocol that associates a network adapter address (MAC address) with an Internet Protocol (IP) address.

Raster

Raster graphics describes an image as a pattern of dots, compared to vector graphics which represents an image as a geometrical formula. Each row of color dots in the mosaic of color dots constitutes one raster graphic. In a printer, a raster graphic is used as the master image from which a page is printed, because the image can be transferred to paper by printing one raster at a time.

Raw

This is a print application used with Windows 2000/XP/Server 2003/Vista. It can print at higher speeds than LPD.

Recall

See Job Recall.

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

Reception

See Receiving.

Redialing-automatic

See Automatic redialing.

Registering

A process by which you place destination's information (such as the name, fax number, e-mail addresses, etc.) in the machine's memory, so that you save time specifying destinations you send documents frequently.

Regular dialing

Pressing the individual numeric keys to dial a fax or telephone number.

Remote reception ID

The two-digit code that enables you to manually activate fax reception using an external telephone.

Remote reception

Activating fax reception by answering an external telephone that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

**Before Using the Machine****1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Remote UI**

Remote User Interface (UI) allows you to remotely perform machine functions from a computer connected to the network using web browser software. Many functions that are done physically at the Canon machine's operation panel can be done via software at a networked computer using a web browser, such as Microsoft Internet Explorer.

Report

A document printed by the machine and containing information about the documents it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

RIP (Raster Image Processor)

The hardware and/or software functions of a printer that convert vector graphic descriptions from a computer into raster graphic images that can be printed.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See Receiving.

S**Scope ID**

The Scope ID is a character string value that is appended to the NetBIOS name, and is used for all NetBIOS over TCP/IP communications. It provides a way for a computer to communicate only with others sharing the same Scope ID.

Sending

Sending documents is also defined as TX or Transmit. The machine can scan and send documents via fax, or e-mail, or send them to a file server.

Sending speed

The rate at which faxes are transmitted through the phone line. See also bps (bits per seconds).

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

SNMP

Simple Network Management Protocol. The network management protocol of TCP/IP.

In SNMP, agents, which can be hardware as well as software, monitor the activity of the various devices on the network and report to the network console workstation.



Back



Previous



Next

TOP

Before Using the Machine 1

Document and Paper 2

Copying 3

Sending and Receiving 4

Printing and Scanning 5

Network 6

Remote UI 7

System Manager Settings 8

Maintenance 9

Troubleshooting 10

Appendix 11

Table of Contents

Index

Source Routing

Normally, a host has no control over the route taken by a packet it sends. Source routing is a technique whereby the sender of a packet can specify the route that a packet should take through the network to its destination.

Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Because devices access data at different rates, the buffer provides a waiting station where the data can wait until the device for which it is meant is ready to access it.

Standby

The mode in which the machine is on and ready to use.

Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet.

Subnet Mask

SUBNETwork mask. The method used to determine which subgroup, or subnet, an IP address belongs to on TCP/IP networks, all devices whose IP addresses have the same prefix would belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

Switching hub

A network connection box to which a number of computers can be connected. The switching hub forwards a data packet from the network to the appropriate computer according to the packet's address. Conventional hubs simply send every packet to every connected computer. Since a switching hub forwards packets only to their intended recipients, it provides greater efficiency.

T

TCP/IP

Acronym for Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet and to wide-area networks.

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.

Transmit

See Sending.

TX

See Sending.

U

URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a web page, on the Internet. The URL for a web page would look something like this:

"<http://www.w3.org/default.html>". Here, "http:" indicates that a web page is being accessed, "http://www.w3.org" is the address of the server containing the web page, and "default.html" is the file name under which the web page is stored on the server.

V

Vector Graphics

See Raster.

W

WAN

Wide Area Network. A geographically widespread network. A WAN can be one large network, or it can consist of a number of linked LANs (Local Area Networks).

WINS

Windows Internet Name Service. A service for associating a NetBIOS name, which is a computer name or printer name on a NetBIOS network, with an IP address. To use WINS, a WINS server is required.



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Index

Symbols & Numerics

1-TOUCH LIST 11-54

1-TOUCH LIST 2 11-54

2-Sided key 1-6

2 on 1 combination 3-8

A

Accepting print jobs with unknown IDs 8-12

Accessing the setting menu 11-4

ACTIVITY REPORT

Printing automatically 11-51

Printing manually 11-53

Add. Func. button 7-5

Additional Functions key 1-6

Additional network settings 6-35

Address Book

Deleting an address 7-11

E-mail addresses 4-11

Editing and address 7-9

Fax numbers 4-10

File server addresses 4-12

Registering an address 7-10

Setting the password 8-17

Storing/Editing 4-9

Viewing an address 7-9

Address Book key 1-9

Using 4-23

ADDRESS BOOK SET. 11-4, 11-19

Address button 7-5

ADF 1-3, 2-5

ADJUST./CLEANING 11-4, 11-30

Advanced sending features 4-26

AnsMode 4-35

Auto clear time 1-17

Automatic document feeder 1-3

Automatic redialing 4-29

Auto retry 4-29

B

Back button 7-5

Basic network settings 6-6

Basic receiving method 4-35

Basic sending method 4-5

Before using the machine 1-1

Broadcasting 4-26

C

Canceling

Copy job 3-12

Scan job 5-8

TX/RX job 4-46

CHANGE TONER message 9-10

CHECK DOCUMENT message 10-3

Checking

Copy job 3-13

Documents stored in memory 4-48

Print job 5-9

Reception result 4-47

Report job 11-55

Transmission result 4-47

Checking counter information 8-10

Checking dialing line 4-33

Checking network settings 6-43

Checking the log 8-21

Clean Earth Campaign 9-16

Cleaning machine

Exterior 9-2

Fuser roller 9-6

Interior 9-2

Scanning area 9-6

Clearing jams 10-3

Document jams 10-3

Paper jams 10-5

Clearing page totals 8-11

Clear key 1-8

Coded dial codes

Deleting 4-15

Editing 4-14

Registering 4-10, 4-11, 4-12

Storing/Editing 4-10

Using 4-21

Coded Dial key 1-9, 4-21

CODED DIAL LIST 11-54



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

CODED DIAL LIST 2 11-54

Collate/2 on 1 key 1-7

Collate copy 3-7

COMMON SETTINGS 11-4, 11-7

Components 1-3

Copying 3-1

Copy job

Canceling 3-12

Checking 3-13

Deleting 3-13

COPY key 1-6

Copy mode 1-10

COPY SETTINGS 11-4, 11-9

Customer support

Canada 10-56

U.S.A. 10-56

Customizing sending features 4-29

D

Daylight saving time 1-18

Deleting

Copy job 3-13

Documents stored in memory 4-48

Print job 5-9

Report job 11-55

Density

Copying 3-4

Scanning 5-6

Sending 4-6

Density key 1-7

Department ID

Erasing 8-10

Registering 8-6

Department ID Management

Accepting print jobs with unknown IDs 8-12

After using the machine 1-12

Before using the machine 1-12

Checking counter information 8-10

Clearing page totals 8-11

Printing counter information 8-12

Department IDs

Managing 7-21

Device button 7-5

Device information settings 8-5

Document

Jams 10-3

Loading 2-4

Printing 5-2

Receiving 4-1

Requirements 2-2

Scanning area 2-3

Sending 4-1

Document and paper 2-1

Document delivery tray 1-3

Document feeder tray 1-3

Document requirements 2-2

Documents stored in memory

Checking 4-48

Deleting 4-48

Forwarding 4-41

DRPD 4-37

Dust cover 1-4

E

E-mail addresses

Registering in Address Book 4-11

Energy Saver key 1-7

Enlarge/Reduce key 1-7

Envelopes 2-10

Error codes 10-21

Error indicator 1-7

Ethernet port 1-5

External device jack 1-5

F

Fax dialing features 4-32

Fax numbers

Registering in Address Book 4-10

FaxOnly 4-35

FaxTel 4-36

File server addresses

Registering in Address Book 4-12

Forwarding 4-41, 7-15

Forwarding errors

Setting how to handle 8-15

G

Glossary 11-57

Group addresses

Adding destination 4-16

Changing name 4-18

Deleting destination 4-17

Deleting group 4-18

Registering group 4-15

Using 4-22

GROUP DIAL LIST 11-54

H

Help button 7-5

Hook key 1-9, 4-25



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

I

- ID key 1-7
- If a power failure occurs 10-55
- If you cannot solve a problem 10-56
- Image quality
 - Copying 3-4
 - Faxes 4-6
- Image Quality key 1-7
- Import/Export function

- About the Import/Export function 7-27
- Exporting the Additional Functions settings 7-32
- Exporting the Address Book 7-27
- Exporting the User Management Data 7-29
- Importing the Additional Functions settings 7-33
- Importing the Address Book 7-28
- Importing the User Management Data 7-30

J

- Jams
 - Document 10-3
 - Paper 10-5
- Job management
 - About the job management 7-7
 - Activity log 7-8
 - Print jobs 7-7
- Job recall 4-27
- Job status button 7-5

L

- LCD
 - Display 1-8
 - Messages 10-13
 - Standby mode 1-10

- Legal 2-7
- Letter 2-7
- Loading
 - Document 2-4
 - Envelopes 2-10
 - Paper 2-10
- Log In/Out key 1-7
- Log in mode 1-11

M

- Machine
 - Checking status 7-6
 - Customizing settings 7-35
- Machine components 1-3
- Machine management 6-44
- Machine settings 11-4
- Main operation panel 1-6
- Main power switch 1-4
- Maintaining the toner cartridge 1-14
- Maintenance 9-1
- Manual reception 4-37
- Manual sending 4-25
- Memory lock reception 4-38
- Memory reception 4-38
- Menu
 - Accessing 11-4
 - Setting 11-6
- Multi-purpose tray 1-4, 2-10

N

- Network 6-1
- Numeric keys 1-8

O

- OK key 1-8
- One-Touch keys 1-9
 - Deleting 4-15
 - Editing 4-14
 - Registering 4-10, 4-11, 4-12
 - Storing/Editing 4-10
 - Using 4-20
- Operation panel 1-3, 1-6
 - Main operation panel 1-6
 - Send/Fax operation panel 1-9
- Output tray 1-3
- Output tray extension 1-4
- Overseas number 4-33

P

- Page limit
 - Changing 8-8
 - Registering 8-6
- Page top button 7-5
- Paper
 - Jams 10-5
 - Loading 2-10
 - Printable area 2-9
 - Requirements 2-7
 - Size and type 2-13
- Paper cassette 1-3
- Paper guide rail 1-4
- PAPER JAM message 10-5
- Paper requirements 2-7
- PAPER SETTINGS 11-4, 11-6
- Paper stopper 1-4



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Password

Changing 8-8
Erasing 8-10
Registering 8-6

PC faxing

Platen glass 1-4, 2-4

Power failure

Power socket 1-5

Printable area

PRINTER SETTINGS 11-4, 11-23

Printing

Printing counter information 8-12

Printing lists

1-TOUCH LIST 11-54
1-TOUCH LIST 2 11-54
CODED DIAL LIST 11-54
CODED DIAL LIST 2 11-54
GROUP DIAL LIST 11-54
USER'S DATA LIST 11-4

Printing reports

ACTIVITY REPORT 11-51, 11-53
RX REPORT 11-50
TX REPORT 11-49

Print job

Checking 5-9
Deleting 5-9

Processing/Data indicator

Pulse dialing 4-32

R

Rear cover

Recall/Pause key

Received image reduction

Receive mode

AnsMode 4-35
DRPD 4-37
FaxOnly 4-35
FaxTel 4-36
Manual 4-37

Receiving documents

Basic receiving method 4-35
Receiving features 4-36

Receiving features

Recycling cartridge

CANADA PROGRAM 9-20
U.S.A. PROGRAM 9-17

Redistributing toner

Remote reception

Remote reception ID

Remote UI

Replacing the toner cartridge

Report job

Checking 11-55
Deleting 11-55

Reports and lists

REPORT SETTINGS

Reserved copy

Restricting access to destinations

Address Book password 8-17
Broadcasting 8-20
Confirm entered fax numbers 8-19
Job Recall 8-19
New address 8-18
PC faxing 8-18

RX REPORT

Printing automatically 11-50

S

SCAN key 1-6
Scan mode 1-10
Scanning 5-1
Scanning area 1-4, 2-3
Scanning documents

Computer 5-3
USB memory 5-4
Scanning platform 1-4

Scan settings

Copying 3-4
Scanning to a USB memory 5-6
Sending 4-6

SEND/FAX key

Send/Fax mode

Send/Fax operation panel

Sending and receiving

Sending documents

Address Book 4-9
Advanced sending features 4-26
Basic sending method 4-5
Customizing sending features 4-29
Fax dialing features 4-32
Manual sending 4-25
PC faxing 4-28
Scan settings 4-6
Specifying destinations 4-20

Send settings

Customizing sending features 4-30
Scan settings 4-7



Back



Previous



Next

TOP

Before Using the Machine

1

Document and Paper

2

Copying

3

Sending and Receiving

4

Printing and Scanning

5

Network

6

Remote UI

7

System Manager Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

Setting menu

ADDRESS BOOK SET. 11-19
ADJUST./CLEANING 11-30
COMMON SETTINGS 11-7
COPY SETTINGS 11-9
PAPER SETTINGS 11-6
PRINTER SETTINGS 11-23
REPORT SETTINGS 11-32
SYSTEM SETTINGS 11-34
TIMER SETTINGS 11-28
TX/RX SETTINGS 11-11
VOLUME CONTROL 11-6

Setting paper size and type

2-13
Setting up a computer as a file server 6-21
Setting up a computer for printing/sending a fax 6-11

Setting up e-mail

6-16
Sleep mode 1-16

Slide guides

1-3, 2-5
Slide guides for multi-purpose tray 1-4

Specifying destinations

Standby mode

Copy 1-10
Log in 1-11
Scan 1-10
Send/Fax 1-10

Starting Remote UI

Start key

Stop/Reset key

Storing/Editing

Address Book 4-9
Coded dial codes 4-10
Group addresses 4-15
One-touch keys 4-10
System Manager ID 8-3

System Manager settings

8-1
System monitor 3-13, 4-47, 5-9, 11-55

System Monitor key

System Password

System requirements

Network 6-4
Remote UI 7-3

SYSTEM SETTINGS

System settings

Customizing 7-12

T

Telephone line jack

TIMER SETTINGS

Timer settings

Time zone

Tone dialing

Tone key

Toner cartridge

1-13
Checking the toner level 1-15

Maintaining 1-14

Recycling 9-16

Redistributing 9-10

Replacing 9-13

Toner Gauge key

Toner level

TONER LOW message

To Top page button

Transporting the machine

Troubleshooting

Clearing jams 10-3
Copying 10-44
Error codes 10-21
General 10-30
If a power failure occurs 10-55
If you cannot solve a problem 10-56
LCD messages 10-13
Network 10-52
Paper feeding 10-32
Printing 10-47
Sending/Receiving 10-33
Telephone 10-51

Two-sided copying

Two-sided printing

TX/RX SETTINGS

11-4, 11-11
TX REPORT
Printing automatically 11-49

U

Update button

USB memory

USB memory port

USB port

USER'S DATA LIST

User IDs

Managing 7-21
Turning ON/OFF 8-14

Use USB device

Using

Address Book key 4-23
Coded dial codes 4-21
Group addresses 4-22
One-touch keys 4-20



Back



Previous



Next

TOP

Before Using the
Machine

1

Document and Paper

2

Copying

3

Sending and
Receiving

4

Printing and
Scanning

5

Network

6

Remote UI

7

System Manager
Settings

8

Maintenance

9

Troubleshooting

10

Appendix

11

Table of Contents

Index

V

View Settings key 1-6

VOLUME CONTROL 11-4, 11-6

Z

Zoom ratio

Preset zoom 3-5

Zoom designation 3-6



TOP

Before Using the Machine**1****Document and Paper****2****Copying****3****Sending and Receiving****4****Printing and Scanning****5****Network****6****Remote UI****7****System Manager Settings****8****Maintenance****9****Troubleshooting****10****Appendix****11****Table of Contents****Index****Canon****CANON INC.**

30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

CANON CANADA INC.

6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.

Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

CANON FRANCE S.A.S.

17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France

CANON COMMUNICATION & IMAGE FRANCE S.A.S.

12, rue de l'Industrie 92414 Courbevoie Cedex, France

CANON (U.K.) LTD.

Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

CANON DEUTSCHLAND GmbH

Europark Fichtenhain A10, 47807 Krefeld, Germany

CANON ITALIA S.p.A.

Via Milano, 8 20097 San Donato Milanese (MI) Italy

CANON ESPAÑA, S.A.

c/ Joaquín Costa 41, 28002 Madrid, Spain

CANON LATIN AMERICA, INC.

703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.

CANON AUSTRALIA PTY. LTD

1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

CANON CHINA CO., LTD

15F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China

CANON SINGAPORE PTE. LTD.

1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632